

General Planning Support Program Project Budget Template Instructions

This template is customizable to fit the budget proposal for your project. Feel free to edit left-hand segments and add notes when needed.

If a section does not have enough cells for the category that you are working on, you can add cells by highlighting a complete row and right-clicking. A dialogue box will appear that permits you to add a row of cells. Click “Insert” and then select either “Insert Above” or “Insert Below”, depending on where you would like the new row to be placed. The new row will appear above or below the row you highlighted.

Enter project name, primary contact name and phone number and the official applicant entity name.

1. On the left-hand side of the template there is a list of major project items numbered 1 to 3. Beneath each major project are related sub-groups. You may edit each of these areas to fit your proposed budget plan. For example, if you do not have Mitigation Activities, you may delete that numbered row and the related subgroups.
2. List anticipated and committed sources of other project funding sources in the “Sources of Other Funds” category. These funds are non-CDBG-MIT funds. Include entities you have contacted, even if a funding commitment has not yet been made. Disclose the amount you requested or expect to receive. If you need to add rows in this section, follow the directions for adding rows outlined above.
3. You can use the right-side Notes column to elaborate on budgeted items as needed.

FL CDBG Mitigation

General Planning Support Program Project Budget

Project Name:	Surfside Drainage Enhancement Plan	Primary Contact Name and Phone Number:	Kate Stein 608-807-9157	Official Applicant Entity Name:	Town of Surfside
Project		Budget			Notes
Description	CDBG-MIT Amount	Other non CDBG-MIT Funds	Source of Funds*	Total Funds (CDBG-MIT and Other)	
1. Mitigation Plans					
Regional Mitigation Plans					
Modernization and Resiliency Plans	\$100,000	\$0	N/A	\$100,000	Drainage enhancement plan for the ocean side (eastern side) of the Town of Surfside
Comprehensive Plans					
Capital Improvement Plans					
Land Use Plans					
Other Plans					

2. Mitigation Activities					
Mapping/Data Upgrades	\$2,000	\$0	N/A	\$2,000	Anticipated cost of mapping and data collection
NFIP CRS Program					
Education/Outreach Campaigns	\$500	\$500	Town of Surfside	\$1,000	Cost of creating educational materials and purchasing supplies for outreach events
Modern/Resilient Building Codes					
Property Registration/Land Information System					
Administration	\$5,000	\$0	N/A	\$5,000	Cost for consultant assistance in creating funding strategy
Planning					
Totals:	\$107,500	\$500		\$108,000	

*** All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits. Show the sources and amounts of other funds needed to complete the project below, including local funds and grants from other agencies. Any anticipated or committed funds must also be included.**

Source of Other Funds	Amount
1. Town of Surfside	\$500
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	