

# ATTACHMENT J

## FY 2022 Wake Transit Work Plan Request Instructions

### Wake Transit Sharepoint Site

For the FY 2022 Wake Transit Work Plan development process, agencies are to submit project funding request forms for the following:

- Any new operating project not already included in the FY 2022 base budget;
- Any capital project requested to be funded in FY 2022;
- Any changes in the scope of work for operating projects included in the FY 2022 base budget, regardless of funding amount; and
- Any increase in requested amount for operating projects over the FY 2022 base budget amount.

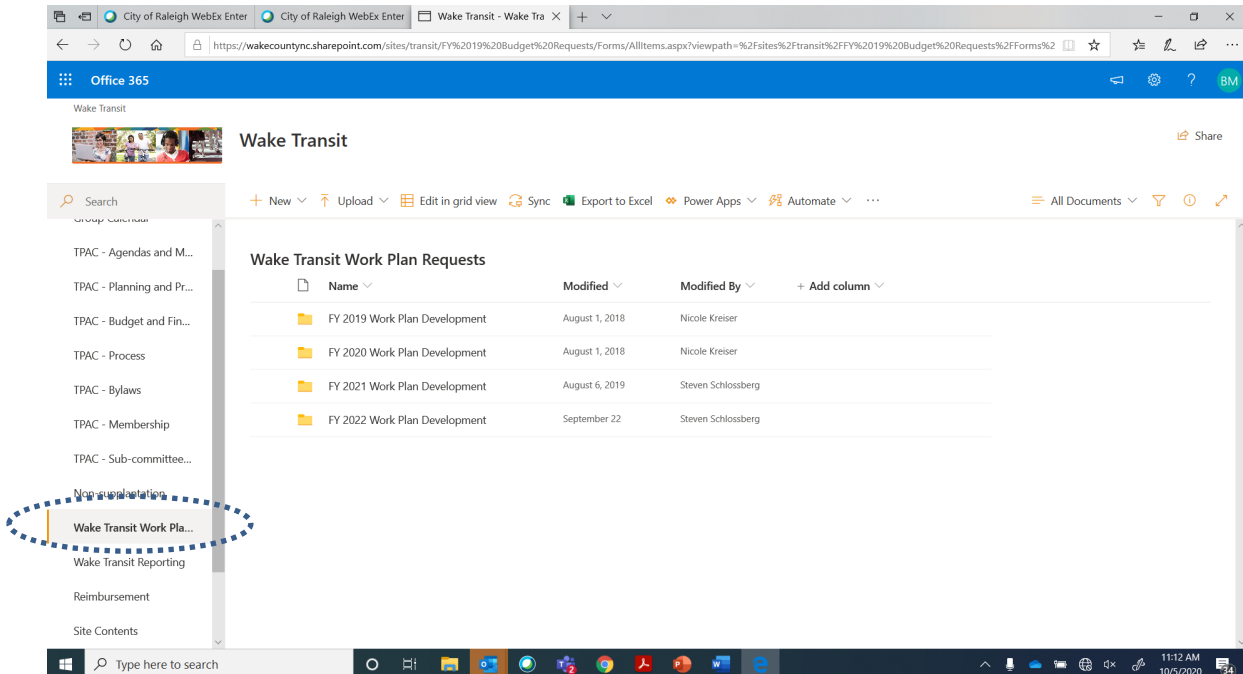
Although not essential, any changes to future-year programmed projects (FYs 2023-2027) in the adopted FY 2021 Wake Transit Work Plan should also be submitted through the Wake Transit Sharepoint Site. New Community Funding Area Program project funding requests shall be submitted through the Community Funding Area Program call for projects and are exempt from these instructions.

The Wake Sharepoint Site is accessible at:

<https://wakecountync.sharepoint.com/sites/Transit/SitePages/Home.aspx>

If you do not have access, or need help with login credentials or passwords, please email Tim Gardiner at [Tim.Gardiner@wakegov.com](mailto:Tim.Gardiner@wakegov.com).

Information on the FY 2022 Wake Transit Work Plan development process is located in the FY 2022 Work Plan Development folder under Wake Transit Work Plan Requests.



