

**AGREEMENT NO. C2021-08-23**  
**BETWEEN**  
**HAMLIN UNIVERSITY**  
**CENTER FOR GLOBAL ENVIRONMENTAL EDUCATION (“CGEE”)**  
**AND**  
**CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION (“ORGANIZATION”)**  
**FOR**  
**Adopt-a-Drain Program**  
**Membership Agreement**

THIS AGREEMENT (“**Agreement**”) is made by and between **Hamline University Center for Global Environmental Education (“CGEE”)** and **Chittenden Regional Planning Commission (“Organization”)**.

**1. PURPOSE OF AGREEMENT.**

This Agreement provides the Organization with membership in the CGEE Adopt-a-Drain program. The Adopt-a-Drain program provides tools to residents mobilized by the Organization (herein such mobilized residents are referred to as “Participants”). The Participants work within a targeted geographic area established by the Organization to take regular and sustained actions to manage localized flooding risks and reduce runoff pollution by clearing debris obstructing storm drains in the catch basin related to the Participants’ geographic area. The Organization’s Participants are permitted to sign up for the Adopt-a-Drain program online at [Adopt-a-Drain.org](http://Adopt-a-Drain.org). Participants are permitted to create an Adopt-a-Drain program account that allows them to adopt and un-adopt drains, report the amount of debris they collect, and share their Adopt-a-Drain program experiences and photos via social media, e.g., Facebook, Twitter, and Instagram.

**2. TERM OF AGREEMENT.**

The term of this Agreement shall begin when fully executed by the Parties and shall terminate on **December 31, 2021** (“Termination Date”), unless amended by written agreement of the Parties or terminated earlier pursuant to the provisions hereof.

**3. MEMBERSHIP BENEFITS AND OBLIGATIONS.**

**3.1 Membership Benefits**

1. Inclusion of catch basin geographic information system (“GIS”) data submitted by the Organization on the Adopt-a-Drain.org website.
2. Access to an administrative portal with data regarding Participants and Participants’ reported pollution that allows the Organization’s authorized admins, not to exceed five (5), to view participation impacts over time; sort data by geographic region; sort data according to pollution type; convert data from gallons to pounds; create reports of pollution on behalf of Participants; edit reports to correct mistakes; export reports to .csv to summarize and analyze Participants’ submitted data.
3. Access by the Organization to a downloadable list of Participants who sign up for the Adopt-a-Drain program related to Organization.
4. Access for the Organization to online design files for creating branded, customizable marketing materials and educational resources to promote the Adopt-a-Drain program to Participants and catch basin area residents and sustain the Organization’s participation in the Adopt-a-Drain program.
5. Access for the Organization to online design files for creating a safety “tip card” that outlines basic safety and best-practices for clearing drains and sorting and disposing of waste.

6. Access for the Organization to customizable social media posts.
7. Ability for the Organization to purchase customized materials such as yard signs, window clings and other materials.
8. Access for the Organization to the Adopt-a-Drain program's member photo resources.

### **3.2 Membership Obligations**

1. Adherence to this Agreement.
2. Adherence to the Terms of Use set forth online at [Adopt-a-Drain.org](http://Adopt-a-Drain.org) including, but not limited to, the use of the Adopt-a-Drain program materials and logo.
3. Facilitate or provide the Organization's catch basin GIS data, and data updates, in the Adopt-a-Drain program requested format for inclusion on the site.
4. Payment of annual membership dues as invoiced.
5. Payment for signs and print materials, as invoiced, according to the pricing sheet attached hereto as Exhibit A.
6. Payment for services, on an hourly basis, as invoiced.

## **4. DATA.**

### **4.1 Definitions**

**"Authorized Persons"** means an individual or individuals with an authorized business need to access Data under this Agreement to perform the obligations as set forth herein.

**"Data"** means all information provided by the Organization, including but not limited to Participants, under this Agreement and information which CGEE creates or collects in the performance of this Agreement.

**"Personally Identifiable Data"** ("PID") means information that (a) identifies an individual or that may be used to track, locate or identify an individual or (b) is related to an identified or identifiable individual.

### **4.2 Data Ownership**

All Data will be jointly owned by the Organization and CGEE. The Parties agree that no warranty of any kind is given by either Party with respect to the Data.

### **4.3 Data Use**

The Parties shall only use, transmit, distribute, modify, reproduce, display, and store Data for the purposes set forth in this Agreement. The Parties shall not use Data or derivative information for the benefit of the Parties or other third parties, and will not share, publish, sublicense, resell or disclose to third parties or publicly set forth in this Agreement or as required by law.

