

ATTACHMENT 1

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

From: Bret Martin, Wake Transit Program Manager, Capital Area MPO

To: Wake County Transit Planning Advisory Committee (TPAC)

Date: 10/5/2021

Re: Summary of Requested FY 2022, 2nd Quarter Work Plan Amendments

A total of nine (9) amendments to the fiscal year (FY) 2022 or a prior year Wake Transit Work Plan have been requested by various project sponsors, including CAMPO, Research Triangle Foundation, and the City of Raleigh for consideration by the TPAC in the 2nd quarter of FY 2022. The amendment requests were reviewed by CAMPO staff to determine the appropriate amendment type classifications (major versus minor) as outlined in the Wake Transit Work Plan Amendment Policy. Six (6) of the amendment requests were categorized as 'Major Amendments' for at least one of the following reasons:

- 1) Amendment request involves a significant change in scope;
- 2) Amendment request involves a financial impact requiring a change in fund balance; or
- 3) Amendment request involves a project requested to be removed from a Work Plan.

The other three (3) amendment requests fall into the 'Minor Amendment' category. The amendment requests were released for public comment between September 3, 2021, and October 3, 2021. No public comments were received in response to the amendment requests.

Attached to this memorandum are the following:

- Proposed FY 2022 Q2 Amendment List (released for public comment) and Financial Disposition
- Completed Amendment Request Forms for Amendment Requests (released for public comment)
- Joint Budget & Finance/Planning & Prioritization Subcommittee Disposition Memo and Voting Record

A scope and financial disposition for the amendment requests was developed by the Planning & Prioritization and Budget & Finance Subcommittees and unanimously recommended to the TPAC at a joint meeting held on September 28th, with the following findings:

- The proposed change in scope for Project TC002-BH (Research Triangle Park Mobility Hub Enhancements) is appropriate for the continued implementation of that Community Funding Area Program project;
- Proposed changes to the budgeted amounts for Projects TO002-L, -V, and -W (CAMPO staffing) do not involve financial impacts that affect fund balance or budgeted amounts for other projects;
- The proposed removal of FY 22 funding allocations for Project TO005-W (Hold Harmless Subsidy for Implementation of Countywide Fare Strategy) and Projects TO005-L1, -L2, and L3 (Youth GoPass funding) would result in \$392,873 being added to fund balance, which allows more funding to be encumbered to other projects; and
- The proposed change in budget to add \$13,650,000 to Project TC005-A1 (New Bern Corridor Bus Rapid Transit Facility) to satisfy additional Federal Transit Administration (FTA) budget contingency requirements is appropriate for the continued implementation of the Wake BRT program of projects and for the continued implementation of the Wake County Transit Plan.

