

CITY OF MEDFORD

CPA APPLICATION BUDGET SUMMARY

PROJECT NAME: _____ APPLICANT: _____

SUMMARY OF PROJECT COSTS								
<i>In addition to this form include a complete itemized budget of all project expenses, including the proposed funding source for each expense, in your submission.</i>								
PROPOSED SOURCE		EXPENSES						
		STUDY	SOFT COSTS ⁽¹⁾	ACQUISITION	CONSTRUCTION ⁽²⁾	CONTINGENCY ⁽³⁾	SIGN ⁽⁴⁾	TOTAL
1								
2								
3								
4								
5								
TOTAL PROJECT COSTS								

⁽¹⁾ Soft costs include design, professional services, permitting fees, closing costs, legal, etc.
⁽²⁾ Construction includes new construction, preservation, rehabilitation, restoration work, and/or accessibility related expenses.
⁽³⁾ A 15% contingency is strongly recommended for all construction projects.
⁽⁴⁾ Budget needs to include cost of permanent CPA dedication sign if requesting construction funds. Provide estimate or use \$250 as default cost.

EXPLANATION OF FUNDING SOURCES			
<i>Please explain the status of each funding source (i.e., submitting application on X date, applied on X date, received award notification on X date, funds on hand, etc.). For sources where funding has been awarded or funds are on hand, please attach documentation from the funding source (e.g., commitment letter, bank statement).</i>			
	SOURCE	SECURED? (YES/NO)	STATUS OF FUNDING SOURCE
1			
2			
3			
4			
5			