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The screenshot shows a SharePoint web page for 'Wake Transit'. The page title is 'Wake Transit' and it includes a 'Share' button. The main content area displays a list titled 'Wake Transit Work Plan Requests' with columns for 'Name', 'Modified', and 'Modified By'. The list contains four items, with the 'FY 2022 Work Plan Development' item circled in blue. The left sidebar shows a navigation menu with various categories, and the top of the page features the Office 365 header and search bar.

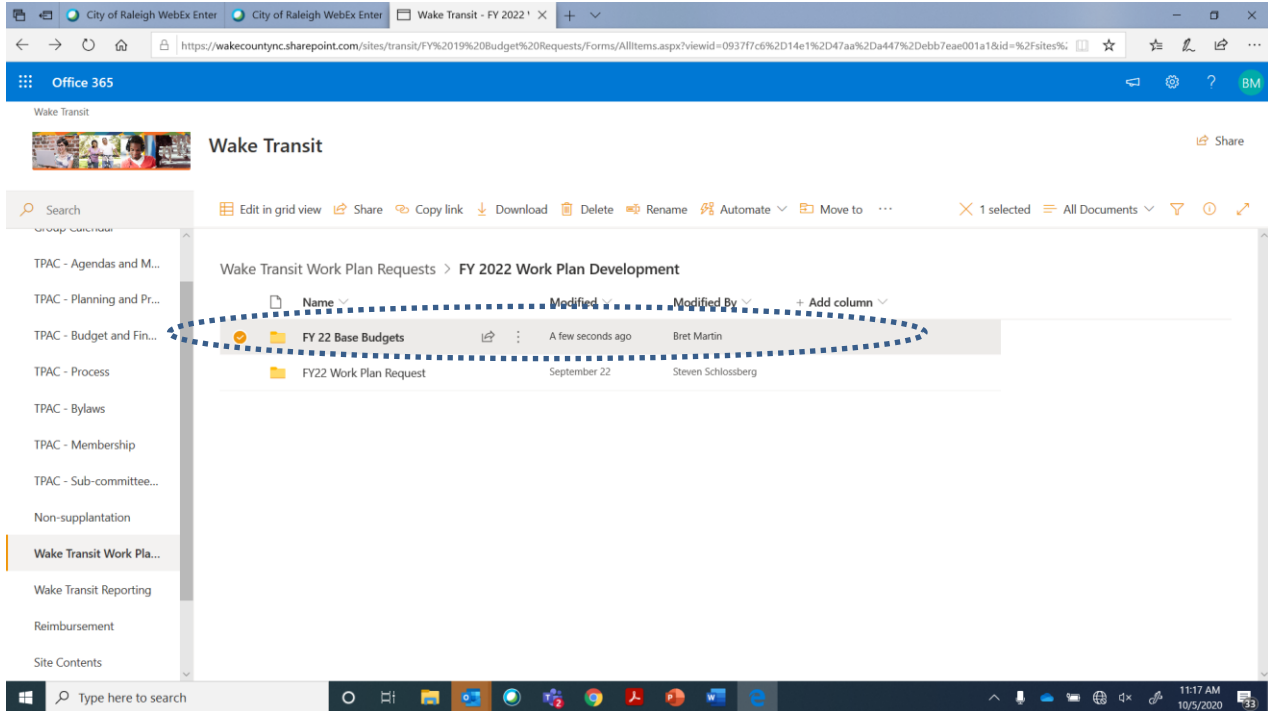
Name	Modified	Modified By
FY 2019 Work Plan Development	August 1, 2018	Nicole Kreiser
FY 2020 Work Plan Development	August 1, 2018	Nicole Kreiser
FY 2021 Work Plan Development	August 6, 2019	Steven Schlossberg
FY 2022 Work Plan Development	September 22	Steven Schlossberg

