

Municipal Planning Application FY18

Organization: Town of St. Johnsbury

MP-2018-St. Johnsbury-00027

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
Planning for a Tax Increment Financing District in St. Johnsbury	Review the planning process and locations for TIF District creation. Identify potential private investment projects and the public infrastructure necessary to make these project pencil out for private developers.	Consultant	Consultant		80	\$150.00	\$12,000			\$12,000
Cost Estimates for Infrastructure Improvements	Hire an engineering firm to develop cost estimates for required public infrastructure improvements, including brownfields assessment and remediation costs.	Consultant	Consultant		30	\$120.00	\$3,600			\$3,600
Review areas in St. Johnsbury for re-development	Primary focus will be directed on the Bay Street corridor, Eastern Avenue, Railroad St., and Main St. Public Safety building, Armory and Fire Sites.	Consultant	Other		30	\$150.00	\$4,500			\$4,500
GIS Mapping of the proposed TIF District	Map potential TIF District Boundaries.	Consultant	Regional Planning Staff		5	\$75.00	\$375			\$375
Identify potential incremental taxable values and review hypothetical funding scenarios.	Consultants will work with Town Officials to base-line property tax liability, forecast incremental increases in property tax revenue due to development, and develop debt service models to pay for public infrastructure improvements.	Consultant	Other		15	\$150.00	\$2,250			\$2,250
		Consultant	Consultant				\$0			\$0
							\$22,725		\$0	\$22,725

Total Project Cost: \$22,725

State Grant Funds (Grant Amount Requested): \$17,817

Work Plan and Budget

Match Funds: \$4,908

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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.

Town of St. Johnsbury Economic Development funds.

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

We reviewed several TIF District project proposals that were completed recently for other towns in Vermont by a reputable consulting firm . Town Manager Whitehead, PE, has 10+ years as a civil engineer with experience in municipal project management who provided cost estimates for engineering consultation as it relates to infrastructure improvements. NVDA provided cost estimates for GIS mapping services.

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/208355-SpringfieldTIF--W_BProposal062717.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

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No