FY 2022, Quarter 2, Requested Wake Transit Work Plan Amendments

REQUESTED MAJOR/MINOR AMENDMENTS

Project ID #	Agency	Project Title	FY 21 Original Funding Allocation	FY 22 Original Funding Allocation	FY 22 Requested Funding Allocation	FY 22 Funding Impact	Reason for Major/Minor Amendment Status
Operating Budget Amendment Requests							
TO002-L	Capital Area MPO	1.0 FTE: TPAC Administration	\$ 136,666	\$ 140,083	\$ 137,001	\$ (3,082)	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	\$ 136,666	\$ 140,083	\$ 168,772	\$ 28,689	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	\$ 136,666	\$ 140,083	\$ 114,476	\$ (25,607)	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.
TO005-W		Hold Harmless Subsidy for Implementation of Countywide Fare Strategy	\$ 117,000	\$ 119,925	\$ -	\$ (119,925)	Major Amendment: Amendment request involves removal of a project from the Work Plan and a change in budgeted reserves or fund balance.
TO005-L1	GoTriangle (submitted by Capital Area MPO)	Youth GoPass Program	\$ 50,056	\$ 51,307	\$ 5,000	\$ (46,307)	Major Amendment: Amendment request involves reduction of a project budget in the Work Plan, which requires a change in fund balance.
TO005-L2	Town of Cary (submitted by Capital Area MPO)	Youth GoPass Program	\$ 31,296	\$ 15,000	\$ -	\$ (15,000)	Major Amendment: Amendment request involves removal of a project from the Work Plan and a change in budgeted reserves or fund balance.
TO005-L3	City of Raleigh (submitted by Capital Area MPO)	Youth GoPass Program	\$ 206,479	\$ 211,641	\$ -	\$ (211,641)	Major Amendment: Amendment request involves removal of a project from the Work Plan and a change in budgeted reserves or fund balance.
Total Operating Funding Impact						\$ (392,873)	
Capital Budget Amendment Requests							
Project ID #	Agency	Project Title	Original Funding Allocation		Requested Funding Allocation	Funding Impact	Reason for Major/Minor Amendment Status
TC002-BH	Research Triangle Foundation	Research Triangle Park Mobility Hub Enhancements	\$ 263,463		\$ 263,463	\$ -	Major Amendment: Amendment request involves a change in scope to remove components of the project that were completed prior to the award effective date for the appropriated funds. These modifications further result in a change in priority order of improvements to be made with the appropriated funds.

TC005-A1	City of Raleigh	New Bern Corridor Bus Rapid Transit Facility	\$ 28,720,000	\$ 42,370,000	\$ 13,650,000	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 FTA contingency funding requirements for the project.
TC004-A	Reserve	Commuter Rail from Garner to Western Durham (Wake County Share) - Project Development	\$ 38,260,371	\$ 24,610,371	\$ (13,650,000)	Major Amendment: Amendment request involves a financial impact requiring a change in fund balance or to budgeted reserves. Release of funds allocated to this reserve allocation for TC004-A covers the request for additional funds for TC005-A1.
Total Capital Funding Impact					\$ -	

Distributed for Public Comment on 9/3/2021
Public Comments Accepted Through 10/3/2021

Wake County Transit Planning Advisory Committee TPAC Budget and Finance

Financial Disposition: September 16, 2021

Discussion:

The Budget Amendment process requires the review and provision of a financial disposition of all Major/Minor amendments that are submitted by the Transit Planning Advisory Committee (TPAC) Budget and Finance Subcommittee.

All minor and major budget amendments must be approved by the Capital Area Metropolitan Planning Organization (CAMPO) Executive Board and GoTriangle Board of Trustees.

Requested Items for Committee Disposition:

Major Amendment – Six (6) Amendments

- 1) **Hold Harmless Subsidy for implementation of Countywide Fare Strategy** – Major amendment submission from CAMPO to remove FY2022 adopted funding for the Hold Harmless subsidy for implementation of countywide fare strategy project. Due to the suspension of fares through FY2022, the amendment request is for the approved funds to be removed from reserve allocation and the operating project removed from the FY2022 Work Plan.
- 2) **Youth GoPass Program** – Three (3) of the major amendments submitted are by CAMPO on behalf of the Town of Cary, City of Raleigh and GoTriangle related to the Youth GoPass program. Due to the suspension of FY2022 fares, the work plan allocation will not be needed for the current fiscal year. Funds for The Town of Cary and City of Raleigh will be reduced to zero while GoTriangle will still be allocated a minimal amount to cover administrative fees associated with this operating project.
- 3) **Research Triangle Park Mobility Hub Enhancement** – Raleigh Triangle Foundation submitted a capital amendment to modify the scope of the mobility hub enhancement project. The request is a result of Mobility Hub enhancements that were completed prior to the FY2022 Community Funding Program Agreement.
- 4) **Wake BRT: New Bern Avenue** – The City of Raleigh submitted a capital agreement to meet a 20% contingency requirement for the total project cost that is needed as part of the Federal Transit Administration (FTA) Capital Investment Grant award review process. This amount includes an updated construction cost estimate for the project at 60% design.

