

BUDGET WORKSHEET FILE

- > Worksheets (tabs) in this file are intended for preparation of 5310 Seniors and Individuals with Disabilities grant proposal budgets.
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- > **Orange-colored** tabs in the file contain **sample worksheets** for key areas of budget preparation.
 - > These tabs are "protected" so that the results are displayed but cannot be modified.
 1. Sample budget: a worksheet that provides an overall sample budget that summarizes capital, operating and planning project expenditures by year. Examples of data required include: quantity and number of units of goods / services / material / equipment being acquired; unit price of item being acquired; year of expenditure (all expenses); total cost for item(s) being acquired; FTA and local share of item(s) being acquired.
 2. Sample service details: a worksheet that provides key statistics for service projects, and include: estimated daily ridership; number of days operated; number of service hours per day; number of vehicles operated; cost per hours; etc.
 3. Sample local match: a worksheet that provides a format for documenting the required local match for grant projects. Proposers should identify the amount and source of all required local match funds. Be sure that the amount listed on this schedule equals the amount shown in the "Local \$\$" column on the "Application Budget."
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- > **Green-colored** tabs in the file contain **templates** for use in calculating your project's budget.
 - > Templates **mirror** the 4 sample worksheets found at the orange tabs.
 - > Formulae, FTA %, and other key data are **entered** to avoid unplanned changes.
 - > Project information should be entered in the **yellow shaded** cells.
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- > Contact Albert Lyne, Director / Grant Programs at 713-739-4697 for assistance in using the worksheets.

5310 SENIORS AND INDIVIDUALS WITH DISABILITIES BUDGET: (INSERT AGENCY NAME HERE)

Category	Qty (a)		Unit Price (b)	Year 1	Year 2	Year 3	Total \$\$	FTA \$\$	Local \$\$	FTA %	Comments
	Units	#									
Public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate. Notably, this 55 percent is a floor, not a ceiling											
CAPITAL											
New service ADA van	each	3	\$75,000	\$225,000			\$225,000	\$191,250	\$33,750	85%	
New service non-ADA van							\$0	\$0	\$0	85%	
This line revenue vehicles only							\$0	\$0	\$0	85%	
Traditional Transportation S	years	3		\$122,880	\$169,984	\$212,352	\$505,216	\$404,173	\$101,043	80%	
This line for captial projects only							\$0	\$0	\$0	80%	
TOTAL CAPITAL				\$347,880	\$169,984	\$212,352	\$730,216	\$595,423	\$134,793		
<p>Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for:</p> <p>(1) public transportation projects (capital and operating) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable,</p> <p>(2) public transportation projects that exceed the requirements of the ADA,</p> <p>(3) public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service, or</p> <p>(4) alternatives to public transportation that assist seniors and individuals with disabilities with transportation.</p>											
CAPITAL											
New service ADA van	each	3	\$75,000	\$225,000			\$225,000	\$191,250	\$33,750	85%	
New service non-ADA van							\$0	\$0	\$0	85%	
This line revenue vehicles only							\$0	\$0	\$0	85%	
Sidewalks	years	3		\$122,880	\$169,984	\$212,352	\$505,216	\$404,173	\$101,043	80%	
This line for captial projects only							\$0	\$0	\$0	80%	
SUBTOTAL CAPITAL				\$347,880	\$169,984	\$212,352	\$730,216	\$595,423	\$134,793		
OPERATING (c), (d), (e)											
Labor (c)											
							\$0	\$0	\$0	50%	
1 Project manager	hours	2080	\$25	\$52,000	\$52,000		\$104,000	\$52,000	\$52,000	50%	
	hours	2080	\$28			\$58,240	\$58,240	\$29,120	\$29,120	50%	\$3/hr raise yr 3
1 Ambassador	hours	2080	\$15	\$31,200	\$31,200		\$62,400	\$31,200	\$31,200	50%	
	hours	2080	\$18			\$37,440	\$37,440	\$18,720	\$18,720	50%	\$3/hr raise yr 3
1 Ambassador	hours	2080	\$15	\$31,200	\$31,200		\$62,400	\$31,200	\$31,200	50%	
	hours	2080	\$18			\$37,440	\$37,440	\$18,720	\$18,720	50%	\$3/hr raise yr 3
1 Ambassador	hours	2080	\$21			\$43,680	\$43,680	\$21,840	\$21,840	50%	
1 Mobility Manager	hours	2080	\$19	\$39,520	\$39,520		\$79,040	\$39,520	\$39,520	50%	
	hours	2080	\$22			\$45,760	\$45,760	\$22,880	\$22,880	50%	\$3/hr raise yr 3
1 Clerk	hours	1040	\$12	\$12,480	\$12,480		\$24,960	\$12,480	\$12,480	50%	
	hours	2080	\$15			\$31,200	\$31,200	\$15,600	\$15,600	50%	\$3/hr raise yr 3
Marketing	years		\$75,000		\$75,000	\$75,000	\$150,000	\$75,000	\$75,000	50%	
Program admin (d)				\$45,000	\$47,500	\$50,000	\$142,500	\$71,250	\$71,250	50%	
Other misc (e)				\$2,500	\$2,500	\$2,500	\$7,500	\$3,750	\$3,750	50%	Gte ride home
SUBTOTAL OPERATING				\$213,900	\$291,400	\$381,260	\$886,560	\$443,280	\$443,280		
TOTAL				\$561,780	\$461,384	\$593,612	\$1,616,776	\$1,038,703	\$578,073		

