

## 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 SPC's CMAQ Program Guidance and Procedures document. **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.

Project ID

## CMAQ: Project Budget and Schedule

Project Name\*\*: \_\_\_\_\_ MPMS# (if known): \_\_\_\_\_

CMAQ PROJECT STAGING EXAMPLE

PROJECT TIMELINE		
PROJ	START DATE	END DATE
A	BEFORE TIP	DURING TIP
B	BEFORE TIP	AFTER TIP
C	DURING TIP	DURING TIP
D	DURING TIP	AFTER 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.

**SAMPLE PROJECT B: (COST DETAIL BY PHASE) ----->**

**SAMPLE PROJECT B: PHASE 1 - PLANNING, DESIGN AND ENGINEERING**

----- TOTAL PROJECT B (PHASE 1) COST = \$650,000 -----

COST BEFORE TIP = \$500,000			COST DURING TIP = \$150,000		
COST BEFORE FY 2023 = \$500,000			COST FY 2023 = \$150,000		
FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL
\$100,000	\$0	\$400,000	\$30,000	\$0	\$120,000

  

**SAMPLE PROJECT B: PHASE 2 - R.O.W. AND UTILITIES**

----- TOTAL PROJECT B (PHASE 2) COST = \$850,000 -----

COST DURING TIP = \$850,000

COST FY 2023 = \$100,000			COST FY 2024 = \$750,000		
FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL
\$20,000	\$0	\$80,000	\$375,000	\$300,000	\$75,000

  

**SAMPLE PROJECT B: PHASE 3 - CONSTRUCTION**

----- TOTAL PROJECT B (PHASE 3) COST = \$3,500,000 -----

COST DURING TIP = \$2,500,000						COST AFTER TIP = \$1,000,000					
COST FY 2025 = \$1,000,000			COST FISCAL YEAR 2026 = \$1,500,000			COST AFTER FY 2026 = \$1,000,000					
FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL			
\$500,000	\$400,000	\$100,000	\$1,200,000	\$150,000	\$150,000	\$750,000	\$150,000	\$100,000			

----- BEFORE FISCAL YEAR 2023      FISCAL YEAR 2023      FISCAL YEAR 2024      FISCAL YEAR 2025      FISCAL YEAR 2026      AFTER FISCAL YEAR 2026 ----->

----- BEFORE THE TIP      ----- TRANSPORTATION IMPROVEMENT PROGRAM ----->      AFTER THE TIP ----->

**PROJECT B - FUND DETAILS**

**TOTAL PROJECT COST**

**FUNDING BY TIP PERIOD**

**FUNDING BY FISCAL YEAR**

**FUNDING SOURCE TYPE**

**FUNDING BY SOURCE**

**SAMPLE PROJECT B: (FUNDING DETAIL BY TIP PERIOD, FISCAL YEAR AND FUNDING SOURCE) ----->**

----- TOTAL COST SAMPLE PROJECT B = \$5,000,000 -----

FUNDS NEEDED BEFORE TIP = \$500,000      FUNDS NEEDED DURING TIP = \$3,500,000      FUNDS NEEDED AFTER TIP = \$1,000,000

FUNDS NEEDED BEFORE FY 2023 = \$500,000      FUNDS NEEDED FY 2023 = \$250,000      FUNDS NEEDED FY 2024 = \$750,000      FUNDS NEEDED FY 2025 = \$1,000,000      FUNDS NEEDED FY 2026 = \$1,500,000      FUNDS NEEDED AFTER FY 2026 = \$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



Project ID

## CMAQ: Project Budget and Schedule

Project Name\*\*: \_\_\_\_\_ MPMS# (if known): \_\_\_\_\_

## 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)
_____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____
<b>Total Cost</b>	\$ _____	\$ _____	\$ _____	\$ _____		

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.

Project ID

## CMAQ: Project Budget and Schedule

Project Name\*\*: \_\_\_\_\_ MPMS# (if known): \_\_\_\_\_

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

Phase	CMAQ	Other Federal	State Highway	State Transit	Other Government	Other	Total
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total Cost</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>% of Total Cost</b>	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %

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.

## CMAQ: Project Budget and Schedule

Project Name\*\*: \_\_\_\_\_ MPMS# (if known): \_\_\_\_\_

## 3. Project Budget by Funding Source\*\*:

Federal		State		Local / Other <sup>1</sup>	
Funding Sources	Amount	Funding Sources	Amount	Funding Sources	Amount
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
<b>Total</b>	\$ _____	<b>Total</b>	\$ _____	<b>Total</b>	\$ _____

Identify funding sources and amounts in the table above. A funding source lookup table is found on page 6 for your reference.

<sup>1</sup> The minimum local share is 20% and must be provided from local, state, or other non-federal sources.

## 4. Additional Project Budget and Schedule Information:

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

## CMAQ: Project Budget and Schedule

Project Name\*\*: \_\_\_\_\_ MPMS# (if known): \_\_\_\_\_

## Funding Sources:

Federal - Highway		Federal - Transit		State - Highway	
Funding Code	Funding Description	Funding Code	Funding Description	Funding Code	Funding Description
APD	Appalachia Development	5303	FTA Metropolitan Planning Program	179	County Act 26 Bridges
APL	Appalachian Local Access	5307	FTA Urban Area Formula Grants	183	Local Bridges
BOF	Bridge - Off System	5308	FTA Clean Fuels Formula Grants	185	State Highway Bridges
CAQ	Congestion Mitigation and Air Quality	5309	FTA New Starts Capital Program	581	State Highway
HSIP	Surface Transportation - Safety	5310	FTA Elderly & Handicapped Program	582	Highway Maintenance
IM	Interstate Maintenance	5311	FTA Rural Area Formula Grants	P3	Rapid Bridge Replacement
NHPP	National Highway Performance Program	5312	Research, Development, Demonstration, and Deployment Projects	PADCED-MTF	PADCED Multimodal Transportation Fund
RRX	Surface Transportation - RRRing Elimination of Hazards	5313	FTA State Planning and Research	PennDOT-MTF	PennDOT Multimodal Transportation Fund
STE	Surface Transportation - Enhancements	5320	Alternative Transportation in Parks & Public Land	s185	Spike - State Highway Bridges
STN	Surface Transportation - Non-Urban	5324	Public Transportation Emergency Relief Program	s581	Spike - State Highway Safety
STP	Surface Transportation	5326	Transit Asset Management	State - Transit	
STR	Surface Transportation - Rural	5327	Project Management Oversight	338	Public Transit - 1513 - Mass Transit Operating
STS	Surface Transportation - Safety	5329	Public Transportation Safety Program	339	Public Transit - 1514 - Capital Budget/Asset Improvement Discretionary
STU	Surface Transportation - Urban	5336	Small Transit Intensive Cities (Stic)	340	Public Transit - 1517 - Capital Improvements
SXF	Special Project	5337	State of Good Repair Program	341	Public Transit - 1516 - Programs of Statewide Significance
TAP	Transportation Alternatives State	5339	Bus And Bus Facilities Formula Grants	342	Transit Administration and Oversight
TAU	Transportation Alternatives Urban	5340	Growing States and High Density States Formula Distribution	Local	
TNH	National Highway System (100% Federal)	ATI	Associated Transit Improvements	LOC	Local
TOLL	Toll Credits	FTAD	FTA Discretionary Funds	OTH	Other
OTH	Other funding source not listed above. Please explain under Section 4 (Additional Project Budget and Schedule Information)	OTH	Other funding source not listed above. Please explain under Section 4 (Additional Project Budget and Schedule Information)	PRI	Private
				TPK	Turnpike