Minor Amendment – Three (3) Amendments

- 1) **TPAC Administrator / Program Manager / Transit Planner** – Three (3) minor amendments submitted by CAMPO to rebalance the operating project funding for CAMPO's Wake Transit funded staff. Funds are re-allocated from another project within the budget ordinance, and the scope of the project does not change.

Financial Impact of Proposed Amendments:

The FY22 Reserve Bus Operations budget will decrease \$119,925

The FY22 GoTriangle Bus Operations budget will decrease \$46,307

The FY22 Town of Cary Bus Operations budget will decrease \$15,000

The FY22 City of Raleigh Bus Operations budget will decrease \$211,641

The FY22 City of Raleigh Bus Rapid Transit Capital budget will increase \$13,650,000

Prior Year Reserve Commuter Rail Transit Capital budget will decrease \$13,650,000

The FY22 Research Triangle Foundation Community Funding Area budget amendments will have a net \$0 effect to the budget

The FY22 CAMPO Transit Plan Administration budget amendments will have a net \$0 effect to the budget

Net Impact to Wake Transit Plan = Decrease of \$392,873

FY22-Q2 Amendment Financial Impact

Ordinance Tag	Agency	Description	FY22 Wake Transit Adopted Funding	Wake Transit Proposed Amended Budget	Revised FY22 Adopted Wake Transit Plan Funding
Transit Plan Administration	CAMPO	TPAC Administration	140,083	(3,082)	137,001
Transit Plan Administration	CAMPO	Program Manager	140,083	28,689	168,772
Transit Plan Administration	CAMPO	Transit Planner	140,083	(25,607)	114,476
Bus Operations	CAMPO / Reserve	Hold Harmless Subsidy for Implementation of Countywide Fare Strategy	119,925	(119,925)	-
Bus Operations	GoTriangle	Youth GoPass Program	51,307	(46,307)	5,000
Bus Operations	Town of Cary	Youth GoPass Program	15,000	(15,000)	-
Bus Operations	City of Raleigh	Youth GoPass Program	211,641	(211,641)	-
Wake Transit Operating Expenditures				\$ (392,873)	
Community Funding Area*	Raleigh Triangle Foundation	Community Funding Area Program	263,463	-	263,463
Bus Rapid Transit	City of Raleigh	Wake Bus Rapid Transit (BRT): New Bern Avenue	-	13,650,000	13,650,000
Commuter Rail Transit	Reserve	<i>Prior Year</i> Adopted Commuter Rail Transit	-	(13,650,000)	-
Wake Transit Capital Expenditures				\$ -	
Total Financial Impact - FY22 Wake Transit Work Plan				\$ (392,873)	

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

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

FY START DATE
7/1/2021

Type of Amendment **Minor** ☒ **Major** ☐

Minor amendment – Required when there is:
 A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
 A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
 Any change that does not meet the criteria for a major amendment

Major amendment - Required when there is:
 A project requested to be added to the Work Plan
 A project requested to be removed from the Work Plan
 Significant changes in scope of funded project
 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
 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
 Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
1.0 FTE: TPAC Administrator, 1.0 FTE Program Manager, and 1.0 FTE Transit Planner	CAMPO	Bret Martin, Wake Transit Program Manager	Base Year	\$ 420,249
		bret.martin@campo-nc.us	Recurring	\$ 2,751,550
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
7/1/2021	no end date		Base Year	\$ -
			Cumulative	\$ -

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

This amendment is merely to rebalance project funding allocations for CAMPO's Wake Transit-funded staff resources to better align with the track record of actual expenses incurred over the past couple of years. The total amount of funding (\$420,249) for all three staffing resource projects combined does not change.