NOTES:

Capital cost of contracting amounts shown must be net of fare revenue.

(a) Quantity = number of vehicles to be purchased, number of hours to be worked, etc.

(b) Unit Price = price for single item in the "quantity" column, i.e., price of one new vehicle.

(c) Labor = on a separate schedule, identify position type, expected hours to be worked annually, cost per hour

(d) Program administration = rent, utilities, telephones, supplies, printing, etc. Provide details on separate schedule

(e) Other miscellaneous = identify other expenses in either Comments column or on a separate schedule

TYPE AGENCY NAME HERE

**SENIORS AND INDIVIDUALS WITH DISABILITIES :
SCHEDULE FOR SERVICE DETAILS**

	Statistic	Year 1	Year 2	Year 3	Total	
1	Estimated daily trips (all vehicles)	450	500	525		
2	# Days operated (all vehicles)	256	256	256		
3	Estimated total annual ridership	115,200	128,000	134,400	377,600	Lines 1 x 2
4	# Service hours / day (each vehicle)	10	12	14		
5	Number vehicles operated	3	3	3		
6	Number days operated	256	256	256		
7	Cost per hour	\$55.00	\$60.00	\$65.00		
8	Estimated total service cost	\$422,400	\$552,960	\$698,880	\$1,674,240	Lines 4 x 5 x 6 x 7
9	Fare per trip	\$1.00	\$1.00	\$1.25		
10	Estimated daily trips (all vehicles)	450	500	525		
11	Number days operated	256	256	256		
12	Estimated fare revenue per year	\$115,200	\$128,000	\$168,000	\$411,200	Lines 9 x 10 x 11
13	Total estimated net cost	\$307,200	\$424,960	\$530,880	\$1,263,040	Lines 8 - 12

TYPE AGENCY NAME HERE

**SENIORS AND INDIVIDUALS WITH DISABILITIES :
SOURCES OF LOCAL MATCH**

CHECK
TOTAL

CATEGORY	AMOUNT	CASH	IN-KIND	SOURCE
CAPITAL				
New service van	\$38,250	\$38,250		Annual county budget
Cap cost contracting-cap	\$101,043	\$101,043		Annual county budget
SUBTOTAL CAPITAL	\$139,293	\$139,293	\$0	
OPERATING				
Cap cost contracting-op	\$378,912	\$378,912		Annual county budget
Labor				
Project manager	\$81,120	\$81,120		Annual county budget
Ambassadors 1 & 2	\$99,840	\$99,840		Annual county budget
Ambassador 3	\$21,840	\$21,840		Annual county budget
Mobility manager	\$62,400	\$62,400		Annual county budget
Clerk	\$28,080	\$28,080		Annual county budget
Marketing	\$37,500		\$37,500	American Red Cross
Program admin	\$71,250	\$35,625	\$35,625	Annual cty budget/Red Crs
Other miscellaneous	\$3,750	\$3,750		Annual county budget
SUBTOTAL OPERATING	\$784,692	\$711,567	\$73,125	
PLANNING				
Contractor	\$20,000	\$20,000		Annual county budget
SUBTOTAL PLANNING	\$20,000	\$20,000	\$0	
TOTAL LOCAL MATCH	\$943,985	\$870,860	\$73,125	

