

ASSESS STAFFING NEEDS & BUDGET

The first step to ensure that any job created through your project prioritizes community members and an inclusive and diverse workforce is assessing and determining your project needs. Depending on the composition of your existing project team and your existing staffing budget, you may already have an idea of the staff you need or will need to hire to support project implementation.



TIP!

Make a copy of [this worksheet](#) to:

Assess your staffing needs (Tab 1) - Use the worksheet to identify which positions need to be filled, if positions can be filled by regular staff or contractors, how many hours are needed, their wage, and at what point they will be needed in your mobility project.

When using this worksheet, consider the following questions:

- *Does outreach and marketing need to be front-loaded, or will it be an ongoing project task throughout your project?*
- *When do you need to install infrastructure, and how soon should you start the contracting process?*
- *When are you planning to launch services, and what do you need to ensure a successful launch?*
- *What support is needed during the service operations for fleet maintenance, customer service, and community engagement?*
- *What will you need during each stage of the project to ensure financial sustainability throughout the voucher term? Remember, Voucher Agreement Terms include 3 years of funding and an additional 2 years of continued operations.*

In addition to understanding the general staffing needs, consider what costs should be included for hiring and workforce development:

- *Marketing and outreach for job hiring*
- *Job training, certification programs*
- *Equipment and supplies*
- *Partnerships and programming*
- *Development of “pathway programs”*
- *Internships, fellowships, apprenticeships, shadowing opportunities, career counseling*

➔ **Budgeting (Tabs 2 - 6)** - Input your hiring needs and create your mobility team.

Before creating specific roles and job positions for the project, consider where funding comes from for potential positions. Consider the following questions:

- *Will the positions be funded directly by the CMO voucher?*
- *How much revenue do you expect will be generated by user fees? What percentage will go toward vehicle and infrastructure maintenance vs. staff?*
- *Will you pursue outside sponsorship or advertising revenue?*
- *Will you pursue additional grants or outside funding sources?*
- *Does your organization or partnering organizations have additional funding they can contribute toward the project?*
- *Are there any training program component costs? (e.g. partnerships, equipment, certifications, fees, etc?)*

➔ **CMO Vehicle Type & Technology Reimbursable Costs (Tabs 7)** - Double check which costs are reimbursable through the CMO Program and how that impacts your mobility project and hiring strategy.

Your understanding of the project’s funding and revenue flow can help you determine how much you can budget for various positions and when those positions can be expected to come online.