



TOTAL PROJECT COST WORKSHEET

May 2026

Overview

Fill out the Total Project Cost Worksheet to provide the estimate of all TAB-eligible costs for the project. Applicants are not required to fill out each row of the cost estimate. The list of project elements is meant to provide a framework to think about the types of costs that may be incurred from the project. The total cost should match the total cost reported for the project in your application. Specific instructions are provided below.

Complete the Total Project Cost Worksheet

The [Total Project Cost Worksheet](#) is intended to identify the full project cost.

- Download the [Total Project Cost Worksheet](#). (Check your *Downloads* folder.)
- Rename the workbook. We recommend using your application project name.
- Select the appropriate worksheet tab.
 - a. Federal Funding for the Regional Solicitation application categories.
 - b. Active Transportation for the Active Transportation Solicitation application categories.
- Fill in all appropriate costs in green cells in Total Project Cost Worksheet. Only fill out line items that apply to your project.
- Save the Excel file.
- Upload the Excel file in the Documents section in Fluxx.

Regional Solicitation (federally funded projects)

Travel Demand Management application category

Attachments

For Travel Demand Management (TDM), you will upload your full budget in the Documents section, as described in the TDM application. This budget should include applicable costs, such as salary, fringe benefits, overhead expenses, marketing, materials, etc. Refer to the [Project Information Forms](#) for more information.

Entering Information into Fluxx

You will need to enter all line items identified in your budget into Fluxx. Due to the diverse types of eligible TDM projects, the line items require you to enter a description of each cost as well as the cost for that line item. The information entered into Fluxx should match your budget included in the Documents section.

All other federally funded application categories

These categories include:

- **Safety:** Proactive Safety, Reactive Safety
- **Transit:** Transit Expansion, Transit Customer Experience
- **Roadways:** Roadway Modernization, Congestion Management Strategies, New Interchanges, Bridge Connections
- **Bicycle/Pedestrian:** Regional Bike Facilities

Attachments

For these categories, you will upload your full budget in the Documents section. This budget should detail the full project cost of all TAB-eligible project elements. Not all line items are applicable to all projects. Refer to the [Project Information Forms](#) for more information.

Entering Information into Fluxx

For all other application categories, you will only need to enter the information found in the Elements Subtotal table.

Active Transportation Solicitation (regional sales tax funded)

There are three application categories eligible for active transportation regional sales tax funds:

- Local Bike Facilities
- Local Pedestrian Facilities
- Active Transportation Planning

Use the Active Transportation tab of the Total Project Cost Worksheet for these categories.

Attachments

For these categories, you will upload your budget sheet in the Documents section. This budget should detail the full project cost of all TAB-eligible project elements (including planning, design, and engineering) as well as grant request amounts. These amounts may be the same if the project cost is less than the maximum award.

Not all line items are applicable to all projects. Refer to the [Project Information Forms](#) for more information.

Ensure your grant request amount is within the minimum and maximum awards set for each category. Refer to the [Regional Solicitation Introduction](#) for more information.

Entering Information into Fluxx

Enter the costs from the Grant Request Amount column into Fluxx. You will need to enter all line items with associated costs, but only from the Grant Request Amount column.

- If you have “Other Elements” in your budget, you will be required to provide a description of the line item.
- There is no local match. Therefore, it is possible your Total Project Cost will be equal to the Grant Request Amount. However, if your Total Project Cost exceeds the maximum award for the category, the entire cost must be identified in the Total Project Cost Worksheet.

The information entered into Fluxx should match your budget included in the attachments. This is how you will make claims against your grant award.