### **4.4 Data Security**

The Parties must be and remain in compliance in all respects with all applicable federal, state, local or industry laws, rules and regulations relating to data privacy and security, and agree to remain in compliance with such laws in all jurisdictions in which CGEE presently or will be doing business under this Agreement.

CGEE shall maintain and enforce appropriate physical, technical, policy and administrative safeguards, precautions and measures (including on CGEE's computer systems and networks) where Data is, or can be, accessed, stored or transmitted, to protect the Data from loss, misuse, alteration, corruption, unauthorized access, or unauthorized acquisition whether at rest or in-transit.

**5. PAYMENT.**

Organization shall pay annual membership dues to CGEE as set forth in the pricing sheet attached hereto as Exhibit A. In addition, in the event that Organization requests goods and services from CGEE under this Agreement, including, but not limited to, the goods and services described in section 3 of this Agreement, CGEE will be compensated and/or reimbursed based on the fees and costs outlined in the pricing sheet attached hereto as Exhibit A. The Parties agree that this Agreement is not to exceed **\$20,000**, unless otherwise agreed to by the Parties in a written amendment.

**5.1 Payment Procedures.**

CGEE may submit invoices to the Organization as frequently as once per month including, but not limited to, work in progress, for partial payment for work completed to date. Payment shall be made by the Organization to CGEE within thirty (30) calendar days of the Organization’s receipt of CGEE’s invoice.

**Deliver all invoices and invoice/billing notices under this Agreement to:**

<b>If to Chittenden County Regional Planning Commission:</b>	<b>If to CGEE:</b>
Forest Cohen, Senior Business Manager Chittenden County Regional Planning Commission 110 West Canal Street, Suite 202 Winooski, VT 05404 802-861-0112 <a href="mailto:fcohen@ccrpcvt.org">fcohen@ccrpcvt.org</a>	Brinkley Prescott Hamline University 1536 Hewitt Ave, MS-A1760 St. Paul, MN 55104 (651) 523-2591 <a href="mailto:bprescott01@hamline.edu">bprescott01@hamline.edu</a>

**5.2 Addresses for Notices and Deliverables**

All notices, requests, and other communications under this Agreement shall be in writing and delivered to the following addresses (or such other addresses as that Party may designate in writing):

<b>If to Chittenden County Regional Planning Commission:</b>	<b>If to CGEE:</b>
Dan Albrecht, Senior Planner Chittenden County Regional Planning Commission 110 West Canal Street, Suite 202 Winooski, VT 05404 802-861-0133 <a href="mailto:fcohen@ccrpcvt.org">fcohen@ccrpcvt.org</a>	Tracy Fredin Hamline University 1536 Hewitt Avenue Saint Paul, MN 55104 (651) 523-3105 <a href="mailto:tfredin@hamline.edu">tfredin@hamline.edu</a>  Brinkley Prescott Hamline University 1536 Hewitt Ave, MS-A1760 St. Paul, MN 55104 (651) 523-2591 <a href="mailto:bprescott01@hamline.edu">bprescott01@hamline.edu</a>

**6. NO JOINT UNDERTAKING.**

The relationship of the Parties shall be that of independent Parties. Nothing in this Agreement shall be construed to make or render the Parties hereto partners, joint ventures, or participants in any joint undertaking whatsoever.

**7. NO THIRD-PARTY BENEFICIARIES.**

This Agreement is entered into solely for the mutual benefit of the Parties hereto. This Agreement is not entered into with the intent that it shall benefit either Party's agents, assigns, consultants or contractors, and no such other person or entity shall be a third-party beneficiary of this Agreement. Without in any way limiting the foregoing, Participants are not beneficiaries to this Agreement.

**8. INDEMNIFICATION.**

Each Party shall, to the fullest extent permitted by law, defend, hold harmless and indemnify the other Party and its affiliates, trustees, directors, officers, members, partners, principals, employees and agents against any and all claims, demands, causes of action or damages, including attorneys' fees and costs (collectively, "Claims"), arising out of or relating to any of the obligations undertaken in connection with this Agreement, including but not limited to (i) any breach of this Agreement; and (ii) any actual or alleged injury or death to a person and/or loss of or damage to property caused directly or indirectly, wholly or in part by a Party, its officers, directors, trustees, agents, contractors, employees, representatives, and Participants. This indemnity does not apply to any Claims arising from the gross negligence or intentional misconduct of the Indemnified Party.

