

ATTACHMENT 1

NEEDS ASSESSMENT VOUCHER BUDGET WORKSHEET

FOR THE
COMMUNITY TRANSPORTATION NEEDS ASSESSEMENT
VOUCHER APPLICATION

CLEAN MOBILITY VOUCHER PILOT PROGRAM



**Clean
Mobility
Options**



ATTACHMENT 1. NEEDS ASSESSMENT VOUCHER BUDGET WORKSHEET

This attachment includes a budget worksheet that is a required supplement for applications to Needs Assessment Voucher funding with the Clean Mobility Options Voucher Pilot Program in 2020. For Needs Assessment Vouchers, The Voucher Agreement Term and the Voucher Funding Term are **both 9 months** from the voucher execution date. This means the awardee has up to 9 months from the voucher execution date to complete the project and request for cost reimbursements. Applicant requesting funding for Needs Assessment Voucher must complete all required fields in this budget worksheet and submit with their application.

This worksheet has two sections:

Section 1. Project Components (columns a and b): Describes given expense categories as defined in the Implementation Manual (column a) followed by specific items needed for individual projects (column b). Applicants should list all items in the “item description” column (column b) that require funding to launch and implement the project during 9-months Voucher Agreement Term. Applicants may add or delete rows as necessary.

Section 2. Description of Voucher Request (columns c through e): Describes the quantitative voucher request during the 9-months Voucher Agreement Term. When describing the voucher request, the applicant must specify a unit that the cost will be based on (e.g. per hour, month, etc.) in column c, specify the number of units that will be needed for the entire Voucher Agreement Term, and multiply those figures to determine the total voucher amount by item in column e. Applicants may use their discretion to determine what units and number are most appropriate. Please note that the total voucher amount by item column (e) does not automatically sum, so applicants must calculate this input manually.

Applicants must summarize all the costs indicated in column e in the “Grand Total - Voucher Agreement Term (Voucher Funds)” row. If approved, this will become the **total voucher amount**. If the applicant uses an auto-sum feature to calculate the total amount, it is the applicant’s responsibility to ensure that the calculation is accurate. Applicants may provide any explanatory notes in the notes section.

Instructions:

1. Complete the table by entering data in [blue](#) cells. Do not enter data in grey or white cells.
2. Add or delete rows as necessary.
3. Please review for consistency and accuracy. Manually ensure that the subtotal and total rows are accurate and that notes are provided at the end if relevant.

Additional Information:

When completing the worksheet, applicants must adhere to requirements for eligible project costs and other criteria set forth in the CMO Implementation Manual. Please refer to Section S of the manual for list of eligible project costs. There is no minimum or maximum requirements for cost categories in the Needs Assessment Voucher budget.

All project costs will be reimbursed on a reimbursement basis only (e.g. after an approved cost has been incurred and properly documented) in accordance with requirements for allowable use of funds and voucher and payment processing. For labor hours, costs listed must be for cost recovery only (e.g. no profit). The Program Administrator may request clarification, additional detail, and/or a financial audit prior to and after the prospective funding award.

Applications will not be processed unless this worksheet is fully completed and included in the application. **Technical Assistance is available to help applicants complete the worksheet.** Please see www.cleanmobilityoptions.org for contact information.

Needs Assessment Voucher Budget Worksheet				
Instructions: Enter data in blue cells . Do not enter data in grey or white cells. Add rows as necessary. The entire sheet is "unlocked" and it is the applicant's responsibility to ensure that subtotals and calculations are accurate.				
Section 1. Project Components		Section 2. Description of Voucher Request		
(a) Expense Category	(b) Item description	(c) Voucher amount requested per unit or hour (\$)	(d) Number of units or hours requested	(e) Total voucher amount by item (\$)
Transportation Access Data Analysis				
Community Engagement to Determine Gaps, Needs, and Preferences				
Summary Report				
Project Preparation and Design				
Voucher Administration Costs				
Grand Total				
Grand Total - Voucher Agreement Term (Voucher Funds)		n/a	n/a	
Notes:				

**SAMPLE
ATTACHMENT 1**

Needs Assessment Voucher Budget Worksheet (INCLUDES SAMPLE INFORMATION)
 Instructions: Enter data in blue cells. Do not enter data in grey or white cells. Add rows as necessary. The entire sheet is "unlocked" and it is the applicant's responsibility to ensure that subtotals and calculations are accurate.

Section 1. Project Components		Section 2. Description of Voucher Request		
(a) Expense Category	(b) Item description	(c) Voucher amount requested per unit or hour (\$)	(d) Number of units or hours requested	(e) Total voucher amount by item (\$)
Transportation Access Data Analysis	Manager time	\$20/hr	80 hrs	\$1,600
	Associate 1 time	\$15/hr	80 hrs	\$1,200
	Associate 2 time	\$15/hr	80 hrs	\$1,200
Community Engagement to Determine Gaps, Needs, and Preferences	Manager time	\$20/hr	80 hrs	\$1,600
	Associate time	\$15/hr	80 hrs	\$1,200
	Meeting events	\$1,000	3 events	\$3,000
Summary Report	Manager time	\$20/hr	120 hrs	\$2,400
	Associate 1 time	\$15/hr	80 hrs	\$1,200
	Associate 2 time	\$15/hr	80 hrs	\$1,200
Project Preparation and Design	Manager time	\$20/hr	80 hrs	\$1,600
	Associate 1 time	\$15/hr	80 hrs	\$1,200
	Associate 2 time	\$15/hr	80 hrs	\$1,200
Voucher Administration Costs	Travel	\$100/mo	9 mos	\$900
	Printing	\$50/mo	9 mos	\$450
	Mail	\$50/mo	9 mos	\$450

Grand Total

Grand Total - Voucher Agreement Term (Voucher Funds)	n/a	n/a	\$20,400
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Notes: