

**California Department of Transportation  
Transportation Planning Grants  
Fiscal Year 2011-2012**

**SAMPLE PROJECT TIMELINE**

| Project Title |  | City of Can Do Planning Project |            |          |         |                     |   |   |   |   |            | Grantee |   | The Council of Governments |   |            |   |   |   |   |   |   |   |   |   |   |  |
|---------------|--|---------------------------------|------------|----------|---------|---------------------|---|---|---|---|------------|---------|---|----------------------------|---|------------|---|---|---|---|---|---|---|---|---|---|--|
|               |  | Fund Source                     |            |          |         | Fiscal Year 2011/12 |   |   |   |   | FY 2012/13 |         |   |                            |   | FY 2013/14 |   |   |   |   |   |   |   |   |   |   |  |
| Task Number   |  | Responsible Party               | Total Cost | Grant    | Local   | J                   | A | S | O | N | D          | J       | F | M                          | A | M          | J | J | A | S | O | N | D | J | F | Deliverable   |  |
| 1.0           | Project Contracting                        |                                 |            |          |         |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   |   |  |
| 1.1           | Project Initiation / Kick-off Meeting      | The COG                         | \$500      | \$450    | \$50    |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Meeting Summary   |  |
| 1.2           | Staff coordination                         | The COG                         | \$3,000    | \$2,700  | \$300   |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Monthly meetings with summary notes                           |  |
| 1.3           | RFP for consultant selection               | The COG                         | \$1,500    | \$1,350  | \$150   |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Consultant contract   |  |
| 2.0           | Public Outreach                            |                                 |            |          |         |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   |   |  |
| 2.1           | Community Workshop #1                      | Consultant                      | \$5,000    | \$4,500  | \$500   |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Workshop summary  |  |
| 2.2           | Community Workshop #2                      | Consultant                      | \$7,000    | \$6,300  | \$700   |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Workshop summary  |  |
| 2.3           | Safety/Bicycle Advisory Commission Meeting | Consultant                      | \$800      | \$720    | \$80    |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Joint Planning/Parking and Safety/Bicycle Advisory Commission |  |
| 3.0           | Streetscape Design                         |                                 |            |          |         |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   |   |  |
| 3.1           | Develop Streetscape Concept                | Consultant                      | \$10,000   | \$9,000  | \$1,000 |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Develop Streetscape Concept                                   |  |
| 3.2           | Develop Design Concept Alternatives        | Consultant                      | \$15,000   | \$13,500 | \$1,500 |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Develop Design Concept Alternatives                           |  |
| 3.3           | Draft Final Design Concept & Report        | Consultant                      | \$10,000   | \$9,000  | \$1,000 |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Draft Final Design Concept and Report                         |  |
| 3.4           | Final Design Concepts & Report             | Consultant                      | \$5,000    | \$4,500  | \$500   |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Final Design Concept and Report                               |  |
| 3.5           | Community Workshop #3                      | Consultant                      | \$8,000    | \$7,200  | \$800   |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Workshop summary  |  |
| 3.6           | City Council Adoption                      | The COG                         | \$200      | \$180    | \$20    |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Council Resolution and/or Meeting Minutes                     |  |
| 4.0           | Project Management & Administration        |                                 |            |          |         |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   |   |  |
| 4.1           | Project Administration                     | The COG                         | \$3,000    | \$2,700  | \$150   |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Project administration and coordination                       |  |
| 4.2           | Submit Info for Quarterly reports          | The COG                         | \$0        | \$0      | \$0     |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   | Quarterly Reports   |  |
|               | TOTALS                                     |                                 | \$69,000   | \$62,100 | \$6,750 |                     |   |   |   |   |            |         |   |                            |   |            |   |   |   |   |   |   |   |   |   |   |  |

This sample timeline is for illustrative purposes only. Your scope of work and timeline may include different tasks under different headings. Local match must be proportionally distributed throughout each task.