**9. INSURANCE.**

CGEE maintains general liability, workers' compensation coverage as required in the State of Minnesota for Hamline University employees, and commercial automobile liability insurance coverages. Upon request, CGEE can provide a certificate of insurance indicating this coverage and listing the Organization as additionally insured.

**10. TERMINATION.**

Either Party may unilaterally terminate this Agreement at its sole discretion upon seven (7) calendar days written notice.

**11. ASSIGNMENT.**

This Agreement shall not be assigned in whole or in part by any Party without the prior written approval of the other Party.

**12. COMPLIANCE WITH LAW.**

The Parties to this Agreement shall comply with all federal, state, and local laws and ordinances.

**13. SEVERABILITY.**

If any provision of this Agreement or any provision of any law, rule or document incorporated by reference into this Agreement shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which legally can be given effect without the invalid provision. To this end, the provisions of this Agreement are declared to be severable.

**14. APPLICABLE LAW.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The jurisdiction and venue of any action brought hereunder shall be in the District Court of Ramsey County.

**15. AUDIT.**

Throughout the term of this Agreement, and for a period of no less than three years from the Termination Date, each Party will keep and make available for each other's inspection and audit all records pertaining to any payments by the Organization and Participants to the Adopt-a-Drain program, including accounting records. The Parties shall furnish to each other copies of these records upon request and shall maintain the records in accordance with work order accounting procedures prescribed by the State Auditor's Office.

**16. AMENDMENT.**

This Agreement shall not be amended or modified except by mutual agreement of the Parties, in writing, and signed by the Parties hereto.

**17. ENTIRE AGREEMENT.**

This Agreement and any written attachments or Amendments hereto, constitutes the complete contractual agreement of the Parties and any oral representations or understandings not incorporated herein are excluded.

**18. TERMINATION OR END OF TERM.**

Upon termination of this Agreement, the Organization shall have thirty (30) calendar days to request, in writing, that CGEE provide the Organization with the most current Data, provided by the Organization, in its system, including any Participant information relevant to the Organization. Upon the Organization's written request, CGEE shall destroy or de-identify all remaining PID Data relevant to the Organization's Data in its possession.

**19. LIABILITY.**

Under no circumstances shall CGEE or the Adopt-a-Drain program herein be considered or construed as assuming or conveying any actual, operational, or physical control over or responsibility for any aspect of any infrastructure related to the Organization's or Participants' activities under this Agreement. CGEE or Hamline University shall have no liability for any damages sustained to any infrastructure related to any act or omission by the Organization or Participants related to this Agreement.

**20. FORCE MAJURE.**

Neither Party shall be held responsible for performance under this Agreement where such performance is prevented by acts or events beyond the party's reasonable control including, but not limited to, war, terrorism, cyberattacks, epidemics, pandemics, natural disasters, severe weather and storms, strikes, and other labor unrest, electrical supply disruptions, nuclear or other civil military emergencies, or acts of legislative, judicial, executive branches.

**21. SURVIVAL.**

Any provisions of this Agreement relating to Indemnification shall survive the termination or expiration of this Agreement. Section 4, Data, shall survive and remain in effect at all times Organization Data remains in CGEE's possession. In addition, any terms and conditions contained in this Agreement that by their sense and context are intended to survive the termination or expiration of this Agreement shall so survive.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained herein, or attached and incorporated and made a part hereof, the Parties have executed this Agreement by having they representatives affix their signatures below.

**HAMLIN UNIVERSITY CENTER FOR  
GLOBAL ENVIRONMENTAL EDUCATION  
(CGEE)**

**CHITTENDEN COUNTY REGIONAL  
PLANNING COMMISSION**

By \_\_\_\_\_  
Signature

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Exhibits:**

Exhibit A: Scope of Work

Exhibit B: Budget

## **Exhibit A: Scope of Work**

### **Task 1: Program Set Up**

- Import GIS data provided by the organization to the Adopt-a-Drain website portal.
- Customize the website for the region.
- Do graphic design modifications for the region for integration into the program. This includes auditing print materials and customizing the messaging to meet the needs of the region.
- Set up customized electronic welcome on website.
- Provide each city with administrative access to the website.

### **Task 2: Program Management and Implementation**

- The Annual Site License Membership includes the technical application, access by the City to reports and data and to Adopt-a-Drain branded outreach materials, and the participant support noted under Task 4.
- Prepare and provide a summary evaluation and report at the end of the year.

