

# ATTACHMENT 1

## MOBILITY PROJECT VOUCHER BUDGET WORKSHEET

FOR THE  
MOBILITY PROJECT VOUCHER APPLICATION

### CLEAN MOBILITY VOUCHER PILOT PROGRAM



**Clean  
Mobility  
Options**



## ATTACHMENT 1. MOBILITY PROJECT VOUCHER BUDGET WORKSHEET

This attachment includes a budget worksheet that is a required to be submitted with applications to Mobility Project funding for the Clean Mobility Options Voucher Pilot Program in 2020. Applicants requesting funding for Mobility Projects must complete all required fields in the worksheet and submit it with their application.

This worksheet has three 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 operate the project during both the Voucher Funding Term (i.e. up to one year of launch and two years of operations) and for the two additional years of operations after the Voucher Funding Term ends. Applicants may add or delete rows as necessary.

**Section 2. Voucher Budget (columns c through h):** Describes the quantitative voucher request (columns c through e) and provides an annual breakdown of that request for each of the 3 years of the Voucher Funding Term (columns f through h). 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 d, specify the number of units that will be needed for the entire Voucher Funding 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 Funding 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.

**Section 3. Other Funds Budget (columns i and j):** Describes the funding needed to operate the project during years 3-4 of operations by year. Funding in this period corresponds to expenses that are expected to be incurred and will be covered by funds other than the voucher. This section is used as a basis to develop the applicant’s plans for financial sustainability which the applicant must discuss in the body of the application. There are no minimum costs for this period, but the applicant must provide a true and accurate

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representation of the costs that are expected to be incurred to continue to effectively operate the service for the remainder of the Voucher Agreement Term. Applicants must summarize columns i and j in the “Grand Total – Other Funds Budget (Non-CMO Funds)” row.

**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. Manually ensure that all subtotals and calculations are correct. The entire sheet is "unlocked" and it is the applicant's responsibility to ensure accuracy.

**Cost Minimums and Maximums:**

Applicants must ensure that voucher individual amounts and category totals comply with allowable voucher amounts in the Implementation Manual (see Section F in the CMO Implementation Manual). Applicants may use the “Category Eligibility Check Worksheet” to ensure that they meet eligibility requirements for categories that have minimum and maximum requirements. Please note in particular the following requirements by category:

- **Outreach and Marketing Costs:** Minimum of \$25,000 or 10% of total voucher amount, whichever is more; maximum of 30% of total voucher amount.
- **Voucher Administration Costs:** Maximum 15% of total voucher amount.
- **Bicycle/Scooter Infrastructure and Installation:** Maximum of 300% of amount of electric bicycle/scooter vehicles or 200% of amount of non-electric bicycle/scooter vehicles amount.
- **Additional Transportation Enhancements:** Maximum of 10% of total voucher amount.

Applications with budgets that do not conform to eligibility requirements will be deemed ineligible.

**Additional Information:**

All 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 these worksheets are fully completed and included in the application. **Technical Assistance is available to help applicants complete the worksheet.** Please see [www.cleanmobilityoptions.org](http://www.cleanmobilityoptions.org) for contact information.

**Mobility Project 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. Voucher amounts and category totals must comply with allowable voucher amounts in the Implementation Manual. It is recommended that applicants additionally complete the optional "Category Eligibility Check Worksheet" in the table below to ensure that they meet eligibility requirements for categories that have minimum and maximum requirements.

Section 1. Project Components		Section 2. Voucher Budget						Section 3. Other Funds Budget	
(a) Expense Category	(b) Item description	Description of Voucher Request			Annual Budget Breakdown for <b>Voucher Funding Term</b> (3 Years Total)			Annual Budget Breakdown for Expenses Needed to Operate During <b>Years 3-4 of Operations</b> (2 Years Total)	
		(c) Voucher amount requested per unit or hour (\$)	(d) Number of units or hours requested	(e) Total voucher amount by item (\$)	(f) Project Launch (Up to 1 Year) (\$)	(g) Year 1 of Operations (\$)	(h) Year 2 of Operations (\$)	(i) Year 3 of Operations (\$)	(j) Year 4 of Operations (\$)
Motor Vehicles and Associated Hardware						n/a	n/a		
						n/a	n/a		
Bicycles and Scooters						n/a	n/a		
						n/a	n/a		
Charging/Fueling Equipment and Installation						n/a	n/a		
						n/a	n/a		
Bicycle/Scooter Infrastructure and Installation <i>(Maximum 300% of amount of electric</i>						n/a	n/a		
						n/a	n/a		

