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| **Grant application due March 31, 2023**  **Refer to the grant** [**guide**](https://abag.ca.gov/tools-resources/digital-library/mobilityhubsgrantguidelinespdf) **for more information**  (<https://abag.ca.gov/tools-resources/digital-library/mobilityhubsgrantguidelinespdf>)  **Submit application to Krute Singa at** [**ksinga@bayareametro.gov**](mailto:ksinga@bayareametro.gov) **with following email subject line:**  **“*JURISDICTION NAME* 2023 Mobility Hub Grant Application”**  **Provide the application form in both Word and PDF versions** | | |
| **Project Information** | | |
| **Project Name:** | *Project name* | |
| **Sponsor Agency:** | *Project sponsor agency* | |
| **Sponsor/Project Manager Contact:** | *Sponsor name* | |
| *Sponsor phone* | |
| *Sponsor email* | |
| **Sponsor Single Point of Contact (for TIP):** *If different from sponsor* | *Single Point of Contact name* | |
| *Single Point of Contact phone* | |
| *Single Point of Contact email* | |
| **Brief Project Description:**  *100 words max* | *Project description* | |
| **Policy Alignment (5 Points)** | | |
| **Plan Bay Area 2050 Strategies**  *How does the project align with* Plan Bay Area 2050’s *Climate Program?* | Describe how the project supports the [Plan Bay Area 2050](https://www.planbayarea.org/finalplan2050) Climate Program and the following goals:   * **Climate** – Reduce greenhouse gas (GHG) emissions by managing travel and parking demand to reduce vehicle miles traveled (VMT) and improving access to low carbon transportation options * **Regional Priorities** – Advance other associated regional policies (e.g., MTC’s Transit Oriented Communities (TOC) Policy) and priorities, including improving transportation connectivity and access to all communities, focusing affordable housing and economic development around transit, and improving safety for all users of the transportation system * **Equity** – Mitigate disproportionate impacts and advance equitable outcomes * **Scalability** – Support innovative and effective hub development approaches that can be scaled or replicated in areas across the region; Establish regionally consistent and community-oriented mobility hubs with contextually appropriate options   *Please describe* | |
| **Regional Policy Alignment**  *How does the project align with other regional policies and plans?* | Select the regional plans and policies with which the project is aligned:  MTC’s [Equity Platform](https://mtc.ca.gov/about-mtc/what-mtc/equity-platform)  [Regional Active Transportation Plan](https://mtc.ca.gov/funding/investment-strategies-commitments/climate-protection/regional-active-transportation-plan)  [Complete Streets Policy](https://mtc.ca.gov/planning/transportation/complete-streets)  [Regional Safety/Vision Zero Policy](https://mtc.ca.gov/planning/transportation/bicycle-pedestrian-micromobility/regional-safetyvision-zero)  Blue Ribbon [Transit Transformation Action Plan](https://mtc.ca.gov/sites/default/files/documents/2021-09/Transit_Action_Plan_1.pdf)  Describe how the project aligns with the selected regional plans and/or policies:  *Please describe* | |
| **State Bill 743**  *Transition from Level of Service (LOS) to Vehicle Miles Traveled (VMT) as a primary metric under the California Environmental Quality Act (CEQA)* | Has your jurisdiction formally adopted Vehicle Miles Traveled (VMT) thresholds, screen and mitigations compliant with Senate Bill 743 (SB 743)?  Yes  No  Not Applicable (I am not at an implementing agency)  If yes, please provide a link to the applicable City Council or Board of Supervisors resolution  *Link*  If no, on what date will it be adopted?  *Date* | |
| **Active Transportation Infrastructure and Complete Streets Alignment** | Is there a Complete Streets bike and/or pedestrian infrastructure project planned or in construction that provides safe connections to the hub project location or locations if developing a network?  Yes  No  If yes, please describe how the Complete Streets bike/pedestrian project will be coordinated with the hub project location(s):  *Please describe*  If the hub project location(s) already has/have strong bike or pedestrian connections or complete streets infrastructure, please name and/or describe the facility/connection:  *Please name and/or describe* | |
| **Local Policy Alignment** | Describe how the project supports your jurisdiction and county’s goals. List relevant plans and policies (e.g., Climate Action Plan, transportation policies, station access plans):  *Please describe* | |
| **Project Eligibility (3 Points)** | | |