### **Task 3: Marketing/Outreach (if requested)**

- Leverage social media outreach, if requested, for an additional hourly charge, as listed in Budget.
- Do additional marketing and outreach consultation, if requested, for an additional hourly charge, as listed in Budget.

### **Task 4: Direct Participant Support**

- Purchase/print and store signs, sign stakes, welcome letters, tip cards and envelopes for welcome packets.
- Regularly pull new participant data for welcome packets.
- Assemble and mail welcome packets to new participants in the City service area.
- *As part of Annual Membership in Task 2:* Send reporting reminders to and answer questions from participants.
- Purchase Storm Drain Markers and/or Clean up Claws, if requested, for an additional fee, as listed in Budget.
- Purchase additional welcome packet materials and assemble and mail additional packets, if requested, at the rates listed in Budget.

**Exhibit B: Budget****Budget: All Cities, Towns, Villages**

<b>FIXED COST: ONE-TIME</b>	<b>COST</b>	<b>DESCRIPTION</b>
<b><i>Program Set Up</i></b>		
Set-up Fee: GIS data	\$2,500.00	\$500 per city standard fee. Addl \$100/hour for special work (if needed).
Set-up Fee: Website Customization	\$1,350.00	\$270 per city. Basic setup in the application.
Set-up Fee: Graphic Design	\$1,350.00	\$270 per city. Basic design modifications for integration into the program.
Customized Electronic Welcome	\$0.00	Included (no charge).
<b>FIXED-COST: ONE-TIME Subtotal</b>	<b>\$5,200.00</b>	

<b>FIXED COST: ANNUAL</b>	<b>COST</b>	<b>DESCRIPTION</b>
<b><i>Program Management and Implementation</i></b>		
Site License: Annual Membership	\$4,573.25	Based on a 30% discount.
Year-end Summary Evaluation and Report	\$1,250.00	\$250 per city.
<b>Program Mgmt and Implementation Subtotal</b>	<b>\$5,823.25</b>	
<b><i>Marketing/Outreach</i></b>		
Postcard distribution	\$0.00	One option for outreach.
Collaboration with CGEE Social Media	\$0.00	\$50/hour. Leverage social media outreach (if requested).
Consulting with CGEE Team	\$0.00	\$80/hour. Additional outreach assistance (if requested).
<b>Marketing/Outreach Subtotal</b>	<b>\$0.00</b>	
<b>FIXED-COST: ANNUAL Subtotal</b>	<b>\$5,823.25</b>	

<b>PER-PARTICIPANT COST</b>	<b>COST</b>	<b>DESCRIPTION</b>
<b><i>Direct Participant Support</i></b>		
Metal Signs	\$0.00	\$14 each. Premium metal signs and stakes.
Chloroplast Signs	\$698.75	\$2.15 each. Least expensive sign option. Includes stakes. Minimum order of 50 signs.
Storm Drain Markers	\$0.00	\$2.64 each (if requested).
Clean up Claws	\$0.00	\$6.00 each (if requested).
Welcome Packet Printed Materials	\$487.50	\$1.50 each. Envelope, welcome letter, tip card.
Welcome Packet/ Sign Distribution	\$3,412.50	\$10.50 each. Postage and handling.
<b>PER-PARTICIPANT COST Subtotal</b>	<b>\$4,598.75</b>	

<b>TOTAL</b>	<b>\$15,622.00</b>	
Indirect fee 10%	\$1,562.20	
<b>Grand Total</b>	<b>\$17,184.20</b>	



**Budget: City of Burlington**

<b>FIXED-COST: ONE-TIME</b>	<b>Qty</b>	<b>Unit</b>	<b>Amt</b>	<b>COST</b>	
<b>Program Set Up</b>					
Set-up Fee: GIS data	5	Hours	\$100	\$500.00	Add \$100/ hr for special work (if needed).
Set-up Fee: Website Customization	3	Hours	\$90.00	\$270.00	
Set-up Fee: Graphic Design	3	Hours	\$90.00	\$270.00	
Customized Electronic Welcome	1		NC	\$0.00	Included.
<b>FIXED-COST: ONE-TIME Subtotal</b>				<b>\$1,040.00</b>	

