

# DEVELOP YOUR BUDGET

## Overview

Now that you have a good sense of the line items to include and the general cost of items, work closely with your mobility provider and Mobility Project Team to develop a budget.

The spreadsheet is not intended to be used as a prescribed process that project teams must follow to complete their budgets, but rather, helpful tips to enable a smooth budgeting process. This checklist and associated document were created to help develop a complete budget to carry the project team through the four years of operations and beyond.

*This spreadsheet includes the following tabs:*

1. [Steps to Develop Your Budget](#)
2. [Instructions for How to Use "Develop Your Budget - CMO MPV Budget Template"](#)
3. [Develop Your Budget - CMO MPV Budget Template](#)
4. [Example Budget](#)

TIP!



Click [HERE](#) to make a copy of or print out this worksheet.

<b>Steps to Develop Your Budget</b> - To use this spreadsheet, go to "File > Make a copy" and then follow the steps below and update your status in the second column.	
<b>Step 1: Review the budget information outlined in the Implementation Manual</b>	<b>Status</b>
Review Eligible Project Costs (Section E.5)	
Review Allowable Voucher Funds (Section F)	
<b>Step 2: Review budget templates and worksheets provided in this spreadsheet</b>	
Review tab 2, "Instructions - Develop Your Budget Worksheet"	
Review tab 3, "Develop Your Budget - CMO MPV Budget Worksheet"	
Review tab 4, "Example Budget"	
Review "Consider Your Costs" to familiarize the project team with the cost considerations	
<b>Step 3: Review the Cost Guide and the Report</b>	
Understand the difference between pre-launch (start-up) staffing, other direct costs with staffing costs, and direct costs post-launch	
Understand the different types of infrastructure costs and other capital costs	
Understand outreach and marketing costs	
Understand operations and maintenance costs come after launch but set up to conduct these activities incurs cost during the pre-launch phase	
Understand the rules around Voucher Administration Costs (Maximum 15% of total voucher)	
Review the questions to ask during each phase to plan for adjustments accordingly in the budget	
<b>Step 4: Review the "Mode Summaries or "Cost Comparisons &amp; Reimbursements"</b>	
Identify desire mode(s) and review the guidance listed to familiarize the team with average and expected costs for each mode	
Understand all options associated with the infrastructure types and mode service model	
Review examples for previous projects and research additional examples	
<b>Step 5: Work closely with identified Mobility Provider, other Project Team Members, and the community residents</b>	
Clearly define the business model and define the roles of all parties	
Leverage the needs assessment to determine the level of volunteer contributions to the project	
<b>Step 6: Develop Your Budget</b>	
Gather all information, resource commitments, and input from mobility providers, other project team members, and the community	
Input and review the budget, ensuring the budget number make sense, and the voucher covers major costs	

**Steps to Develop Your Budget** - To use this spreadsheet, go to "File > Make a copy" and then follow the steps below and update your status in the second column.

Include costs associated with program participation (i.e., Clean Mobility Equity Alliance and Program Evaluation Activities)

Double-check the rules outlined in the implementation manual about allowable voucher costs and eligible project cost

Complete/refine the project budget

**Step 7: Ask for Technical Assistance**

For any questions or for further guidance, please contact your Technical Assistance Leader.

## Instructions for How to Use "Develop Your Budget - CMO MPV Budget Template"

<p><b>Section 1. Project Components (columns a and b)</b></p>	<p>Describes given expense categories as defined in the <b>Implementation Manual</b> (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.</p>
<p><b>Section 2. Voucher Budget (columns c through h)</b></p>	<p>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.</p>
<p><b>Section 3. Other Funds Budget (columns i and j)</b></p>	<p>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.</p>
<p><b>Actions</b></p>	<p>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 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.</p> <ol style="list-style-type: none"> <li>1. Complete the table by entering data in blue cells. Do not enter data in grey or white cells.</li> <li>2. Add or delete rows as necessary.</li> <li>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.</li> </ol>
<p><b>Cost Minimums and Maximums</b></p>	<p>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:</p>
<p><b>Outreach and Marketing Costs</b></p>	<p>Minimum of \$25,000 or 10% of total voucher amount, whichever is more; maximum of 30% of total voucher amount.</p>
<p><b>Voucher Administration Costs</b></p>	<p>Maximum 15% of total voucher amount.</p>