| **Project Location**  *Projects that are in:*   * *All three geographies, TOC, PDA and EPC: 3 points* * *Any two geographies: 2 points* * *One geography: 1 point* | All projects must be located in one or more of the following geographies:  [Transit-Oriented Community](https://experience.arcgis.com/experience/01311260043f4bd689907c9df577bfff/) (TOC) policy locations  [Priority Development Areas](https://opendata.mtc.ca.gov/datasets/priority-development-areas-plan-bay-area-2050/explore?location=37.895631%2C-122.289021%2C9.39) (PDAs)  [Equity Priority Communities](https://opendata.mtc.ca.gov/maps/MTC::mtc-equity-priority-communities-in-2018-acs-2012-2016/explore?location=37.726117%2C-122.321250%2C11.02) (EPCs)  The mobility hub locations and the TOC, PDA and EPC layers can be can be accessed on one map through the MTC Open Data Catalog [here](https://mtc.maps.arcgis.com/apps/webappviewer/index.html?id=2885234dd1b447a6907aba83b343a0de).  *Note: for Bus Rapid Transit (BRT) or Light Rail Transit (LRT) stops in TOC areas, only those that are either 1) transfer points between high frequency transit lines or 2) at major activity centers (e.g., colleges, shopping areas, medical services, sports centers) will be eligible for funding.*  Locate your proposed hub on the Regional Mobility Hub Locations [map](https://mtc.maps.arcgis.com/apps/webappviewer/index.html?id=2885234dd1b447a6907aba83b343a0de).  Provide HUB ID (found by clicking on the mobility hub location dot on the [map](https://mtc.maps.arcgis.com/apps/webappviewer/index.html?id=2885234dd1b447a6907aba83b343a0de)):  *HUB ID*  Provide address or intersection of project location:  *Address or intersection*  If project location is at a BRT or LRT stop, is the stop:  Atransfer point between high frequency transit lines *List the transit service lines*  At a major activity center *Name the activity center*  For hub network implementation or planning, please indicate the HUB ID for all locations:  *HUB ID*  *HUB ID*  *HUB ID*  *HUB ID*  *HUB ID*  *HUB ID* | |
| **Project Type** | Indicate the project category: | |
| Construction (complete the Category 1 sections only)  Planning and Outreach (complete the Category 2 sections only) | |
| **Category 1 PROJECT DESIGN (20 Points)** | | |
| **Existing Conditions** | In the application package, include an existing conditions summary (e.g., surveys, aerial photos, existing condition plans). Summary should include identification of existing services.  *Please add any additional description here* | |
| **Surrounding Uses** | Indicate the neighborhood retail and essential services located within the quarter-mile radius of the project (select all that are available): | |
| Bank/Credit Union  Child Care  Community/civic center/social service  Grocery Store  Pocket park or playground  Health club or outdoor recreation facility  Hardware Store  Laundry/dry cleaner | Library  Medical Office  Pharmacy  Place of Worship  Police/Fire  Post Office  School  Senior Care Facility  Other *Specify*: |
| **Project Design** | Design should show cohesiveness, community placemaking and customer-orientation (refer to [Play 1](https://mtc.ca.gov/sites/default/files/Play1_MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf) for hub elements). Some elements may already be available at the site; if this is the case, design should show how existing and new elements will fit together to create a cohesive hub. Refer to *Table 1. Category 1 Minimum Requirements; 2. Project Design* of the Grant Program [Guide](https://abag.ca.gov/tools-resources/digital-library/mobilityhubsgrantguidelinespdf) for the elements to be included in the design. MTC strongly encourages electrification of shared fleets of scooters, ebikes and cars. This is a desired component and if pursuing, electrification should be integrated into the design and implementation of the hub (see more information in the Desired Components section).  Describe hub vision and features that follow the guidance provided in the Mobility Hubs Playbook’s [Play 1](https://mtc.ca.gov/sites/default/files/Play1_MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf) and transform the existing transit station/stop into a safe, welcoming and inclusive community space:  *Please describe*  In the application package, include design drawings illustrating and describing hub enhancements and features that follow the guidance provided in the Mobility Hubs Playbook’s [Play 1](https://mtc.ca.gov/sites/default/files/Play1_MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf). | |
| **Mobility Options** | At least two transportation services should be included in the project. In addition to transit service, the project must include at least one other shared transportation option (scooter-, bike-, car-share). Alternatively, the project could include enhancements to walking and/or biking infrastructure and access (e.g., secure bike parking, bike stations, pedestrian-scale lighting, improved pedestrian access) if shared services are not feasible. The shared transportation option may already be in operation or planned/in procurement as a component of this grant application. Describe the mobility options that will be included in the project and if they are existing or planned:  *Please describe* | |
| **CMAQ Air Quality Calculation Requirements** | Include in application package the Supplemental Project Inputs for Air Quality Improvement Calculations Version 1.2 using this [form](https://mtc.ca.gov/digital-library/5023742-supplemental-project-inputs-air-quality-improvement-calculations-version-12). | |
| **Category 1 PROJECT READINESS (20 Points)** | | |