<i>bicycle/scooter or 200% of non-electric bicycles/scooter amount)</i>						n/a	n/a		
Planning Costs						n/a	n/a		
						n/a	n/a		
Outreach and Marketing Costs <i>(Minimum \$25,000 or 10% of total voucher, whichever is more; maximum of 30% of total voucher)</i>									
Operations and Maintenance Costs									
Voucher Administration Costs <i>(Maximum 15% of total voucher)</i>									
Additional Transportation Enhancements <i>(Maximum 10% of total voucher)</i>									
<b>Grand Total</b>	<b>this row should not be fillable.</b>								
Grand Total - Voucher Funding Term (Voucher Funds)	n/a	n/a						n/a	n/a

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Grand Total - Other Funds Budget (Non-CMO Funds)		n/a	n/a					
<b>Optional: Category Eligibility Check Worksheet</b>								
Instructions: Calculate sums in "Category Total" and "Applicable Denominator" Columns. User may need to adjust example formula if additional rows were manually inserted above.								
Cost Category	Eligibility Requirement Summary (See Implementation Manual for Details)	Category Total	Applicable Denominator	Percentage	Conforms to Eligibility Requirement?			
Outreach and Marketing Costs	Minimum \$25,000 or 10% of total voucher, whichever is more; maximum of 30% of total voucher							
Voucher Administration Costs	Maximum of 15% of total voucher amount							
Bicycle/Scooter Infrastructure and Installation	Maximum of 300% of amount of electric bicycle/scooter vehicles or 200% of amount of non-electric bicycle/scooter vehicles amount							
Additional Transportation Enhancements	Maximum of 10% of total voucher amount							
Notes:								

**SAMPLE BUDGET WORKSHEET**

A header is hidden under the table.

<b>Mobility Project Voucher Budget Worksheet (INCLUDES SAMPLE INFORMATION)</b>									
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. Voucher amounts and category totals must comply with allowable voucher amounts in the Implementation Manual. It is recommended that applicants additionally complete the optional "Category Eligibility Check Worksheet" in the table below to ensure that they meet eligibility requirements for categories that have minimum and maximum requirements.									
Section 1. Project Components		Section 2. Voucher Budget						Section 3. Other Funds Budget	
(a) Expense Category	(b) Item description	Description of Voucher Request			Annual Budget Breakdown for <b>Voucher Funding Term</b> (3 Years Total)			Annual Budget Breakdown for Expenses Needed to Operate During <b>Years 3-4 of Operations</b> (2 Years Total)	
		(c) Voucher amount requested per unit or hour (\$)	(d) Number of units or hours requested	(e) Total voucher amount by item (\$)	(f) Project Launch (Up to 1 Year) (\$)	(g) Year 1 of Operations (\$)	(h) Year 2 of Operations (\$)	(i) Year 3 of Operations (\$)	(j) Year 4 of Operations (\$)
Motor Vehicles and Associated Hardware	New 2020 GM Bolt EV	\$40,000	5	\$200,000	\$200,000	n/a	n/a	\$0	\$0
	Used 2017 GM Bolt EV	\$25,000	2	\$50,000	\$50,000	n/a	n/a	\$0	\$0
Bicycles and Scooters	2020 Xtracycle Edgerunner cargo bicycle	\$3,500	5	\$17,500	\$17,500	n/a	n/a	\$0	\$0
	2020 Radpower Radwagon cargo bicycle	\$1,875	8	\$15,000	\$15,000	n/a	n/a	\$0	\$0
Charging/Fueling Equipment and Installation	Level 2 charger equipment and installation	\$25,000	2	\$50,000	\$50,000	n/a	n/a	\$0	\$0
	Backup Level 1 charger units and installation	\$2,000	2	\$4,000	\$4,000	n/a	n/a	\$0	\$0



