

Municipal Planning Application FY18

Organization: Town of Ludlow

MP-2018-Ludlow-00031

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
A. Visioning Process	Develop a vision for Ludlow	Planning Commission	Regional Planning Staff		15	\$60.00	\$900			\$900
B. Draft Plan Revisions	Prepare a draft municipal plan including reorganization to a more user-friendly format. A particular focus will be on crafting a vision statement, targeted updates needed to address state planning goals, and an implementation plan.	Planning Commission	Regional Planning Staff		117	\$60.00	\$7,020			\$7,020
C. Draft Maps	Create/modify municipal plan maps.	Planning Commission	Regional Planning Staff		28	\$60.00	\$1,680			\$1,680
D. Draft Appendices	Create/update plan appendices, with a particular focus on creating a community facility inventory and demographic profile. This will also include a summary of the outreach/visioning process.	Planning Commission	Regional Planning Staff		34	\$60.00	\$2,040			\$2,040
E. Prepare Documentation for Public Hearing	Prepare the necessary documentation for the PC public hearing process, including a final draft document and a written report.	Planning Commission	Regional Planning Staff		15	\$60.00	\$900			\$900
							\$12,540		\$0	\$12,540

**Total Project Cost:** \$12,540  
**State Grant Funds (Grant Amount Requested):** \$11,027  
**Match Funds:** \$1,513

**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.*

Ludlow will provide the required local cash match.

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

We asked the SWCRPC to assist with preparing a budget that realistically estimated their work effort to assist with this project. Please see the attached budget documentation from the SWCRPC.

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/208452-RPCbudgetmemo.pdf](https://egrants.vermont.gov/_Upload/208452-RPCbudgetmemo.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