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## FY 2022 Base Budget

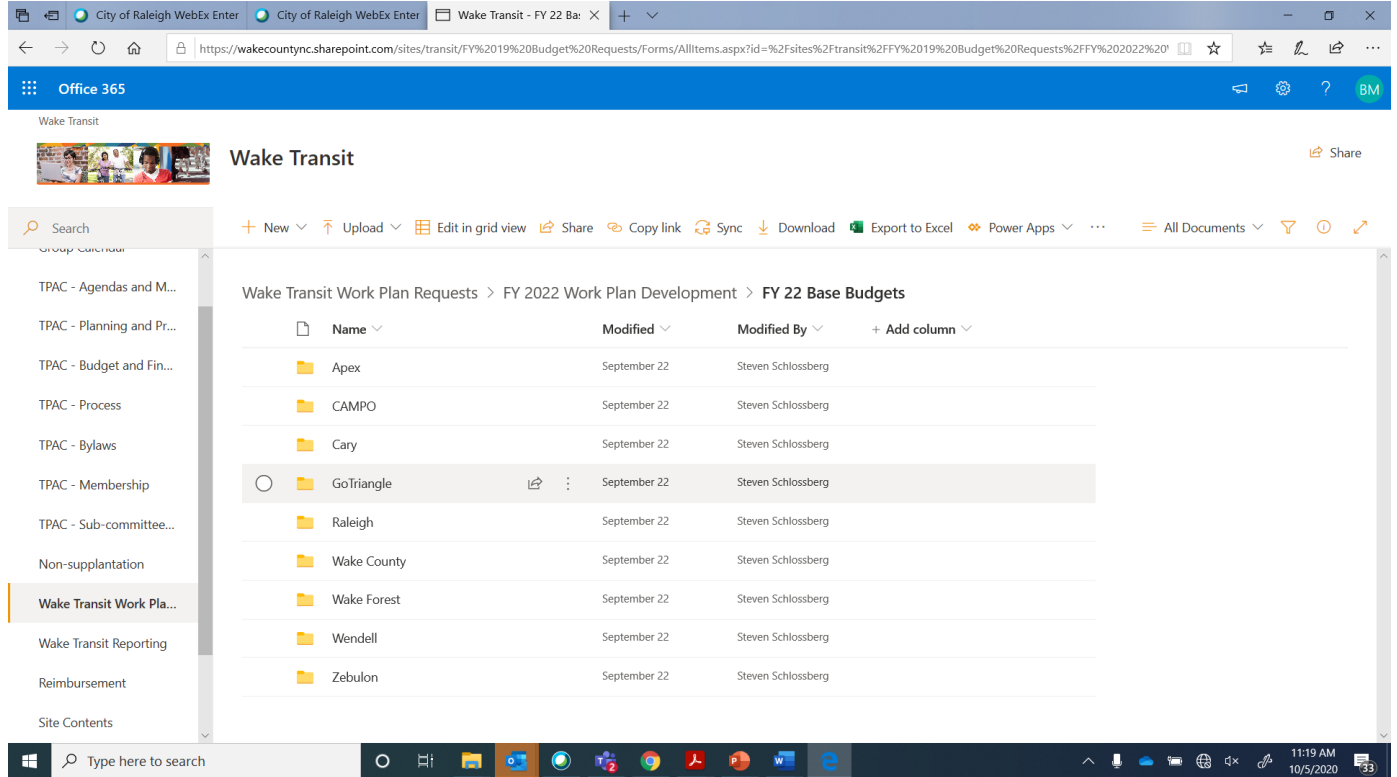
For FY 2022, agencies will find a FY 2022 base budget in their applicable folder on Sharepoint. These FY 2022 base budgets assume the amounts reported by agencies as the recurring cost from FY 2021 operating appropriations, which include the annualized cost of FY 2021 partial year funding, if applicable, and any other full year FY 2021 recurring appropriations inflated at 2.5 percent. This amount ties to the amounts shown in the multi-year operating program in the adopted FY 2021 Wake Transit Work Plan.

Base Budgets for each agency and municipality are located here:



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Detailed line-item information that accounts for FY 2022 amounts shown in the multi-year operating program presented on pages 19-22 of the adopted FY 2021 Wake Transit Work Plan is located here:



Agencies and municipalities that received Wake Transit bus operations, transit plan administration, and tax district administration appropriations for FY 2021 shall review and verify these amounts and verify that the FY 2021 scopes of work, as written in the respective project profilesheets, are still applicable. 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 2022 base budget, agencies are requested to enter adjustments in the base budget adjustment column located in the individual agency FY 2022 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 sources. Inadequate information submitted in support of projects greatly diminishes the ability of the 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 the public, partner agencies, and other stakeholders about future Wake Transit projects for the Draft Wake Transit Work Plan to be released for public comment in February.