| **Preliminary Engineering and Technical Feasibility** | 1. Does the project have an agreement or demonstration of ability to construct on proposed site (e.g., signed MOUs, clarity on permitting processes, etc.)   Yes  Not yet  *Provide additional information, if any*   1. Are there any significant environmental issues that could delay the obligation of grant funds (e.g., hazardous materials on site, wetlands)?   Yes  No  Do not yet know  *Provide additional information, if any*   1. Is the project entirely with the local agency’s right of way, confirmed with a site survey?   Yes  No, additional ROW will need to be acquired. Indicate date: *Date*  Do not yet know   1. Does the project have design drawings completed?   Yes. Indicate percent complete, 35, 60, 90, or 100%: *Percent*  Not yet   1. Is the project located on a State Highway Route?   Yes  No  If yes, explain your design exceptions and whether or not you have coordinated with Caltrans on these issues  *Please explain*   1. List the elements that need to be permitted, utility relocation/upgrade within the hub area, etc., if known   *Provide list* | |
| **Schedule** | Describe the project’s timeline and status, as well as the project’s ability to meet the January 31, 2027, obligation deadline:  *Project timeline, status, and obligation deadline*  Identify any known risks to the project schedule, and how the CTA and project sponsor will mitigate and respond to those risks:  *Project risks and mitigation strategies*  *Note: All funds for construction should be obligated by January 31, 2027. All projects should be constructed within 3 years of construction obligation. Project awards will be canceled, and funds will be reverted for use in future Climate Program grants if projects have not obligated construction by January 31, 2027.* | |
| **Category 1 ENGAGEMENT AND PARTNERSHIPS (20 Points)** | | |
| **Department Coordination** | List all departments and staff who will be involved with the various phases of implementation, maintenance and operations.  *Note: The best projects will involve partners in all phases of the project, so that design, placemaking, implementation, customer service, operations, and maintenance follow the best practices described in the Mobility Hubs Implementation* [*Playbook*](https://mtc.ca.gov/sites/default/files/MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf)*.*  *Department, Staff Name, Staff Role*  *Department, Staff Name, Staff Role*  *Department, Staff Name, Staff Role*  *Department, Staff Name, Staff Role*  *Department, Staff Name, Staff Role*  *Department, Staff Name, Staff Role*  Describe how the project intends to actively coordinate between the departments listed, and especially planning and public works/implementation staff throughout project:  *Please describe* | |
| **Transit Agency Coordination** | If you are not at a transit agency, have you coordinated with the transit agency providing service at the project’s hub? If yes, please provide name and email of transit agency staff:  *Transit agency, staff name, staff email* | |
| **Community Engagement** | List or describe the community partnerships already developed (CBOs, community groups, etc.)  *Provide list and/or describe*  Alternatively, describe your approach to developing and conducting a community engagement plan, including plan to understand mobility, access, safety and public space needs for the surrounding community and transit riders. Refer to [Play 3](https://mtc.ca.gov/sites/default/files/Play3_MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf) for community engagement practices. Plan can include conducting a needs assessment (example of assessment [here](https://drive.google.com/file/d/1ckmhOIewTss5ZnFiE110dKjr0ElzfFP2/view)). List or describe the community partnerships that will be developed (CBOs, community groups, etc.):  *Please describe*  Note that general mobility hub planning or outreach activities that do not directly lead to preliminary engineering design or construction are not eligible. If requesting funding for general mobility hub planning and outreach only, apply to Category 2. | |
| **Partnerships**  *Refer to Mobility Hubs Implementation Playbook* [*Play 4*](https://mtc.ca.gov/sites/default/files/documents/2021-05/Play4_MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf) *for partnership guidance* | Have you partnered or plan to partner with any of the following:  Property owners if hub is not on jurisdiction-owned property  Mobility providers, community partners, retail outlets, delivery companies and other public or private partners  Other *Specify*  Describe the partnership(s) or plan for partnership(s):  *Please describe* | |
| **Category 1 MANAGEMENT (10 Points)** | | |
| **Project Management Team** | Provide the names of staff in the following roles:   * Project manager/day-to-day point person   *Name, email*   * Deputy project manager   *Name, email*   * Decision-making authority   *Name, email*   * List any other staff in your same department who will have a role in the project   *Role, name, email* | |
| **Project Delivery Approach** | Implementation of a cohesive, community-centered mobility hub requires strong project management to coordinate a multi-disciplinary team, consultants, community members vendors and other partners. Describe your approach to project plan implementation, performance reporting, unplanned changes, and risk monitoring and control for the project. Include any previous experience and outcomes.  *Please describe* | |
| **Category 1 OPERATIONS AND MAINTENANCE (10 Points)** | | |
| **Plan for O&M** | Describe the project’s plan for ongoing operations and maintenance, including funds to replace/fix hub components that are vandalized, broken or otherwise rendered unusable.  *Please describe* | |