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-V	1.0 FTE: Program Manager	Transit Plan Administration - Staffing	\$ 168,772	\$ 168,772	Increase from \$140,083 to \$168,772
TOTAL			\$ 168,772	\$ 168,772	

2. Wake Transit Project ID(s) to Reduce

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-L	1.0 FTE: TPAC Administration	Transit Plan Administration - Staffing	\$ 137,001	\$ 137,001	Decrease from \$140,083 to \$137,001
TO002-W	1.0 FTE: Transit Planner	Transit Plan Administration - Staffing	\$ 114,476	\$ 114,476	Decrease from \$140,083 to \$114,476
TOTAL			\$ 251,477	\$ 251,477	

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	\$ 420,249
		Recurring	\$ 420,249
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

Project Justification / Business Case	Provide responses to <u>EACH</u> 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?

A full year of funds is being requested that does not change the total transit plan administration budget ordinance appropriation to CAMPO for FY 22 or in future fiscal years.

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

The Wake Transit operating budget will better reflect actual expenses for CAMPO's transit plan administration projects. If the amendment is not approved, the Wake Transit operating budget will not accurately reflect actual expenses for CAMPO's transit plan administration projects.

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)	
b)	
c)	

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.

N/A

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

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	420,249	430,755	441,524	452,562	463,876	475,473	487,360
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	420,249	430,755	441,524	452,562	463,876	475,473	487,360

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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.

Actuals from CAMPO's internal FY 21 budget for the 3 referenced staffing resources.

Wake Transit Project ID #
TO005-W

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

FY START DATE
7/1/2021

Type of Amendment Minor ☐ Major ☒

Minor amendment – Required when there is:
 A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
 A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
 Any change that does not meet the criteria for a major amendment

Major amendment - Required when there is:
 A project requested to be added to the Work Plan
 A project requested to be removed from the Work Plan
 Significant changes in scope of funded project
 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
 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
 Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Hold Harmless Subsidy for Implementation of Countywide Fare Strategy	CAMPO	Bret Martin, Wake Transit Program Manager	Base Year	\$ -
		bret.martin@campo-nc.us	Recurring	\$ 785,200
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
7/1/2021	6/30/2022		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
Given that the fixed-route transit agencies in Wake County have continued suspension of fares through FY 2022, and another funding source has been allocated to hold those systems harmless, there should not be a need for a hold harmless allocation for fare structure changes in FY 22. This request is to remove the project from the FY 22 Work Plan.				
1. Enter Wake Transit Project ID(s) to Increase				

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

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO005-W	Hold Harmless Subsidy for Implementation of Countywide Fare	Bus Operations - Other Bus Service	\$ 119,925	\$ -	Because the suspension of fares has only been committed through FY 2022, the removal of the project should only involve removing the FY 2022 allocation.
TOTAL			\$ 119,925	\$ -	

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	\$ -
		Cumulative	\$ -

Project Justification / Business Case	Provide responses to <u>EACH</u> 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 to remove the project from the Work Plan is only for FY 2022. The request is to remove the full amount budgeted to project TO005-W.

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

If the project is not removed, it keeps funds encumbered for a futile purpose. If the project is removed, it frees up funds for other needs and will improve our financial planning for future years.

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)	
b)	
c)	

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 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 2024 and/or beyond, delete the calculation(s) in columns E-I.

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		122,923	125,996	129,146	132,375	135,684	139,076
Other			-	-	-	-	-
Subtotal: Bus Operations	-	122,923	125,996	129,146	132,375	135,684	139,076
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	122,923	125,996	129,146	132,375	135,684	139,076

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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.