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In order for an operating expansion or capital request to be submitted, it must be submitted on the FY 2022 Wake Transit Work Plan Project Request Form. A form should be submitted for each operating and/or capital project requested by an agency. Request forms are required for:

- Scope changes to existing projects
- Financial changes that are above the amount programmed in base budgets for FY 2022 for recurring operating appropriations
- New operating and capital projects requesting appropriation; projects previously only shown as programmed in FY 2022 require a Wake Transit Work Plan Request Form to be filled out to be considered for appropriation of funds and elevation from programming.

This form is in Microsoft Excel. The request form includes much of the narrative and financial information required to support the FY 2022 Work Plan Request.

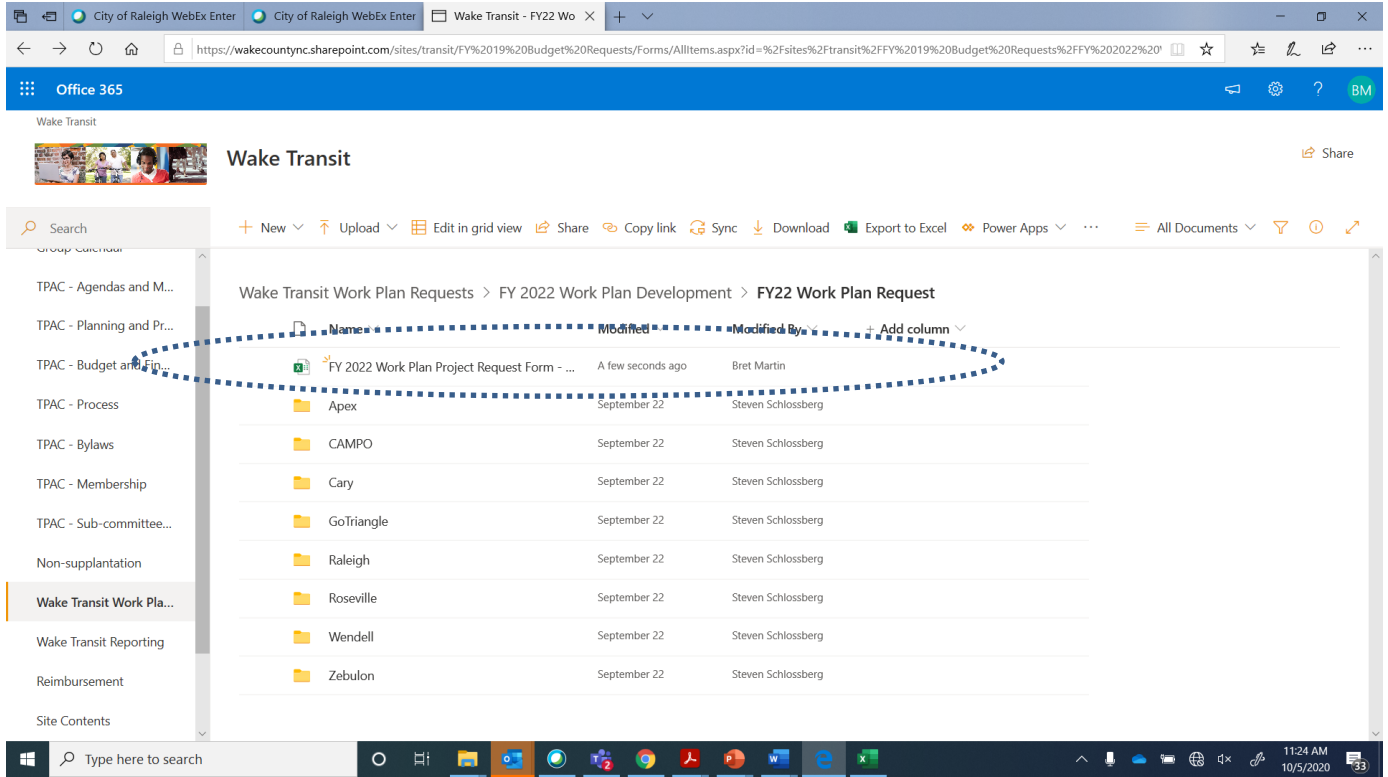
The screenshot shows the Microsoft Excel interface for the 'FY 2022 Work Plan Project Request Form - Draft'. The form is structured as follows:

