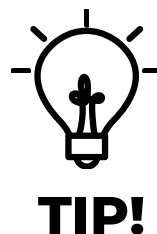


Worksheet

A checklist of considerations has been developed to help make note of the type of line items to include in your budget/cost plan. See if there are any line items that you need to add to your budget or discuss with your Mobility Project Team.



Remember that all worksheets can be downloaded from the [CMO Website](#) under Application Resources > Implementation Toolkit.

Office Planning

- Assess if new equipment is needed, such as office furniture, phones, computers, printers.
- Assess the need to install or upgrade the internet connection.

Site Selection

- Refine current and identify future site selection and planning costs.

Permitting

- Determine the cost and lead time to acquire different types of permits needed to site, launch, and operate the project.

Parking

- Do dedicated parking spots for the vehicles need to be acquired? Is there another great way to increase engagement efforts by meeting residents where they are at?
- Is there a need to develop a parking plan and rebalancing strategy per municipal guidelines?

Local Outreach

- Coordinate recruitment costs and efforts with mobility providers to hire workers from the local service area to build local capacity and promote workforce development efforts.
- Plan and coordinate outreach and launch events (include staff time – planning and day of, venue rent, equipment, cleaning supplies, etc.).

Insurance

- Are additional comprehensive insurance coverages needed as the fleet grows or as more users join the program?
- Did you account for general liability, volunteer, cyber, and other insurances needed for you and your team in this program?

Customer Service/User Needs

- Is there budgeted staff time or a dedicated person to address unexpected user needs?
- Plan for staff time to deal with non-user complaints/concerns (i.e., vehicle blocking a driveway or curb ramp).

Fleet Management

- Ensure adequate staffing to run the project.
- Factor in the correct fleet size and fuel costs for rebalancing (dependent on mode).
- Schedule and plan for proper training for drivers.
- Consider costs associated with asset recovery if the shared mobility offerings go outside the service area for an extended period.
- Budget for GPS or other telematics devices to track fleet usage and other key indicators.

- Plan and budget to address crashes or incidents requiring relocation and recovery of assets.
- Consider ongoing costs associated with cleaning and disinfecting vehicles and stations (per CDC guidelines).

ADA Compliance and Staff Training

- What type of accommodations are needed? For example:
 - Hand controls for carshare, carpool, or vanpool vehicles.
 - Wheelchair accessible vehicles.
 - Adaptive bicycles/scooters.
 - Web applications need accessibility options for visually and deaf and hard of hearing persons.
- Is training needed for staff to assist persons with disabilities?
- Costs associated with service animal accommodation.
- For additional guidance on ADA compliance, please reference [FTA **Transportation Services for Individuals with Disabilities**](#) and further explained in the [FTA Shared Mobility FAQ](#) and [Shared Mobility FAQs: Americans with Disabilities Act \(ADA\)](#).

Warehouse Space

- Identify the cost of adequate warehouse space near the service area and tools for operations and maintenance.

Data Management

- Identify costs associated with the acquisition or development of a comprehensive data management system.
 - A comprehensive data management system needs to include secure data storage and other security access features.

- Develop clear expectations of partners and stakeholders about data reporting needs.
- Dedicate staff time for collecting data and other relevant information, as well as time to process the data to report on project performance measures and general effectiveness.

Voucher Administration Cost for Awardees

- Determine the cost of having members of the Mobility Project Team participate in orientations, trainings, recurring meetings, reporting, and workgroups.
- Include an estimated cost for coordinating with the CMO Administrative Team for one-on-one technical assistance.

There are more details on specific cost categories to consider during the planning and construction stage continue in the next subsections.