N/A

Wake Transit Project ID #
TO005-L1, -L2, and -L3

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

FY START DATE
7/1/2021

Type of Amendment Minor ☐ Major ☒

Minor amendment – Required when there is:
 A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
 A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
 Any change that does not meet the criteria for a major amendment

Major amendment - Required when there is:
 A project requested to be added to the Work Plan
 A project requested to be removed from the Work Plan
 Significant changes in scope of funded project
 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
 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
 Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Youth GoPass Program	CAMPO	Bret Martin, Wake Transit Program Manager	Base Year	\$ 5,000
		bret.martin@campo-nc.us	Recurring	\$ 1,819,847
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
7/1/2021	6/30/2022		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
Given that the fixed-route transit agencies in Wake County have continued suspension of fares through FY 2022, and another funding source has been allocated to hold those systems harmless from reduced fare revenues, there should not be a need for a Youth GoPass allocation to the Town of Cary and City of Raleigh in FY 22. The Youth GoPass allocation to GoTriangle can be reduced to merely cover any program management administrative expenses necessary to maintain the health of the program through FY 22. This request is to remove the projects TO005-L2 and -L3 from the FY 22 Work Plan and to reduce the budgeted amount to TO005-L3 to a lower more reasonable amount for program administration.				
1. Enter Wake Transit Project ID(s) to Increase				

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

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-L1	Youth GoPass Program: GoTriangle	Bus Operations - Other Bus Service	\$ 46,307	\$ -	Decrease from \$51,307 to \$5,000
TO002-L2	Youth GoPass Program: Town of Cary	Bus Operations - Other Bus Services	\$ 15,000	\$ -	Decrease from \$15,000 to \$0
TO002-L3	Youth GoPass Program: City of Raleigh	Bus Operations - Other Bus Services	\$ 211,641	\$ -	Decrease from \$211,641 to \$0
TOTAL			\$ 272,948	\$ -	

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
			\$ 420,249
		Estimated Capital Cost	Recurring
			\$ 420,249
			Base Year
			\$ -
			Cumulative
			\$ -

Project Justification / Business Case	Provide responses to <u>EACH</u> 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 to reduce the previously budgeted amounts from the Work Plan is only for FY 2022.

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

If the project budgets are not reduced, it keeps funds encumbered for a futile purpose. If the project budgets are reduced, it frees up funds for other needs and will improve our financial planning for future years.

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)	
b)	
c)	

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.

N/A

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

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	5,000	284,897	292,019	299,320	306,803	314,473	322,335
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	5,000	284,897	292,019	299,320	306,803	314,473	322,335

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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.

Actuals from prior year reported expenditures

Wake Transit Project ID #
TC002-BH

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

FY START DATE
7/1/2021

Type of Amendment Minor ☐ Major ☒

Minor amendment – Required when there is:
A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
Any change that does not meet the criteria for a major amendment

Major amendment - Required when there is:
A project requested to be added to the Work Plan
A project requested to be removed from the Work Plan
Significant changes in scope of funded project
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
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
Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Research Triangle Park Mobility Hub Enhancements	Research Triangle Foundation	Travis Crayton	Base Year	\$ -
		crayton@rtp.org	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
07/01/2021	6/30/2023		Base Year	\$ 263,463
			Cumulative	\$ 263,463
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
This amendment proposes modifying the RTF scope as a result of Mobility Hub enhancements that were completed prior to the July 1 CFAP agreement start, as well as modifications to the implemented Boxyard RTP design and planned micromobility implementation planned for 2022. Project deliverables remain the same, including the ranked priority of additional items to be completed if funding allows, with only the removal of completed items.				
1. Enter Wake Transit Project ID(s) to Increase				

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

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	\$ -
		Cumulative	\$ -

Project Justification / Business Case	Provide responses to <u>EACH</u> 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?

--

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

No adjustments to the funding amount are proposed. If approved, this amendment will allow RTF to more fully implement the Mobility Hub vision and improved connectivity to NC 54 bus stops, including improved pedestrian and bicyclist connectivity throughout the RTP Frontier and future Hub campuses.

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)	
b)	
c)	

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.

