

Municipal Planning Application FY16

Organization: Town of Canaan

MP-2016-Canaan-00065

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
Town Plan Maps	Create Town plan maps including Base Map, Land Use/Land Cover, Proposed Land Use, Natural Resource Constraints, River Corridor Map, Soils Map, proposed Village Centers map	NVDA	Regional Planning Staff		38.5	\$75.00	\$2,887.50	Printed wall and report-sized maps	\$210.00	\$3,097.50
Meetings	Well-publicized kick-off meeting followed by monthly public work sessions on plan; focused outreach for work sessions on village center designation and economic development, and flood resilience.	NVDA and Planning Commission	Regional Planning Staff		40	\$65.00	\$2,600.00			\$2,600.00
Draft plan updates	Develop draft updates to all sections of plan, including new sections on economic development and flood resilience.	NVDA and Planning Commission	Regional Planning Staff		24	\$65.00	\$1,560.00			\$1,560.00
Public hearings on Plan	Planning Commission and Selectboard public hearings on Plan	NVDA, Planning Commission, Selectboard	Regional Planning Staff		6	\$65.00	\$390.00			\$390.00
Public notice and certified mailings	Notices for 2 public hearings and certified mailings	Planning Commission						Postage	\$300.00	\$300.00
							\$7,437.50		\$510.00	\$7,947.50

Work Plan and Budget

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<b>Total Project Cost:</b>	<b>\$7,948</b>
<b>State Grant Funds (Grant Amount Requested):</b>	<b>\$7,948</b>
<b>Match Funds:</b>	<b>\$0</b>

**Work Plan and Budget**

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**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.

No match required

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

Budget is based on hourly rate of regional planning staff, estimated time to complete tasks, and estimated materials costs, based on similar projects and mailings. See uploaded supporting letter from NVDA.

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://grants.accd.vermont.gov/\\_Upload/177951-BudgetdocumentationletterCanaan.pdf](https://grants.accd.vermont.gov/_Upload/177951-BudgetdocumentationletterCanaan.pdf)  
Mailed to DHCD

**ACCOUNTING**

Responses to the following questions will not impact the competitiveness of your application. These are used solely for purposes of administering the grant if awarded.

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?

**Work Plan and Budget**

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- ✓ Yes
- No