

Municipal Planning Application FY17

Organization: Town of Irasburg

MP-2017-Irasburg-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
Draft chapters of town plan	PC will continue working with planning consultant to draft chapters with data, strategies, and recommendations. Review chapters with Selectboard. Hold meetings twice a month.	consultant, PC	Consultant		280	\$20.00	\$5,600	photocopies, mileage	\$450	\$6,050
Engineer	to aid in providing required statistics for the energy chapter of the Town plan, assisting in establishing target energy goals	engineer	Consultant		23	\$50.00	\$1,150	photocopies, maps, mileage	\$300	\$1,450
Series of public forums	Hold 6 - 8 forums over next 1 year to gather opinions on what are important to the residents and should be included or excluded from the plan.	PC	Other		0	\$0	\$0	supplies for community forum	\$300	\$300
Public Hearing 1	Hold PC public hearing once plan is drafted	PC						Meeting notices, postage, photocopies	\$100	\$100
Public Hearing 2	Hold Selectboard public hearing on plan adoption	Selectboard						Meeting notices, postage	\$100	\$100
							\$6,750		\$1,250	\$8,000

Total Project Cost: \$8,000
State Grant Funds (Grant Amount Requested): \$8,000
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.

no match required

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

We currently are working with the consultant we hope to continue to use and have already hosted a community forum which gave us an idea of the cost of hosting, publicizing and offering refreshments at these functions. We also plan to invite outside experts to attend. The engineer was an estimate given from an outside source.

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/192168-LetterofSupport-IrasburgMPG.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

Work Plan and Budget

No