

Municipal Planning Application FY17

Organization: Town of Waterford

MP-2017-Waterford-00023

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 |
|--|---|------------------------------|-------------------------|--------------------------|-------|-------------|----------------|--------------------------------------|---------------|------------|
| Public Outreach | Develop, distribute, and present results of online survey. Create postcards and write press releases to be distributed in advance of the launch of online survey, and before public meetings. | NVDA and Planning Commission | Regional Planning Staff | | 20 | \$65.00 | \$1,300 | | | \$1,300 |
| GIS mapping analysis | using existing data layers, provide a mapping analysis of areas appropriate for lower density development. Identify draft boundaries of new zoning districts. | NVDA | Regional Planning Staff | | 14 | \$75.00 | \$1,050 | | | \$1,050 |
| Public meetings | Three public meetings, one to present findings of survey and gather input on proposed zoning models, and two statutorily required public hearings on the proposed zoning bylaw amendments. | NVDA and Planning Commission | Regional Planning Staff | | 6 | \$65.00 | \$390 | | | \$390 |
| Research model bylaws and prepare report | Look at examples from other towns in VT and the region and provide an analysis report. Includes meetings every other month with Planning Commission (approximately 8 meetings) | NVDA | Regional Planning Staff | | 30 | \$65.00 | \$1,950 | | | \$1,950 |
| Prepare draft bylaw updates | Prepare draft bylaw updates, and provide adoption guidance | NVDA | Regional Planning Staff | | 30 | \$65.00 | \$1,950 | | | \$1,950 |
| Printing and mailing of postcards | Printing and mailing of 500 postcards prior to online survey and public work session | NVDA | Regional Planning Staff | | | | | Postcard printing and postage | \$325 | \$325 |
| Certified mailing and public notices | Certified mailing of bylaw updates (6 @ \$7.50 each) and public notices (2 @ \$85 each) | | | | | | | certified mailing and public notices | \$215 | \$215 |
| | | | | | | | \$6,640 | | \$540 | \$7,180 |

Work Plan and Budget

| | |
|--|----------------|
| Total Project Cost: | \$7,180 |
| State Grant Funds (Grant Amount Requested): | \$7,180 |
| 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.

NVDA provided estimated hours and hourly rate. Cost of mailings and postcard printing is based on current postal rates and on a verbal quote from Silver Mountain Graphics in St. Johnsbury.

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/193369-signedbudgetestimatewaterford.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