

Municipal Planning Application FY18

Organization: Town of Fair Haven

MP-2018-Fair Haven-00038

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
Community Engagement	The consultant will conduct an engaging community outreach program	Town of Fair Haven / Consultant	Regional Planning Staff		20	\$85.00	\$1,700		\$800	\$2,500
Traffic Calming Study	The consultant will assess strategies for slowing traffic and stream lining traffic through the downtown area.	Town of Fair Haven / Consultant	Consultant		50	\$85.00	\$4,250		\$100	\$4,350
Economic Development Study	The consultant will conduct a retail leak analysis to assess the types of businesses that would thrive in downtown Poultney, and that would help bolster the economy of the town	Town of Fair Haven / Consultant	Consultant		65	\$85.00	\$5,525		\$100	\$5,625
Downtown Streetscape Beautification Plan	The consultant will create design strategies for beautifying the downtown area. This includes determining where new street benches, street lights, sidewalks, and street trees will go	Town of Fair Haven / Consultant	Consultant		65	\$85.00	\$5,525		\$100	\$5,625
Compilation of Final Village Steetscape Plan	The consultant will compile all of the above assessments into one downtown master plan	Town of Fair Haven / Consultant	Consultant		20	\$85.00	\$1,700		\$200	\$1,900
							\$18,700		\$1,300	\$20,000

**Total Project Cost: \$20,000**  
**State Grant Funds (Grant Amount Requested): \$16,000**  
**Match Funds: \$4,000**

**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 Fair Haven Select Board has voted and approved use of town funds as a match for this project.

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

The Rutland RPC rate was used to estimate the budget. This rate is compatible with the rates used by other planning consultants in the area, thereby creating a realistic budget, since Rutland RPC will likely be one or two or more consultants working on this project

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/208530-FY18RateLetter.pdf](https://egrants.vermont.gov/_Upload/208530-FY18RateLetter.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