

Municipal Planning Application FY17

Organization: Town of Bradford

MP-2017-Bradford -00067

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
Project Organization	Kickoff Meeting, Data Collection	Project Steering Committee (PSC) and Consultant	Consultant		20	\$75.00	\$1,500			\$1,500
Community Input	Survey, meet with Town Groups hold Town Forum	PSC and Consultant	Consultant		100	\$75.00	\$7,500			\$7,500
Build-Outt Analysis	Basic build-outt, Town Forum 2, Adjusted build outt and site level b-o	PSC and Consultant	Consultant		133	\$75.00	\$9,975			\$9,975
Capacity Study	Capacity Study, Town Forum 3 and Final Report	PSC and Consultant	Consultant		90	\$75.00	\$6,750			\$6,750
Final Report								mileage	\$275	\$275
							<u>\$25,725</u>		<u>\$275</u>	<u>\$26,000</u>

Total Project Cost: \$26,000
State Grant Funds (Grant Amount Requested): \$20,000
Match Funds: \$6,000

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 Select-board has approved \$6000 in funds to contribute to this project.

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

The budget estimates were arrived at and reviewed by Brandy Saxton of PlaceSense. She is currently involved in a similar type project with the town of Fairlee. We also consulted with Chris Sargent of TRORC on the overall concept of the plan.

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/193340-img143.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 that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

- Yes
- No