Below is a revised scope correctly reflecting the proposed project deliverables and order of priority:

As part of the Community Funding Area Program, the Research Triangle Foundation (RTF) will complete final design and construction of transit-oriented mobility improvements in and around the Boxyard, Frontier, and HUB campuses at Research Triangle Park. The Wake Transit Tax Proceeds for this project will fund the following deliverables:

1. Active Modes Gateway: Inverted Hydration Station, Waste Receptacle, and Space for Micromobility/Shared parking;
2. Small Waiting Area: Bench(es) and Small Shade/Rain Structure;
3. NC 54 Bus Stop Amenities: Waste Receptacle.

After budgeting for the above deliverables, in order of priority, the funds may be used for the following additional amenities:

1. Active transportation connections between the "Active Modes Gateway" and the RTP Boxyard/Frontier/HUB multi-use trail system;
2. Digital Infrastructure for Shared Ride connectivity between Boxyard/Frontier/HUB campuses and the future Regional Transit Center;
3. Multi-use path connecting the "Active Modes Gateway" and the existing transit stop including: either widening the existing path from 5 feet to 10 feet or adding a separate 5-foot path on the opposite side of Park Offices Drive;
4. Addition of micromobility digital and/or physical components; and
5. Crosswalk enhancements for connectivity between Boxyard/Frontier/HUB campuses and greater RTP trail network, which includes the future Triangle Bikeway trail.

The listed project cost includes funds to allow up to a 10% cost overage, as defined in the Community Funding Area Program Management Plan. Use of this additional 10% of project funds will require an increased match from RTF.

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

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: 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	FY21	FY22	FY23	FY24	FY25	FY26	FY27
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.

Wake Transit Project ID #
TC005-A1

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

FY START DATE
7/1/2021

Type of Amendment Minor ☐ Major ☒

Minor amendment – Required when there is:
A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
Any change that does not meet the criteria for a major amendment

Major amendment - Required when there is:
A project requested to be added to the Work Plan
A project requested to be removed from the Work Plan
Significant changes in scope of funded project
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
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
Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Wake BRT: New Bern Avenue	City of Raleigh	Mila Vega, Planning Supervisor	Base Year	\$ -
		mila.vega@raleighnc.gov	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
March 2019	March 2025		Base Year	\$ 13,650,000
			Cumulative	\$ 13,650,000
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
This request is to meet the 20% contingency requirement for the total project cost for Federal Transit Administration (FTA) Capital Investment Grant award review process. This includes updated construction cost estimate for the project at 60% design and includes \$7.5M in unallocated contingency and \$6.7M in allocated contingency.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TC005-A1	Wake BRT: New Bern Avenue		\$ 13,650,000		Agreement to include a clause that City of Raleigh must communicate to TPAC before spending funds identified for unallocated contingency.
TOTAL			\$ 13,650,000	\$ -	

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	\$ 13,650,000	
		Cumulative	\$ 13,650,000	

Project Justification / Business Case	Provide responses to <u>EACH</u> 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 FTA that the project has local funds identified to cover potential contingency 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 available if needed for contingency during construction of the New Bern Avenue BRT project. If not funded, it could delay the completion of full funding grant agreement with FTA for \$35M from 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 released for 30-100% design
b)	Date contract awarded for 30-100% design
c)	Date contract awarded for construction

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 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 2024 and/or beyond, delete the calculation(s) in columns E-I.

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: 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	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
Other (Contingency)	13,650,000						
TOTAL CAPITAL COSTS	13,650,000	-	-	-	-	-	-

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 60% design costs for the New Bern Avenue BRT project and includes 20% contingency costs for the project.

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Joint Disposition and Voting Record

Joint Meeting of the Planning & Prioritization and Budget & Finance Subcommittees

September 28, 2021 – 1:30pm-3:30pm

Per the Wake Transit Plan Amendment Policy, the TPAC Budget & Finance and Planning & Prioritization Subcommittees are tasked with jointly reviewing the quarterly Work Plan draft amendment list and amendment request forms when Major Amendment requests are submitted. The subcommittees consider appropriateness of changes in scope and, if applicable, financial choices and tradeoffs associated with the proposed amendments and create a disposition for TPAC consideration. Upon review of the disposition and related amendment requests, the TPAC will make recommendations to the GoTriangle Board of Trustees and CAMPO Executive Board for approval or disapproval of requested amendments to the Work Plan. Following is the voting record and disposition from the joint meeting of the Budget & Finance and Planning & Prioritization Subcommittees held on September 28, 2021, where the requested amendments were reviewed.