REQUEST #	FY 2022 Wake Transit Work Plan Request Form Operating and/or Capital			FY START DATE	
				Total Project Cost	\$ -
Project Name	Requesting Agency	Project Contact	Wake Transit Estimated Operating Cost		
			Base Year	\$	-
			FY 2023	\$	-
			Cumulative	\$	-
Estimated Start Date	Estimated Completion	Notes	Wake Transit Estimated Capital Cost		
			Base Year	\$	-
			Cumulative	\$	-
Project Description/Scope	Enter below a summary of the project that may later be used as the project description in the FY 2022 Work Plan.				
Project Justification / Business Case	Provide responses to EACH of the questions below. Answer the questions as fully as possible. Enter Not Applicable (N/A) as appropriate.				

All requests are required to state the anticipated start date in the fiscal year. Furthermore, capital requests are required to be identified by phase, with anticipated start dates for each phase.

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



## How to Submit Requests

Operating expansion and capital project requests to be funded in FY 2022 in full or in part from Wake Transit are due by December 4, 2020.

Each agency should make sure to save a copy of ALL operating expansion requests and capital project requests in the unique folder for its requests on the Wake Transit Sharepoint site under FY 2022 Budget Request Forms Submitted. Project requests should be saved with a version and date so that changes can be tracked as the FY 2022 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.

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Wake Transit

Wake Transit Work Plan Requests > FY 2022 Work Plan Development > **FY22 Work Plan Request**

Name	Modified	Modified By	+ Add column
FY 2022 Work Plan Project Request Form - ...	A few seconds ago	Bret Martin	
Apex	September 22	Steven Schlosberg	
CAMPO	September 22	Steven Schlosberg	
Cary	September 22	Steven Schlosberg	
GoTriangle	September 22	Steven Schlosberg	
Raleigh	September 22	Steven Schlosberg	
Roseville	September 22	Steven Schlosberg	
Wendell	September 22	Steven Schlosberg	
Zebulon	September 22	Steven Schlosberg	

The screenshot shows a SharePoint interface with a left-hand navigation pane containing various categories like 'TPAC - Agendas and M...', 'TPAC - Planning and Pr...', 'TPAC - Budget and Fin...', 'TPAC - Process', 'TPAC - Bylaws', 'TPAC - Membership', 'TPAC - Sub-committee...', 'Non-supplantation', 'Wake Transit Work Pla...', 'Wake Transit Reporting', 'Reimbursement', and 'Site Contents'. The main content area displays a list of folders. A blue arrow points to the 'Cary' folder in the list.

Wake Transit

Wake Transit Work Plan Requests > FY 2022 Work Plan Development > FY22 Work Plan Request > **Cary**

