

Municipal Planning Application FY16

Organization: Town of Holland

MP-2016-Holland-00049

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
Inventory	Mapping	NVDA	Regional Planning Staff		15	\$75.00	\$1,125	24x36 Maps	\$70	\$1,195
Inventory	Demographic Research	NVDA	Regional Planning Staff		6	\$65.00	\$390			\$390
Draft Plan	Word Processing	Town Planning Commission	Consultant		12	\$25.00	\$300			\$300
Draft Plan	Printing 20 Copies	Town Planning Commission							\$60	\$60
Draft Plan Notification etc	Postage, Public Hearing Notice	Town Planning Commission					\$90	Postage - Public Hearing Notices		\$90
Final Plan	Maps	NVDA	Regional Planning Staff		5	\$75.00	\$375	2 24x36 Maps 2 11x17 Maps	\$50	\$425
Final Plan	Printing 100 copies	Town Planning Commission						Final 2017 Town Plan	\$350	\$350
							\$2,280		\$530	\$2,810

**Total Project Cost: \$2,810**  
**State Grant Funds (Grant Amount Requested): \$2,810**  
**Match Funds: \$0**

**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.

None required

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

The budget was estimated based upon discussions with our RPC (NVDA) staff - see attached letter of August 20, 2015; and review of printing, public notice, and postage costs from the previous two Town Plans. The 2012 Town Plan is currently available electronically. It is anticipated that the format will remain the same. As such, word processing should be limited. Twelve hours has been allocated to this task.

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/177847-doc20150929105651.pdf](https://egrants.vermont.gov/_Upload/177847-doc20150929105651.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?

- Yes
- No