

CMAQ: Project Budget and Schedule

Project Name**: _____ MPMS# (if known): _____

This is an interactive application form. Please fill it out completely and review your entries carefully. After completing the form, save it to your computer, and include it with your application package submission as described in the Application Instructions.

The fields marked with a double asterisk () are required.**

The Project Budget and Schedule form is designed so that project sponsors can provide in their CMAQ project applications the total project cost, the funding required for each project implementation phase, and the funding needed in each year of the TIP from each funding source.

It is critical that the application package includes a complete project budget and schedule. Developing a project budget often becomes complex, involving multiple funding sources, varying time constraints, and multiple project implementation phases. The timing and duration of each project implementation phase depends on the complexity of the project and each phase's relation to other project phases. Project funding may come from a variety of public and private sources, each with its own fiscal year. The funding sources may act independently of one another. Each will have its own funding standards and regulations. The Project Budget and Schedule form can be used to help project sponsors organize these factors to prepare the project budget information needed for the CMAQ Program and TIP.

The diagram on Page 2 presents an example project that provides a graphical display of the factors involved in preparing project cost and schedule estimates for CMAQ candidate project applications. The diagram includes three sections. The top section is labeled "Project Timeline" in the left margin. The middle section is labeled "Cost per Project Phase", and the bottom section is labeled "Funding Details".

The "Project Timeline" section presents the four situations that a project sponsor may encounter when preparing a project application. Project implementation may have already started in an earlier TIP, or may not start until the new TIP is adopted. Project completion may occur during the four-year period of the new TIP, or may continue beyond the TIP period. Project sponsors should review the four project timelines shown on the diagram and determine which one applies to their project.

In the "Cost per Project Phase" section, the duration and cost of each project phase is considered. Some project phases may be completed concurrently, while others cannot begin until earlier phases are completed. The diagram on Page 2 presents an example of a project that has the three standard construction project phases: engineering, right of way, and construction. The diagram shows how project implementation might be scheduled over several years with the funding needs for each phase shown by year and funding source. Not all projects will have these three phases, and not all projects will need to be scheduled over multiple years. A transit bus procurement project may only have the one phase "Bus Purchase" and the project sponsor may need to show all of the funding in a single year. A diesel retrofit project may have a single phase "Purchase and Install Retrofit Equipment" but, depending on the sponsor's needs, might be funded in a single year or over multiple years. Project sponsors will need to consider the nature of their proposed project, the steps involved in its implementation, the duration of each step, the interrelation among the steps, and how much funding will be needed for each step from each funding source in order to develop a realistic cost and schedule for the project.

The "Funding Details" section accumulates the funding needs for each year from the individual project phase estimates. Some funding may already be in hand, or will be by the start of the TIP period. Funding for elements of multiple project phases may be needed in some years, while no new funds or funds for a single project phase may be needed in other years. Project implementation, and funding needs, may extend beyond the TIP period and need to be accounted for in the project budget.

The funding details, implementation phases, and schedule for each project will be unique. The concepts presented in the diagram on Page 2 can be adapted to help project sponsors develop the cost and schedule estimates for their project that are needed to complete the data tables on Pages 3 through 5 of the Project Budget and Schedule form.

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CMAQ PROJECT STAGING EXAMPLE

PROJECT TIMELINE			THE PROJECT TIMELINE ILLUSTRATES THE FOUR SITUATIONS A PROJECT SPONSOR WILL ENCOUNTER WHEN PREPARING PROJECTS FOR THE TIP:																
PROJ	START DATE	END DATE																	
A	BEFORE TIP	DURING TIP	SAMPLE PROJECT A ----->																
B	BEFORE TIP	AFTER TIP	SAMPLE PROJECT B ----->																
C	DURING TIP	DURING TIP	SAMPLE PROJECT C ----->																
D	DURING TIP	AFTER TIP	SAMPLE PROJECT D ----->																
			<----- BEFORE FISCAL YEAR 2013	FISCAL YEAR 2013				FISCAL YEAR 2014				FISCAL YEAR 2015				FISCAL YEAR 2016		AFTER FISCAL YEAR 2016 ----->	
			<----- BEFORE THE TIP ----- TRANSPORTATION IMPROVEMENT PROGRAM ----- AFTER THE TIP ----->																

PROJECT B - PHASE DETAILS																
PROJECT B - PHASE 1																
PLANNING, DESIGN, AND ENGINEERING																
PROJECT B - PHASE 2																
RIGHT OF WAY AND UTILITIES																
PROJECT B - PHASE 3																
CONSTRUCTION																
PHASES ABOVE REPRESENT THOSE OF A TYPICAL CONSTRUCTION PROJECT. THE ACTUAL NUMBER AND TYPES OF PHASES WILL VARY.																

PROJECT B - FUND DETAILS																	
TOTAL PROJECT COST																	
FUNDS NEEDED BEFORE TIP = \$500,000			PROJECT FUNDS NEEDED DURING TIP = \$3,500,000											FUNDS NEEDED AFTER TIP = \$1,000,000			
FUNDS NEEDED BEFORE FY 2013 = \$500,000			FUNDS NEEDED FY 2013 = \$250,000			FUNDS NEEDED FY 2014 = \$750,000			FUNDS NEEDED FY 2015 = \$1,000,000			FUNDS NEEDED FY 2016 = \$1,500,000			FUNDS NEEDED AFTER FY 2016 = \$1,000,000		
FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL
\$100,000	\$0	\$400,000	\$50,000	\$0	\$200,000	\$375,000	\$300,000	\$75,000	\$500,000	\$400,000	\$100,000	\$1,200,000	\$150,000	\$150,000	\$750,000	\$150,000	\$100,000

Southwestern Pennsylvania Commission
AUGUST 2011

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1. Project Budget and Schedule by Phase**:

Phase	Total Cost	Amount Obligated to Date	Funds to Be Programmed on TIP	Funds Needed Beyond the TIP	When do (or did) you need the money?(mm/yy)	When will (or was) the phase be completed?(mm/yy)
_____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____
Total Cost	\$ _____	\$ _____	\$ _____	\$ _____		

All dollar amounts should be entered as current dollars.

For convenience, the 3 typical project phases of a standard construction project are listed in the table above. If these phases are applicable to this project, provide the requested information to the right of the phase name. If they do not apply to this project, use the two blank rows to enter phase name(s) and provide the requested information.

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2. Project Budget by Phase and Funding Source**:

Phase	CMAQ	Other Federal	State Highway	State Transit	Other Government	Other	Total
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total Cost	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
% of Total Cost	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %

All dollar amounts should be entered as current dollars.

For convenience, the 3 typical project phases of a standard construction project are listed in the table above. If these phases are applicable to this project, provide the requested information to the right of the phase name. If they do not apply to this project, use the two blank rows to enter phase name(s) and provide the requested information.

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3. Project Budget by Funding Source**:

Federal		State		Local / Other	
Funding Sources	Amount	Funding Sources	Amount	Funding Sources	Amount
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
Total	\$ _____	Total	\$ _____	Total	\$ _____

If funding sources for the project are not listed above, use blank rows to identify funding sources and amounts.

4. Additional Project Budget and Schedule Information:

If you need additional space, use and attach as many 'Additional Information' forms as needed.