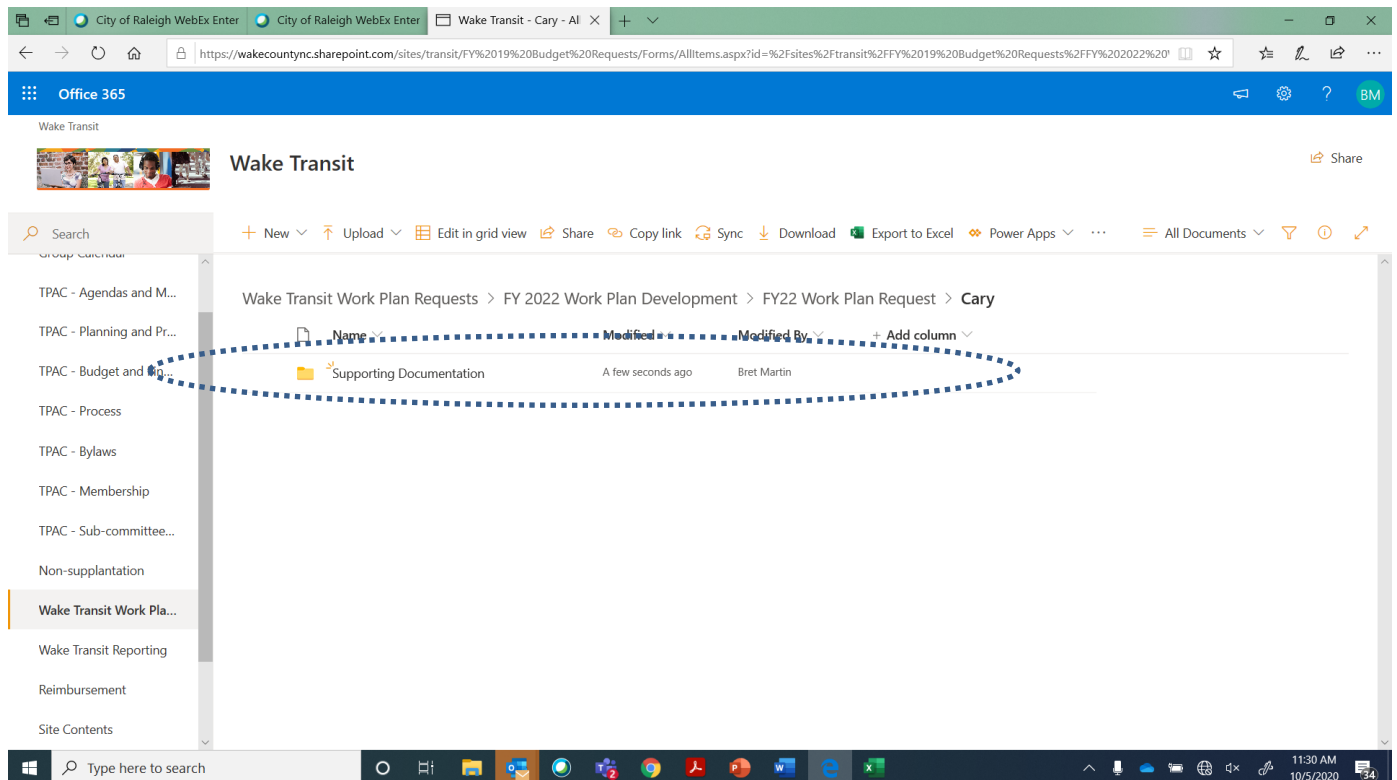
Drag files here

The screenshot shows the same SharePoint interface as above, but the main content area is now an empty folder view for the 'Cary' folder. It features a large grey folder icon with a downward arrow and the text 'Drag files here'. The left-hand navigation pane is identical to the previous screenshot.

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## Supporting Documentation

In addition to filling out the required information on the Wake Transit Work Plan Project Funding Request Form, agencies are required to submit graphics and other images in their agency folders that support the requests, if applicable. For bus operating projects, agencies are requested to attach a map showing the route or routes included in the request. For capital projects, agencies are required to submit pictures, maps, or schematics of proposed capital projects. This information will be used in the generation of the Draft FY 2022 Wake Transit Work Plan and to communicate project characteristics during public comment, on the GoForward site, and for presentations to various elected boards and commissions. This information should be labeled and included in the FY 2022 Work Plan Development Supporting Information.



## FY 2022 Overall Process and Questions

The Wake Transit Sharepoint Site contains the FY 2022 Kick-Off Presentation and the FYs 2021/2022 Work Plan, Amendment, and Quarterly and Annual Reporting Calendar.

Questions concerning the FY 2022 Work Plan Process should be directed to Steven Schlossberg ([sschlossberg@gotriangle.org](mailto:sschlossberg@gotriangle.org) or 919-485-7590) or Bret Martin ([bret.martin@campo-nc.us](mailto:bret.martin@campo-nc.us) or 919-996-4410).



REQUEST #

**FY 2022**  
**Wake Transit Work Plan**  
**Request Form**  
**Operating and/or Capital**

FY START DATE
Total Project Cost
\$ -

Project Name	Requesting Agency	Project Contact	Wake Transit Estimated Operating Cost	
			Base Year	\$ -
			FY 2023	\$ -
			Cumulative	\$ -
Estimated Start Date	Estimated Completion	Notes	Wake Transit Estimated Capital Cost	
			Base Year	\$ -
			Cumulative	\$ -

Project Description/Scope	Enter below a summary of the project that may later be used as the project description in the FY 2022 Work Plan.

**Project Justification / Business Case** Provide responses to EACH of the questions below. Answer the questions as fully as possible. Enter Not Applicable (N/A) as appropriate.