| **Policy Integration** | Does your agency plan to include the mobility hub in TDM plans/ordinances, impact fees, TDM mitigation, etc. to cover operations, maintenance and/or other hub related expenses?  Yes. If yes, describe in box below  No  Do not yet know  *Please describe* | |
| **Category 1 COST (5 Points)** | | |
| **Cost Form** | Provide the project’s cost schedule using the Category 1 Cost and Funding table provided at the end of this form. Budget will be evaluated on feasibility of costs, cost-effectiveness and local match. | |
| **Category 1 MARKETING/COMMUNICATIONS (7 Points)** | | |
| **Marketing/ Communications Plan** | Describe the plan for developing messaging and communications about hub to the community pre-, during- and post-construction to build awareness and anticipation:  *Please describe* | |
| ***Category 1 DESIRED Components: Hub Electrification (5 Additional Points)*** | | |
| **Hub Electrification** | MTC strongly encourages the hub to be electrified for shared fleets of scooters, ebikes and cars. Charging infrastructure for personally-owned scooters and ebikes is also eligible. This can include upgrading the electrical capacity for services that are or will be provided at the hub or to make ready the hub for future charging needs. Planning and design should include consideration for infrastructure and equipment investments that can leverage future opportunities and mitigate risks of changes in technology, demand, etc. (e.g., moveable charging equipment, vehicle grid integration).  Will this project include electrification?  Yes  No  If yes, which components will be electrified?  *Provide list and/or describe*  If yes, describe how the project schedule will factor in engagement with PG&E, permitting, trenching, paving, electrical and WiFi network upgrades, etc. Please identify risks to project delivery schedule (e.g., PG&E energization wait time, permitting process) and approach to mitigate delays:  *Please describe* | |
| ***Category 1 DESIRED Components: Hub Network Development (5 Additional Points)*** | | |
| **Hub Network Development** | Will this project be part of a network between neighboring jurisdictions or between two transit stops within the same jurisdiction that meet the location criteria?  Yes  No  If yes, in the design section of this application, describe the plan for hub network development and provide the reasons why the chosen hubs are linked. Note: Network should be visually marked with branding or other features consistent with [MTC wayfinding standards](https://mtc.ca.gov/sites/default/files/MTC_WayfindingGuidelines_2019.pdf).  *Please add any additional description here* | |
| **Category 1 Post Award Requirements** | | |
| **Post Award** | Please check the boxes to indicate understanding of the post-award requirements if awarded funding:  Adopt a [Resolution of local support](https://mtc.ca.gov/sites/default/files/Resolution_Local_Support.docx)  Include the project in Transportation Improvement Program (TIP)  Obligate construction (CON) phase of the project by January 31, 2027  Attend a project kick-off meeting  Submit design drawings at 35%, 60% and 90% completion for MTC review for any potential safety, operational, or feasibility issues and advancement Regional Mobility Hubs Program goals  Coordinate with MTC on pre- and post-evaluation data collection and analysis. MTC intends to contract with an evaluation organization to collect and evaluate hub data for all awarded projects  Attend bi-annual meetings (every 6 months) with other project sponsors  Complete bi-annual (every 6 months) reports | |
| **Category 2 Project Design (20 Points)** | | |
| **Existing Conditions** | In the application package, include an existing conditions summary (e.g., surveys, aerial photos, existing condition plans). | |
| **Surrounding Uses** | Indicate the neighborhood retail and essential services located within the quarter-mile radius of the project (select all that are available): | |
| Bank/Credit Union  Child Care  Community/civic center/social service  Grocery Store  Pocket park or playground  Health club or outdoor recreation facility  Hardware Store  Laundry/dry cleaner | Library  Medical Office  Pharmacy  Place of Worship  Police/Fire  Post Office  School  Senior Care Facility  Other *Specify* |
| **Project Vision and Design** | Design should show cohesiveness, community placemaking and customer-orientation (refer to [Play 1](https://mtc.ca.gov/sites/default/files/Play1_MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf) for hub elements). Some elements may already be available at the site; if this is the case, design should show how existing and new elements will fit together to create a cohesive hub. Refer to *Table 2. Category 2 Plan Element Requirements; 2. Project Design Elements* of the Grant Program [Guide](https://abag.ca.gov/tools-resources/digital-library/mobilityhubsgrantguidelinespdf) for the elements to be included in the design.  Describe hub vision and features that follow the guidance provided in the Mobility Hubs Playbook’s [Play 1](https://mtc.ca.gov/sites/default/files/Play1_MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf) and transform the existing transit station/stop into a safe, welcoming and inclusive community space:  *Please describe*  For hub network development, describe:   * Partnership and plan with a neighboring jurisdiction or plan to create a hub network in the same jurisdiction * Reasons why the chosen hubs are linked * Network should be visually marked with branding or other features consistent with [MTC wayfinding standards](https://mtc.ca.gov/sites/default/files/MTC_WayfindingGuidelines_2019.pdf)   *Please describe* | |
