

FY 2023, Quarter 2, Requested Wake Transit Work Plan Amendments

REQUESTED MAJOR/MINOR AMENDMENTS

Project ID #	Agency	Project Title	FY 22 Original Funding Allocation	FY 23 Original Funding Allocation	FY 23 Requested Funding Allocation	FY 23 Funding Impact	Reason for Major/Minor Amendment Status
Operating Budget Amendment Requests							
TO002-L	Capital Area MPO	1.0 FTE: TPAC Administration	\$ 137,001	\$ 140,426	\$ 169,658	\$ 29,232	Minor Amendment: Change to budget allocation that, combined with the other Capital Area MPO amendment requests, does not require a change in fund balance or reserves.
TO002-V		1.0 FTE: Program Manager	\$ 168,772	\$ 172,991	\$ 209,209	\$ 36,218	Minor Amendment: Change to budget allocation that, combined with the other Capital Area MPO amendment requests, does not require a change in fund balance or reserves.
TO002-W		1.0 FTE: Transit Planner	\$ 114,476	\$ 117,338	\$ 141,555	\$ 24,217	Minor Amendment: Change to budget allocation that, combined with the other Capital Area MPO amendment requests, does not require a change in fund balance or reserves.
Total Operating Funding Impact						\$ 89,667	
Capital Budget Amendment Requests							
Project ID #	Agency	Project Title	Original Funding Allocation	Requested Funding Allocation	Funding Impact	Reason for Major/Minor Amendment Status	
TC005-A2	City of Raleigh	Wake BRT: Southern Corridor	\$ 7,630,000	\$ 24,240,000	\$ 16,610,000	Major Amendment: Amendment request involves a financial impact requiring a change in fund balance or to budgeted reserves. Request expands the project budget to account for the updated project cost and requirement that a 100% local match is programmed and obligated for the Federal Transit Administration (FTA) Capital Investment Grant (CIG).	
Total Capital Funding Impact					\$ 16,610,000		

Distributed for Public Comment on 9/1/2022

Public Comments Accepted Through 9/30/2022

Submit all comments to Anna Stokes, Wake Transit Program Manager - Anna.Stokes@campo-nc.us

Wake Transit Project ID #
TO002-L, TO002-W, TO002-V

FY 2023
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2022

Type of Amendment Minor Major

Minor Amendments:

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

Major Amendments are required when:

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Significant changes in scope of funded project
- d. A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- e. A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- f. Any change that requires a change in budgeted reserves or fund balance

These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2022), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2022.

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
1.0 FTE: TPAC Administration; 1.0 FTE: Transit Planner; 1.0 FTE: Program Manager	CAMPO	Anna Stokes (anna.stokes@campo-nc.us)	Base Year	\$ 89,667
			Recurring	\$ 587,088
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
Jul-22	Ongoing		Base Year	\$ -
			Cumulative	\$ -

Project Description Enter below a summary of the project amendment and impact on approved plan.

This funding request is to add \$89,667 to the requested FY 23 funding allocation for CAMPO's three (3) existing Wake Transit FTEs. The increase in funding is necessary to cover additional indirect expenses related to office space rent, particularly with CAMPO's move to a new location in Cary. It would also cover increases in labor expenses for which the 2.5% annual cost escalation assumed with Wake Transit multi-year operations programming has not kept pace. The requested funding allocation for project TO002-L (TPAC Administration) is \$169,658. The requested funding allocation for project TO002-W (Transit Planner) is \$141,555. The requested funding allocation for project TO002-V (Program Manager) is \$209,209.

1. Enter Wake Transit Project ID(s) to Increase

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-L	1.0 FTE: TPAC Administration		\$ 29,232	\$ 29,232	Increase of \$29,232 (from \$140,426 to \$169,658)
TO002-W	1.0 FTE: Transit Planner		\$ 24,217	\$ 24,217	Increase of \$24,217 (from \$117,338 to \$141,555)
TO002-V	1.0 FTE: Program Manager		\$ 36,218	\$ 36,218	Increase of \$36,218 (from \$172,991 to \$209,209)
TOTAL			\$ 89,667	\$ 89,667	

2. Wake Transit Project ID(s) to Reduce

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

3. Impact on Transit Plan Project Costs

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ 89,667
		Recurring	\$ 587,088
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

Project Justification / Business Case Provide responses to EACH of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both? Operating Capital Both

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

The request is for this additional funding to be authorized for FY 23 and to continue in perpetuity as long as CAMPO continues to have the responsibilities that warrant the associated staffing expenditures.