Voting Member Agencies for Budget & Finance and Planning & Prioritization Subcommittees

CAMPO
Wake County
City of Raleigh
Town of Cary
GoTriangle
Town of Wake Forest
Town of Fuquay-Varina
Research Triangle Foundation

Amendment Requests Description: A total of nine (9) amendments to the fiscal year (FY) 2022 or a prior year Wake Transit Work Plan have been requested by various project sponsors, including CAMPO, the Research Triangle Foundation, and the City of Raleigh, for consideration by the TPAC. Six (6) of the requests fall into the 'Major Amendment' category and required a 30-day public comment period, while three (3) of the amendments fall into the 'Minor Amendment' category and required a minimum 14-day public comment period.

These requests include the following:

- 1) Proposed changes to the budgeted amounts for CAMPO's funding allocations for lead agency staffing (Projects TO002-L, -V, and -W) to better align budgets with actual expenditure performance over the past couple of years;
- 2) The proposed removal of the FY 22 funding allocation for the 'Hold Harmless Subsidy for Implementation of Countywide Fare Strategy' (Project TO005-W), which is not needed during the fiscal year with the systemwide suspension of fares;
- 3) The proposed removal/reduction of the FY 22 allocations for the City of Raleigh's, Town of Cary's, and GoTriangle's Youth GoPass funding (Projects TO005-L1, -L2, -L3), which are mostly not needed during the fiscal year with the systemwide suspension of fares;
- 4) A proposed change in scope for the Research Triangle Foundation's Research Triangle Park Mobility Hub Enhancements (Project TC002-BH) to remove components of the project that were completed prior to the award effective date for the appropriated funds, which further results in a change in priority order of improvements to be made with the appropriated funds; and
- 5) A proposed change to the budgeted amount for the construction phase of the New Bern Corridor Bus Rapid Transit Facility (Project TC005-A1) to satisfy additional Federal Transit Administration (FTA) budget contingency requirements.

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Joint Disposition and Voting Record

Joint Meeting of the Planning & Prioritization and Budget & Finance Subcommittees

September 28, 2021 – 1:30pm-3:30pm

Subcommittees' Disposition: The Planning & Prioritization and Budget & Finance Subcommittees rendered the following findings for amendment requests:

- 1) The proposed change in scope for Project TC002-BH (Research Triangle Park Mobility Hub Enhancements) is appropriate for the continued implementation of that Community Funding Area Program project;
- 2) Proposed changes to the budgeted amounts for Projects TO002-L, -V, and -W (CAMPO staffing) do not involve financial impacts that affect fund balance or budgeted amounts for other projects;
- 3) The proposed removal of FY 22 funding allocations for Project TO005-W (Hold Harmless Subsidy for Implementation of Countywide Fare Strategy) and Projects TO005-L1, -L2, and L3 (Youth GoPass funding) would result in \$392,873 being added to fund balance, which allows more funding to be encumbered to other projects; and
- 4) The proposed change in budget to add \$13,650,000 to Project TC005-A1 (New Bern Corridor Bus Rapid Transit Facility) to satisfy additional FTA budget contingency requirements by releasing the same amount of funds from a commuter rail project development reserve allocation (Project TC004-A) is appropriate for the continued implementation of the Wake BRT program of projects and for the continued implementation of the Wake County Transit Plan.

Discussion: There was no subcommittee discussion on the amendment requests.

Vote: The subcommittees voted unanimously to forward the disposition, as described above, to the TPAC for the requested amendments.