SAMPLE ATTACHMENT 1: COMMUNITY TRANSPORATION NEEDS ASSESSMENT BUDGET WORKSHEET

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	$50/hr	500 hrs	$25,000
	Associate 1 time	$20/hr	250 hrs	$5,000
	Associate 2 time	$20/hr	250 hrs	$5,000
Community Engagement to Determine Gaps, Needs, and Preferences	Manager time	$50/hr	80 hrs	$4,000
	Associate time	$20/hr	80 hrs	$1,600
	Meeting events	$10,000	3 events	$30,000
Summary Report	Manager time	$50/hr	120 hrs	$6,000
	Associate 1 time	$20/hr	80 hrs	$1,600
	Associate 2 time	$20/hr	80 hrs	$1,600
Project Preparation and Design	Manager time	$50/hr	80 hrs	$4,000
	Associate 1 time	$20/hr	80 hrs	$1,600
	Associate 2 time	$20/hr	80 hrs	$1,600
Voucher Administration Costs	Travel	$300/mo	12 mos	$3,600
	Printing	$200/mo	12 mos	$2,400
	Mail	$100/mo	12 mos	$1,200
	Insurance	$400/mo	12 mos	$4,800
Grand Total				
Grand Total - Voucher Funding Term (Voucher Funds)		n/a	n/a	$99,000
Notes:				