<b>Instructions for How to Use "Develop Your Budget - CMO MPV Budget Template"</b>	
<b>Bicycle/Scooter Infrastructure and Installation</b>	Maximum of 300% of amount of electric bicycle/scooter vehicles or 200% of amount of non-electric bicycle/scooter vehicles amount.
<b>Additional Transportation Enhancements</b>	Maximum of 10% of total voucher amount.





**Develop Your Budget - CMO MPV Budget Template** - To use this spreadsheet, go to "File > Make a copy" and then 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	
Additional Transportation Enhancements (Maximum 10% of total voucher)									
<b>Grand Total</b>									
Grand Total - Voucher Funding Term (Voucher Funds)	n/a	n/a	\$0	\$0	\$0	\$0	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	n/a	\$0	\$0

**Optional: Category Eligibility Check Worksheet**  
 Instructions: Calculate sums in "Category Total" and "Applicable Denominator" Column. User may need to adjust example formula if rows were inserted above.

Cost Category	Eligibility Requirement Summary (See Implementation Manual for Details)	Category Total	Applicable Denominator	Percentage	Conforms to Eligibility Requirement?
Bicycle/Scooter Infrastructure and Installation	Minimum \$25,000 or 10% of total voucher, whichever is more; maximum of 30% of total voucher	\$0	\$0	#DIV/0!	
Voucher Administration Costs	No minimum or maximum but should include costs associated with the following: insurance, data collection and reporting, CIMEA participation, Voucher processing and reporting	\$0	\$0	#DIV/0!	
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	\$0	\$0	#DIV/0!	
Additional Transportation Enhancements	Maximum of 10% of total voucher amount			#DIV/0!	

*Notes*

Example Budget									
Section 1. Project Components			Section 2. Voucher Budget				Section 3. Other Funds Budget		
(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 (\$)	(f) Project Launch (Up to 15 Months) (\$)	(g) Year 1 of Operations (\$)	(h) Year 2 of Operations (\$)	(i) Year 3 of Operations (\$)	(j) Year 4 of Operations (\$)
Annual Budget Breakdown for Voucher Funding Term (4 Years Total)									
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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 Edgenunner 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 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
Bicycle/Scooter Infrastructure and Installation <i>(Maximum 300% of amount of electric bicycle/scooter or 200% of non-electric bicycle/scooter amount)</i>									
Planning Costs	Quick build infrastructure	\$50,000	1	\$50,000	\$50,000	n/a	n/a	\$0	\$0
	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	\$20,000	\$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
	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
Voucher Administration Costs	Travel	\$1000/yr	3 yrs	\$3,000	\$1,000	\$1,000	\$1,000	\$0	\$0
	Printing	\$3000/yr	3 yrs	\$9,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
	Mailing	\$3000/yr	3 yrs	\$9,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000



	Office rent	\$500/mo	36 months	\$18,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Additional Transportation Enhancements (Maximum 10% of total voucher)									\$6,000
<b>Grand Total</b>	n/a	n/a	n/a	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total - Voucher Funding Term (Voucher Funds)		n/a	n/a	\$917,800	\$522,600	\$202,600	\$192,600	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" Column. User may need to adjust example formula if rows were 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	\$69,500	\$917,800	10.8%					
Voucher Administration Costs	No minimum or maximum but should include costs associated with the following: insurance, data collection and reporting, CMEA participation, Voucher processing and reporting	\$132,800	\$917,800	14.5%					
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%					
Additional Transportation Enhancements	Maximum of 10% of total voucher amount	\$0	\$0	n/a					
<b>Notes:</b>									