| **Mobility Options** | At least two transportation services should be included in the project. In addition to transit service, the project must include at least one other shared transportation option (scooter-, bike-, car-share). Alternatively, the project could include enhancements to walking and/or biking infrastructure and access (e.g., secure bike parking, bike stations, pedestrian-scale lighting, improved pedestrian access) if shared services are not feasible. Describe the mobility options that will be included in the project and if they are existing or planned. If the mobility options will be determined through community outreach to best fit community needs, include this approach in the description:  *Please describe* | |
| **Category 2 Engagement (20 Points)** | | |
| **Community Engagement** | Describe your approach to developing and conducting a community engagement plan, including plan to understand mobility, access, safety and public space needs for the surrounding community and transit riders. Refer to [Play 3](https://mtc.ca.gov/sites/default/files/Play3_MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf) for community engagement practices. Plan can include conducting a needs assessment (example of assessment [here](https://drive.google.com/file/d/1ckmhOIewTss5ZnFiE110dKjr0ElzfFP2/view)). List or describe the community partnerships that will be developed (CBOs, community groups, etc.):  *Please describe* | |
| **Category 2 Partnerships (20 Points)** | | |
| **Department Coordination** | List all departments and staff who will be involved with planning and outreach, including implementation plan development.  *Note: The best projects will involve partners in all phases of the project, so that design, placemaking, implementation, customer service, operations, and maintenance follow the best practices described in the Mobility Hubs Implementation* [*Playbook*](https://mtc.ca.gov/sites/default/files/MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf)*.*  *Department, Staff Name, Staff Role*  *Department, Staff Name, Staff Role*  *Department, Staff Name, Staff Role*  *Department, Staff Name, Staff Role*  *Department, Staff Name, Staff Role*  *Department, Staff Name, Staff Role* | |
| **Transit Agency Coordination** | If you are not at a transit agency, which transit agency or agencies will you be coordinating with for hub planning and outreach?  *Transit agency*  *Transit agency* | |
| **Partnerships**  *Refer to Mobility Hubs Implementation Playbook* [*Play 4*](https://mtc.ca.gov/sites/default/files/documents/2021-05/Play4_MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf) *for partnership guidance* | Do you plan to partner with any of the following (refer to Mobility Hubs Implementation Playbook [Play 4](https://mtc.ca.gov/sites/default/files/documents/2021-05/Play4_MTC%20Mobility%20Hub%20Implementation%20Playbook_4-30-21.pdf) for partnership guidance):  Property owners if hub is not on jurisdiction-owned property  Mobility providers, community partners, retail outlets, delivery companies and other public or private partners  Other *Specify* | |
| **Category 2 Implementation Plan (15 Points)** | | |
| **Implementation Plan** | Implementation of a cohesive, community-centered mobility hub requires strong project management to coordinate a multi-disciplinary team, consultants, community members vendors and other partners. Describe the proposed approach to project plan implementation. Include previous experience with capital construction, if any.  *Please describe* | |
| **Category 2 Management (10 Points)** | | |
| **Project Management Team** | Provide the names of staff in the following roles:   * Project manager/day-to-day point person   *Name, email*   * Deputy project manager   *Name, email*   * Decision-making authority   *Name, email*   * List any other staff in your same department who will have a role in the project   *Role, name, email* | |
| **Schedule** | Describe the project’s timeline and ability to complete planning and outreach within 18 months of grant award:  *Project timeline, status, and deadline* | |
| **Category 2 Cost (7 Points)** | | |
| **Cost Form** | Provide the project’s cost schedule using the Category 2 Cost and Funding table provided at the end of this form. Budget will be evaluated on feasibility of costs and cost-effectiveness. | |
| **Category 2 Post Award Requirements** | | |
| **Post Award** | Please check the boxes to indicate understanding of the post-award requirements if awarded a grant.  Attend a project kick-off meeting  Submit plans at each draft stage before they are finalized for MTC input on any potential safety, operational, or feasibility issues and Regional Mobility Hubs Program goals  Complete bi-annual (every 6 months) progress reports  Complete plans within 18 months of grant award | |

