

Municipal Planning Application FY17

Organization: Town of Berkshire

MP-2017-Berkshire-00026

Work Plan and Budget

Attachment A

Task Name	Description of Task	Responsibility	Paid Personnel	If other, please specify	Hours	Hourly Rate	Personnel Cost	Material Description	Material Cost	Total Cost
Audit Existing Land Use and Development Regulations	Conduct and audit of the regulations in matrix form that uses the "Issues and Actions Report" developed in April-July 2016 by NRPC and the PC with input from the DRB and ZA as a starting point	Consultant	Consultant		4	\$65.00	\$260			\$260
Evaluate Growth and Development Patterns	Conduct a GIS-based inventory and analysis of features in the Rural District to illustrate its development pattern, natural resources and potential development limitations	Consultant	Consultant		25	\$65.00	\$1,625			\$1,625
Conduct a Buildout Analysis	Develop new zoning district scenarios that incorporate forestry and/or conservation resource areas and conduct a build out analysis to show how zoning could impact the pattern of future development	Consultant	Consultant		40	\$65.00	\$2,600			\$2,600
Community Outreach and Participation	Present the growth and buildout analysis, potential new zoning scenarios and other relevant issues from the audit to the community and provide means for input. This will include a community forum, a website and articles and posts in local media	Consultant	Consultant		20	\$65.00	\$1,300	Printed materials, supplies and food for the community forum and any other displays	\$1,000	\$2,300
Revise Land Use and Development Regulations	Based on the audit, the Issues and Actions Report, discussions with the PC and input from the public the consultant will draft revised development regulations	Consultant	Consultant		74	\$65.00	\$4,810			\$4,810
Review and Edit Draft Development	The consultant will meet with the Planning Commission during several meetings to review the	Consultant	Consultant		20	\$65.00	\$1,300			\$1,300

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Regulattions	draft. The consultant will update the draft based on input from the Planning Commission.								
Presentatton of Final Draft Bylaw	The consultant will present the revised regulattions to the Planning Commission in a draft ready for the adoptton process	Consulttant	Consulttant	10	\$65.00	\$650	Printted copies ffor public review.	\$522	\$1,172

<b>\$12,545</b>	<b>\$1,522</b>	<b>\$14,067</b>
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**Total Project Cost:** \$14,067  
**State Grant Funds (Grant Amount Requested):** \$12,045  
**Match Funds:** \$2,022

## Work Plan and Budget

**BUDGET DOCUMENTATION**

Describe Source(s) of match funds (if required):

*Contribution of municipal staff or volunteer's time cannot be offered as a match. Other contributions, while not required, may be documented here as well.*

The match of \$2,470 will be in the form of cash and will come from the Planning Commission's reserve fund.

Describe how you arrived at realistic budget estimates for the work plan.

The Planning Commission consulted with the Northwest Regional Planning Commission to develop a realistic workplan and budget for this project. The NRPC consults with towns in Franklin and Grand Isle for similar bylaw update projects. The Town understands they will be need to competitively procure a consultant for this project, unless they are granted a waiver to work with the Northwest Regional Planning Commission. A waiver request is attached with this application.

Upload or mail supporting documents that show the work plan and budget is based on realistic information.

*If your project involves hiring a consultant (including regional planning commission staff), provide a letter or other documentation from a consultant with cost estimates for tasks, including hourly rate.*

Upload Budget Documents [https://egrants.vermont.gov/\\_Upload/192201-BudgetJustification.pdf](https://egrants.vermont.gov/_Upload/192201-BudgetJustification.pdf)

Mailed to DHCD

**ACCOUNTING**

*Responses to the following questions are used for administrative purposes only and will not impact the competitiveness of your application.*

*Please remember that state funds cannot be awarded to municipalities who are (a) suspended or debarred by the Federal Government; (b) delinquent in submitting their subrecipient annual reports; and (c) delinquent in submitting their Single Audit Reports (if required).*

What type of accounting system does your municipality use?

automated

manual

✓ combination of both

Does your organization have an accounting system hat will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

**Work Plan and Budget**

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- ✓ Yes
- No