

VDOT Local Program Workshop in Roanoke, VA, Sept. 13-15

The Town of Clifton was awarded roughly \$700,000 federal funding which 80% of cost of a project (each invoice) is from federal funds and 20% is Town responsibility. The Town is required to pay the full amount of each invoice and then submits a request for reimbursement for the 80% to VDOT, which administers the funding. The 20% local match requirement can be from Town budget and/or donated volunteer time, if volunteer time is documented properly per the federal requirements. The Streetscape Committee Chair, Susan Yantis, anticipates that most of the Town's 20% match will come from the Town budget, as opposed to volunteer time.

The Committee is moving forward with Phase II of the streetscape project which includes the engineering design from Chapel Rd/Chapel Street to Ford Lane within the business district of the Town. The Town has been awarded a scholarship grant (covers registration fee and lodging) to attend the VDOT Local Programs Workshop September 13-15, 2016 at the Hotel Roanoke.

The workshop will provide the Town representative an overview of local assistance program and provide training for program management and project development which is very important given the complexities of spending the federal funding. The training offered at the workshop should adequately prepare the Town's representative to begin administering this project.

Estimates (approximate):

- Mileage: 450 miles (round-trip) X \$0.54/mile (GSA 2016 rate) = \$243.00
- Hours: 7 hours (drive-time) + 11 workshop (educational) hours = 18
- For any meals/IE (incidental expenditures) not included in the scholarship (GSA lowest tier per diem)

Total	Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5