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

If funded, CAMPO can provide its assigned lead agency responsibilities assigned to the three FTEs at a level necessary to support the complexity of program-level Wake Transit Plan implementation without consistently stressing these staff resources. If not funded, CAMPO will still strive to provide an adequate level of responsibility and execution of its assigned tasks; however, it may result in cuts to staffing and would place an immense amount of stress on existing staff resources, and the quality of work provided for some of CAMPO's assigned responsibilities will suffer.

7. 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 amended/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)

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- b)

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- c)

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8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

This funding allocation will serve all partners participating in the Wake Transit Plan implementation process by allowing CAMPO to fund its existing Wake Transit staff resources so CAMPO can carry out its assigned responsibilities. These FTE's were originally included in the FY 2018 Wake Transit Work Plan by amendment to address CAMPO's Wake Transit Plan implementation lead agency responsibilities. These FTE's support the ability for the Wake Transit Program to function at an accountable, transparent, and responsible level.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2023 and the estimated annualized cost in FY 2024 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 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	89,667	91,909	94,206	96,562	98,976	101,450	103,986
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	89,667	91,909	94,206	96,562	98,976	101,450	103,986

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

CAPITAL COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

Prior budget actuals for staffing, projections for future staffing expenses, and updated indirect cost allocation guidance.

Wake Transit Project ID #
TC005-A2

FY 2023
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2022

Type of Amendment **Minor** **Major**

Minor Amendments:

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

Major Amendments are required when:

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
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- f. Any change that requires a change in budgeted reserves or fund balance

These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2022), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2022.

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Wake BRT: Southern Corridor	City of Raleigh	Het Patel	Base Year	\$ -
		Het.Patel@raleighnc.gov	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
7/14/2021	12/31/2028		Base Year	\$ 16,610,000
			Cumulative	\$ 16,610,000
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
This request is to meet the updated project cost for Wake BRT: Southern Corridor with the recent Small Starts Ratings application for the project and to ensure 100% of the local match for the Federal Transit Administration (FTA) Capital Investment Grant (CIG) is programmed and obligated. The cost estimate also includes lessons learned from New Bern BRT and carrying higher contingency as requested by FTA and higher inflation percent for YOY dollars to account for recent market conditions.				

1. Enter Wake Transit Project ID(s) to Increase

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TC005-A2	Wake BRT: Southern Corridor		\$ 16,610,000		
TOTAL			\$ 16,610,000	\$ -	

2. Wake Transit Project ID(s) to Reduce

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

3. Impact on Transit Plan Project Costs

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ 16,610,000
		Cumulative	\$ 16,610,000

Project Justification / Business Case Provide responses to EACH of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both? **Operating** **Capital** **Both**

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

Full year of funding to indicate to the FTA CIG program that the project has local funds programmed and obligated to cover updated total project costs.

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

The City of Raleigh will communicate to FTA that local funds are programmed and obligated to meet 100% of the FTA CIG request. If not funded, it could delay the project receiving federal funding allocation from the FTA CIG process.

7. 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 amended/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)	Date RFP/RFQ release for project development professional services, date of artist-in-residence RFP
b)	Date contract awarded for project development professional services, date of artist-in-residence award
c)	Date of completion of final design, date of art integration plan

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2023 and the estimated annualized cost in FY 2024 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 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
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: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Design	\$ -	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	16,610,000	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	16,610,000	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

The above was calculated based on design costs for the New Bern Avenue BRT project and updated NCDOT unit costs. It also includes FTA requested contingency at level of design completed and higher inflation percentage to develop YOY costs that are reflective of current market conditions.