

Municipal Planning Application FY18

Organization: Town of Poultney

MP-2018-Poultney-00034

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
Development of Downtown Economic Assessment Plan	The consultant will compile a downtown economic assessment plan that includes a retail leak analysis and a list of suggestions for bolstering the economic activity of downtown Poultney	Town of Poultney / Consultant	Consultant		65	\$85.00	\$5,525	Printing of plan preparation tools	\$200	\$5,725
Community Engagement Program	The consultant will prepare and enact a thorough and engaging community outreach program	Town of Poultney / Consultant	Regional Planning Staff		15	\$85.00	\$1,275	Advertisements for the forums, tools and printouts for the forums, and refreshments for the forums	\$1,000	\$2,275
							\$6,800			\$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.

The town is not seeking match funds

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

The budget is derived from the Rutland RPC rate letter, and their knowledge of the hours required for completing each 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/208619-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