1. Is this a New Project, Scope Change or Financial Change?      **New**  **Scope**  **Financial**

*See Instructions for definitions*

1a. If Scope Change or Financial Change - Indicate previous project ID

2. Is this project Operating, Capital or Both?      **Operating**  **Capital**  **Both**

3. Is this a one-time request?      **Yes**  **No**

4. What is the timeframe for the request? Are you requesting a full year of funds in FY22 or a partial year to be annualized in future fiscal years?

5. Where is this project located, who will this project serve and how will it improve service or overall implementation of the Wake Transit Plan?

6. Is this project programmed in the adopted FYs 2021-2027 Multi-Year Operating Program or CIP?      **Yes**  **No**

6a. If yes, how does this request relate to what was envisioned in the adopted Multi-Year Operating Program, CIP, or Wake Transit Plan? Specify which component(s) of the Multi-Year Operating Program, CIP, or Wake Transit Plan the request supports.

6b. If no, is this project in addition to projects and services included in the adopted Multi-Year Operating Program, CIP, or Wake Transit Plan or in lieu of projects and services included in those programs/plans?

7. Is the request identified in the Wake Bus Plan, Fixed Guideway Corridors MIS, any other Wake Transit governing board-adopted plans, or any other TPAC-endorsed plans or studies?

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

7a. If yes, how does this request relate to what was envisioned in these adopted or TPAC-endorsed plans or studies? Specify which component(s) of these plans or studies the request supports. If this request involves a capital or bus operating project, please include a map showing the location of the project as an attachment to this form.

8. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

9. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

- a)
- b)
- c)


10. For bus operating projects, please provide:

a) Target Start Date				
b) Assets Used (Vehicles, etc.)				
c) Geographic Termini				
d) Major Destinations Served				
e) Annualized Revenue Hours				
f) Span of Service		Weekday	Saturday	Sunday
g) Frequency	<b>TIME PERIOD</b>	Weekday	Saturday	Sunday
	AM Peak			
	Midday			
	PM Peak			
	Evening			

11. If this is a bus operating project, which organization will operate the service?

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12. If applicable, describe proposed responsibilities and duties for new staffing requests. Provide each major intended function, and the percentage of time devoted to each function.

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13. List any other relevant information not addressed.

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14. Please enter estimated revenues below. If there are other revenues besides Wake County Tax Revenue to support this request, please enter the anticipated revenue amounts next to the appropriate funding source for each fiscal year shown below.

Revenue							
	FY22	FY23	FY24	FY25	FY26	FY27	FY28
<b>Tax Revenue</b>							
Wake County Tax Revenue (Operating)	-	-	-	-	-	-	-
Farebox	-	-	-	-	-	-	-
Operating Revenue Subtotal	-	-	-	-	-	-	-
Wake County Tax Revenue (Capital)	-	-	-	-	-	-	-
<b>Other Revenue</b>							
Federal	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-

Other	-	-	-	-	-	-	-
Subtotal Other	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-	-	-

15. For Non Wake County Tax Revenue (federal, state, other), who is the proposed recipient(s) and who will be in charge of applying for the revenue(s)? Please provide status of other revenues (Application submitted, Committed, Awarded, Other).

16. Please enter estimated appropriations to support expenses. Enter FY 2022 and the estimated annualized cost in FY 2023 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2023 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

17. Please enter Operating category that best represents the project above (This will be reviewed during Work Plan development)  
 Bus Operations  Transit Plan Administration  Tax District Administration

18. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects.

CAPITAL COSTS	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Design							
Construction							
Equipment							
Land - Right of Way							
Other							
<b>TOTAL CAPITAL COSTS</b>	-	-	-	-	-	-	-

19. For multi-phase capital projects, please indicate the respective fiscal quarter and fiscal year each phase will begin and end in the timeline below.

	Fiscal Quarter and Fiscal Year Begin	Fiscal Quarter and Fiscal Year End
Design		
Construction		
Equipment		
Land - Right of Way		
Other		

20. Please enter Capital category that best represents the project above (This will be reviewed during workplan development)  
 Bus Infrastructure  Bus Acquisition  BRT  CRT  Other

Assumptions for Costs and Revenues Above:

21. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.