Bicycle/Scooter Infrastructure and Installation <i>(Maximum 300% of amount of electric bicycle/scooter or 200% of non-electric bicycles/scooter amount)</i>	Bicycle lockers with charging and installation	\$3,000	5	\$15,000	\$15,000	n/a	n/a	\$0	\$0
	Bicycle charging equipment and installation	\$2,000	5	\$10,000	\$10,000	n/a	n/a	\$0	\$0
	Quick build infrastructure	\$50,000	1	\$50,000	\$50,000	n/a	n/a	\$0	\$0
Planning Costs	Planning – manager hours	\$20/hr	400 hrs	\$8,000	\$8,000	n/a	n/a	\$0	\$0
	Planning – associate hours	\$10/hr	100 hrs	\$1,000	\$1,000	n/a	n/a	\$0	\$0
Outreach and Marketing Costs <i>(Minimum \$25,000 or 10% of total voucher, whichever is more; maximum of 30% of total voucher)</i>	Outreach – manager time	\$20/hr	2500 hrs	\$50,000	\$20,000	\$20,000	\$10,000	\$5,000	\$5,000
	Marketing – manager time	\$20/hr	2000 hrs	\$40,000	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000
	Printed flyers and posters	\$1,500	3 batches	\$4,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
	Meeting events	\$1,000	5 events	\$5,000	\$3,000	\$1,000	\$1,000	\$1,000	\$1,000
Operations and Maintenance Costs	Driver 1	\$20/hr	4000 hrs	\$80,000	\$0	\$40,000	\$40,000	\$40,000	\$40,000
	Driver 2	\$20/hr	4000 hrs	\$80,000	\$0	\$40,000	\$40,000	\$40,000	\$40,000
	Operations manager	\$20/hr	4000 hrs	\$80,000	\$0	\$40,000	\$40,000	\$40,000	\$40,000
	Bicycle mechanic	\$20/hr	1000 hrs	\$20,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000
	Bicycle parts	\$1,000	5 bicycles	\$5,000	\$0	\$2,500	\$2,500	\$2,500	\$2,500
Voucher Administration Costs <i>(Maximum 15% of total voucher)</i>	Director	\$40/hr	2000 hrs	\$80,000	\$40,000	\$20,000	\$20,000	\$20,000	\$20,000
	Office manager	\$15/hr	2000 hrs	\$30,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Travel	\$1000/yr	3 yrs	\$3,000	\$1,000	\$1,000	\$1,000	\$0	\$0
	Printing	\$300/yr	3 yrs	\$900	\$300	\$300	\$300	\$300	\$300
	Mailing	\$300/yr	3 yrs	\$900	\$300	\$300	\$300	\$300	\$300
	Office rent	\$500/mo	36 months	\$18,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000

Additional Transportation Enhancements <i>(Maximum 10% of total voucher)</i>	n/a	n/a	n/a	\$0	\$0	\$0	\$0	\$0	\$0
<b>Grand Total</b>									
Grand Total - Voucher Funding Term (Voucher Funds)	n/a	n/a	\$917,800	\$522,600	\$202,600	\$192,600	n/a	n/a	n/a
Grand Total - Other Funds Budget (Non-CMO Funds)	n/a	n/a	n/a	n/a	n/a	n/a	\$186,600	\$186,600	
<b>Optional: Category Eligibility Check Worksheet</b>									
Instructions: Calculate sums in "Category Total" and "Applicable Denominator" Columns. User may need to adjust example formula if additional rows were manually inserted above.									
Cost Category	Eligibility Requirement Summary (See Implementation Manual for Details)	Category Total	Applicable Denominator	Percentage	Conforms to Eligibility Requirement?				
Outreach and Marketing Costs	Minimum \$25,000 or 10% of total voucher, whichever is more; maximum of 30% of total voucher	\$99,500	\$917,800	10.8%	Yes. More than \$25,000 and between 10% and 30% of total voucher request.				
Voucher Administration Costs	Maximum of 15% of total voucher amount	\$132,800	\$917,800	14.5%	Yes. Less than 15% of total voucher request.				
Bicycle/Scooter Infrastructure and Installation	Maximum of 300% of amount of electric bicycle/scooter vehicles or 200% of amount of non-electric bicycle/scooter vehicles amount	\$75,000	\$32,500	230.8%	Yes. Less than 300% of requested voucher funds for electric bikes/scooters.				
Additional Transportation Enhancements	Maximum of 10% of total voucher amount	\$0	\$0	n/a	Yes. Less than 10% of total voucher request (nothing in this category requested).				
Notes:									