

Municipal Planning Application FY17

Organization: Town of Cornwall

MP-2017-Cornwall-00019

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 Meetings	Ongoing project meetings with PC/partners	RPC/PC	Regional Planning Staff		20	\$110.00	\$2,200			\$2,200
Review of Current Bylaws	Gain understanding of current bylaw regulations	RPC/PC	Regional Planning Staff		10	\$110.00	\$1,100			\$1,100
Review of Current Town Plan	review current plan for clear directives for update	RPC/PC	Regional Planning Staff		5	\$110.00	\$550			\$550
Prioritize Bylaw Revisions	Prioritize and identify potential gaps for a comprehensive bylaw revision	RPC/PC	Regional Planning Staff		5	\$110.00	\$550			\$550
Zoning Districts Revisions	Facilitate discussion and decision making process regarding potential changes to zoning districts.	RPC/PC	Regional Planning Staff		30	\$110.00	\$3,300			\$3,300
Public Info. Meeting #1	Facilitate public discussion and decision making process regarding potential changes to zoning districts.	RPC/PC	Regional Planning Staff		5	\$110.00	\$550	copies of printed material	\$100	\$650
Zoning Map Revisions	Facilitate a public discussion on suggested changes to the zoning.	RPC/PC	Regional Planning Staff		5	\$90.00	\$450			\$450
Commercial/Energy Projects Standards	Review current recommendations from State and regional documents as they relate to proposed Energy policy for Cornwall.	RPC/PC	Regional Planning Staff		20	\$110.00	\$2,200			\$2,200
Natural Resource Protection	Incorporate recommended actions from 2014-5 Natural Resource Inventory Study.	RPC/PC	Regional Planning Staff		20	\$110.00	\$2,200			\$2,200
Flood Prevention	As per State mandates, incorporate new policies associated with flood mitigation.	RPC/PC	Regional Planning Staff		10	\$88.00	\$880			\$880

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Other Small Revisions Throughout Unified Zoning/Subdivision Document	One-off text and policy that need updating.	RPC/PC	Regional Planning Staff	15	\$110.00	\$1,650			\$1,650
	Technical combining and formatting of current subdivision and bylaw regulations into one document.	RPC/PC	Regional Planning Staff	20	\$110.00	\$2,200			\$2,200
Public Info. Meeting #2	Organize and facilitate to garner public feedback on update progress and product.	RPC/PC	Regional Planning Staff	5	\$110.00	\$550	copies of draft	\$200	\$750
						<u>\$18,380</u>		<u>\$300</u>	<u>\$18,680</u>

Total Project Cost: \$18,680
State Grant Funds (Grant Amount Requested): \$15,120
Match Funds: \$3,560

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 matching funds were voted on by the Cornwall Townspeople at the 2016 Town Meeting. The Planning Commission requested an additional \$3500 be added to their line item in the 2016-2017 budget to cover the anticipated matching funds needed for the grant. The request for these additional funds was approved at the meeting.

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

The workplan and budget was guided by ACRPC, based on their knowledge of comparative projects and their knowledge of Cornwall's past and present land use planning. The rates used are based on ACRPC's 2015-2016 billing rates.

This MPG project intends to review land use district policies and natural resource protection tools, energy policies, affordable housing policies and flood mitigation regulation.

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/192175-ACRPCLetter_budgetandwaiverforMPGApplication.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

Work Plan and Budget

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