

Municipal Planning Application FY17

Organization: Town of Windsor

MP-2017-Windsor-00070

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
1	Kickoff meeting	Planning Commission	Regional Planning Staff		4	\$60.00	\$240			\$240
2	Draft zoning bylaw and map changes to promote compact, walkable development based upon input from the SWCRPC and a peer review from Place Sense	Planning Commission	Regional Planning Staff		48	\$60.00	\$2,880			\$2,880
3	Draft zoning bylaw and map changes to address conflicts with new Town Plan in rural portion of town.	Planning Commission	Regional Planning Staff		62	\$60.00	\$3,720			\$3,720
4	Public meeting for input	Planning Commission	Regional Planning Staff		12	\$60.00	\$720			\$720
5	Prepare final draft zoning bylaws and maps; prepare public hearing documentation	Planning Commission	Regional Planning Staff		24	\$60.00	\$1,440			\$1,440
							\$9,000		\$0	\$9,000

Total Project Cost: \$9,000
State Grant Funds (Grant Amount Requested): \$8,667
Match Funds: \$333

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 SWCRPC has pledged to provide half of the required match, which will consist of staff consulting efforts that are supported by other documented funds. See the attached memo from the SWCRPC. The Town of Windsor will provide a cash match for the remainder of the required match amount.

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

The Town of Windsor worked closely with the SWCRPC to develop a realistic cost estimate to complete the proposed project.

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/193358-RPCbudgetmatchmemo.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