\$0

\$0

\$0

\$0

FY2022: 5310 SENIORS AND INDIVIDUALS WITH DISABILITIES BUDGET: (INSERT AGENCY NAME HERE)

Category	Qty (a)		Unit Price (b)	Year 1	Year 2	Year 3	Total \$\$	FTA \$\$	Local \$\$	FTA %	Comments
	Units	#									
Public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate. Notably, this 55 percent is a floor, not a ceiling											
CAPITAL											
This line revenue vehicles only							\$0	\$0	\$0	85%	
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This line revenue vehicles only							\$0	\$0	\$0	85%	
							\$0	\$0	\$0	80%	
TOTAL CAPITAL				\$0	\$0	\$0	\$0	\$0	\$0		
<p>Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for:</p> <p>(1) public transportation projects (capital and operating) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable,</p> <p>(2) public transportation projects that exceed the requirements of the ADA,</p> <p>(3) public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service, or</p> <p>(4) alternatives to public transportation that assist seniors and individuals with disabilities with transportation.</p>											
CAPITAL											
This line revenue vehicles only							\$0	\$0	\$0	85%	
This line revenue vehicles only							\$0	\$0	\$0	85%	
This line revenue vehicles only							\$0	\$0	\$0	85%	
							\$0	\$0	\$0	80%	
							\$0	\$0	\$0	80%	
SUBTOTAL CAPITAL				\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING (C), (D), (E)											
							\$0	\$0	\$0	50%	
				\$0	\$0		\$0	\$0	\$0	50%	
						\$0	\$0	\$0	\$0	50%	
SUBTOTAL OPERATING				\$0	\$0	\$0	\$0	\$0	\$0		
TOTAL				\$0	\$0	\$0	\$0	\$0	\$0		

NOTES:

Capital cost of contracting amounts shown must be net of fare revenue.

- (a) Quantity = number of vehicles to be purchased, number of hours to be worked, etc.
- (b) Unit Price = price for single item in the "quantity" column, i.e., price of one new vehicle.
- (c) Labor = on a separate schedule, identify position type, expected hours to be worked annually, cost per hour
- (d) Program administration = rent, utilities, telephones, supplies, printing, etc. Provide details on separate schedule
- (e) Other miscellaneous = identify other expenses in either Comments column or on a separate schedule

TYPE AGENCY NAME HERE

**FY2022 SENIORS AND INDIVIDUALS WITH DISABILITIES :
SCHEDULE FOR SERVICE DETAILS**

	Statistic	Year 1	Year 2	Year 3	Total
1	Estimated daily trips (all vehicles)				
2	# Days operated (all vehicles)				
3	Estimated total annual ridership	0	0	0	0
4	# Service hours / day (each vehicle)				
5	Number vehicles operated				
6	Number days operated	0	0	0	
7	Cost per hour				
8	Estimated total service cost	\$0	\$0	\$0	\$0
9	Fare per trip				
10	Estimated daily trips (all vehicles)	0	0	0	
11	Number days operated	0	0	0	
12	Estimated fare revenue per year	\$0	\$0	\$0	\$0
13	Total estimated net cost	\$0	\$0	\$0	\$0

TYPE AGENCY NAME HERE

FY2022 SENIORS AND INDIVIDUALS WITH DISABILITIES :
SOURCES OF LOCAL MATCH

CATEGORY	AMOUNT	CASH	IN-KIND	SOURCE
CAPITAL				
SUBTOTAL CAPITAL	\$0	\$0	\$0	
OPERATING				
SUBTOTAL OPERATING	\$0	\$0	\$0	
PLANNING				
SUBTOTAL PLANNING	\$0	\$0	\$0	
TOTAL LOCAL MATCH	\$0	\$0	\$0	