

PROJECT TIMELINE CHECKLIST

The project timeline is the official documentation of the budget and time frame of the project. **The project timeline must be consistent with the scope of work.**

The project timeline must:

- ☐ Be completed using the FY 2013-14 template provided (do not alter the template) and submit in Microsoft Excel format.
- ☐ List all tasks and sub-tasks with the same title as stated in the scope of work.
- ☐ Have task and sub-task numbers in proper sequencing, consistent with the scope of work.
- ☐ Include a task for a kick-off meeting with Caltrans at the start of the grant.
- ☐ Include a task for procurement of consultants, if consultants are needed.
- ☐ Include a task for quarterly reporting to Caltrans.
- ☐ Include a task for invoicing.
- ☐ List the responsible party for each task and sub-task, and ensure that it is consistent with the scope of work (i.e., applicant, sub-applicant, or consultant).
- ☐ Complete all budget columns as appropriate: Total Cost, Grant Amount, Local Cash Match, and if applicable, Local In-Kind Match.
- ☐ State a realistic total cost for each task based on the work that will be completed.
- ☐ Include a proportional spread of local cash match. The percentage of local cash match contributed should be the percentage used to determine the local cash match amount for each task on the timeline. For example, if 7.5% local cash match is contributed, multiply 7.5% by the grant amount and note the product in the local cash match column. This must be done for each task.
- ☐ Have a best estimate of the amount of time needed to complete each task.
- ☐ Have the timeframe begin at the beginning of the contract period (Feb 2014).
- ☐ Have the timeframe extend all the way to the end of the contract period (Feb 2016).
- ☐ List the deliverable for each task as stated in the scope of work.

NOTE: Applications with missing components will be at a competitive disadvantage. Please use this checklist to make sure your project timeline is complete.

California Department of Transportation
Transportation Planning Grants
Fiscal Year 2013-2014

SAMPLE PROJECT TIMELINE

Project Title			City of Can Do Complete Street Plan						Grantee		The City of Can Do																																		
Task Number	Task Title	Responsible Party	Budget						FY 2013/14												FY 2014/15												FY 2015/16												Deliverable
			Total Cost	Grant Amount	Local Cash Match	Local In-Kind Match	Local In-Kind	Local Match	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F																	
1.0	Project Initiation																																												
1.1	Project Kick-off Meeting	The City	\$550	\$500	\$50	\$0																						Meeting Notes																	
1.2	Staff Coordination	The City	\$2,970	\$2,700	\$270	\$0																						Monthly Meeting Notes																	
1.3	RFP for Consultant Services	The City	\$1,485	\$1,350	\$135	\$0																						Copy of Procurement Procedures and Executed Consultant Contract																	
1.4	Identify Existing Conditions	Consultant	\$1,650	\$1,500	\$150	\$0																						Existing Conditions Report																	
2.0	Public Outreach																																												
2.1	Community Workshop #1	Consultant	\$4,950	\$4,500	\$338	\$113																						PowerPoint Presentation, Workshop Summary, Photos																	
2.2	Community Workshop #2	Consultant	\$6,930	\$6,300	\$473	\$158																						PowerPoint Presentation, Workshop Summary, Photos																	
2.3	Community Workshop #3	Consultant	\$792	\$720	\$54	\$18																						PowerPoint Presentation, Workshop Summary, Photos																	
3.0	Streetscape Plan																																												
3.1	Develop Streetscape Concept	Consultant	\$8,800	\$8,000	\$800	\$0																						Sketches,illustrations																	
3.2	Develop Conceptual Design Concept Alternatives	Consultant	\$1,485	\$1,350	\$135	\$0																						Sketches, illustrations																	
3.3	Draft Complete Street Plan	Consultant	\$8,800	\$8,000	\$800	\$0																						Draft report																	
3.4	Identify Potential Funding Sources	Consultant	\$1,100	\$1,000	\$100	\$0																						Funding Source Report																	
3.5	Joint Planning/Parking and Safety/Bicycle Advisory Commission Meeting	The City/ Consultant	\$792	\$720	\$72	\$0																						PowerPoint Presentation, Workshop Summary, Photos																	
3.6	Final Complete Street Plan	Consultant	\$4,400	\$4,000	\$400	\$0																						Final Report																	
3.7	City Council Adoption	Consultant	\$198	\$180	\$18	\$0																						Meeting Notes																	
4.0	Fiscal Management																																												
4.1	Invoicing	The City	\$1,100	\$1,000	\$100	\$0																						Invoice Packages																	
4.2	Quarterly Reports	The City	\$1,100	\$1,000	\$100	\$0																						Quarterly Reports																	
TOTALS			\$47,102	\$42,820	\$3,994	\$288																																							

This sample timeline is for illustrative purposes only. Your scope of work and timeline will include different tasks, funding amounts, deliverables, etc. The project timeline must be consistent with the scope of work.
Note: Each task must contain a grant amount and a local cash match amount. Local cash match must be proportionally distributed by the same percentage throughout each task. Local in-kind match needs to be indicated where in-kind services will be used. Please review the grant program section that you are applying to for details on local match requirements.