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| **Category 1: Project Cost & Funding** |

**Mobility Hub Grant Request:**

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| **Total Grant Request** | $ |

**Project Cost & Schedule:**

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| **Project Phases** | **Total Cost** | **Local Match** | | **Unsecured Funds** | | **Draft Schedule**  (Start dates: Planned, Actual) |
| **Amount** | **Fund Sources** | **Grant Request** | **Remaining Funding Needed** |
| Planning/ Conceptual | $ | $ | *Secured fund sources, notes* | $ | $ | Month/Year |
| Environmental Studies (PA&ED) | $ | $ | *Secured fund sources, notes* | $ | $ | Month/Year |
| Design Engineering (PS&E) | $ | $ | *Secured fund sources, notes* | $ | $ | Month/Year |
| Right-of-way | $ | $ | *Secured fund sources, notes* | $ | $ | Month/Year |
| Construction | $ | $ | *Secured fund sources, notes* | $ | $ | Month/Year |
| **Total** | **$** | **$** |  | **$** | **$** |  |

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| **Category 2: Project Cost & Funding** |

**Mobility Hub Grant Request:**

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| --- | --- |
| **Total Grant Request** | $ |

**Project Cost & Schedule:**

(Add rows as needed)

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| --- | --- | --- | --- | --- |
| **Project Phases** | **Total Cost** | **Grant Request** | **Remaining Funding Needed** | **Draft Schedule**  (Start dates) |
| Planning | $ | $ | $ | Month/Year |
| Outreach | $ | $ | $ | Month/Year |
| **Total** | **$** | **$** | **$** |  |