<b>FIXED-COST: ANNUAL</b>					
<b>Program Management and Implementation</b>					
Site License: Annual Membership	42,819	People	\$0.05	\$2,140.95	Discounted 30%.
Year-end Summary Evaluation & Report	5	Hours	\$50.00	\$250.00	
<b>Program Management and Implementation Subtotal</b>				<b>\$2,390.95</b>	
<b>Marketing/Outreach</b>					
Postcard Distribution	0	Pieces	\$1.20	\$0.00	Post cards for outreach.
Collaboration with CGEE Social Media	0	Hours	\$50.00	\$0.00	Social media outreach.
Consulting with CGEE Team	0	Hours	\$80.00	\$0.00	Add outreach assistance.
<b>Marketing/Outreach Subtotal</b>				<b>\$0.00</b>	
<b>FIXED-COST: ANNUAL Subtotal</b>				<b>\$2,390.95</b>	

<b>PER-PARTICIPANT COST</b>					
<b>Direct Participant Support</b>					
Metal Signs	0	Pieces	\$14.00	\$0.00	Premium metal signs/ stakes.
Chloroplast Signs	100	Pieces	\$2.15	\$215.00	Least expensive sign option. Includes stakes.
Storm Drain Markers	0	Pieces	\$2.64	\$0.00	Purchase price (if requested).
Clean up Claws	0	Pieces	\$6.00	\$0.00	Purchase price (if requested).
Welcome Packet Printed Materials	100	Sets	\$1.50	\$150.00	Envelope, welcome letter, tip card.
Welcome Packet/ Sign Distribution	100	Packets	\$10.50	\$1,050.00	Postage and handling.
<b>PER-PARTICIPANT COST Subtotal</b>				<b>\$1,415.00</b>	

<b>TOTAL</b>		<b>\$4,845.95</b>	
Indirect fee 10%		\$484.60	
<b>Grand Total</b>		<b>\$5,330.55</b>	

**Budget: Town of Colchester**

<b>FIXED-COST: ONE-TIME</b>	<b>Qty</b>	<b>Unit</b>	<b>Amt</b>	<b>COST</b>	
<b>Program Set Up</b>					
Set-up Fee: GIS data	5	Hours	\$100	\$500.00	Add \$100/ hr for special work (if needed).
Set-up Fee: Website Customization	3	Hours	\$90.00	\$270.00	
Set-up Fee: Graphic Design	3	Hours	\$90.00	\$270.00	
Customized Electronic Welcome	1		NC	\$0.00	Included.
<b>FIXED-COST: ONE-TIME Subtotal</b>				<b>\$1,040.00</b>	

<b>FIXED-COST: ANNUAL</b>					
<b>Program Management and Implementation</b>					
Site License: Annual Membership	17,069	People	\$0.05	\$853.45	Discounted 30%.
Year-end Summary Evaluation & Report	5	Hours	\$50.00	\$250.00	
<b>Program Management and Implementation Subtotal</b>				<b>\$1,103.45</b>	
<b>Marketing/Outreach</b>					
Postcard Distribution	0	Pieces	\$1.20	\$0.00	Post cards for outreach.
Collaboration with CGEE Social Media	0	Hours	\$50.00	\$0.00	Social media outreach.
Consulting with CGEE Team	0	Hours	\$80.00	\$0.00	Add outreach assistance.
<b>Marketing/Outreach Subtotal</b>				<b>\$0.00</b>	
<b>FIXED-COST: ANNUAL Subtotal</b>				<b>\$1,103.45</b>	

<b>PER-PARTICIPANT COST</b>					
<b>Direct Participant Support</b>					
Metal Signs	0	Pieces	\$14.00	\$0.00	Premium metal signs/ stakes.
Chloroplast Signs	75	Pieces	\$2.15	\$161.25	Least expensive sign option. Includes stakes.
Storm Drain Markers	0	Pieces	\$2.64	\$0.00	Purchase price (if requested).
Clean up Claws	0	Pieces	\$6.00	\$0.00	Purchase price (if requested).
Welcome Packet Printed Materials	75	Sets	\$1.50	\$112.50	Envelope, welcome letter, tip card.
Welcome Packet/ Sign Distribution	75	Packets	\$10.50	\$787.50	Postage and handling.
<b>PER-PARTICIPANT COST Subtotal</b>				<b>\$1,061.25</b>	
<b>TOTAL</b>				<b>\$3,204.70</b>	
Indirect fee 10%				\$320.47	
<b>Grand Total</b>				<b>\$3,525.17</b>	

**Budget: Town of Essex**

<b>FIXED-COST: ONE-TIME</b>	<b>Qty</b>	<b>Unit</b>	<b>Amt</b>	<b>COST</b>	
<b><i>Program Set Up</i></b>					
Set-up Fee: GIS data	5	Hours	\$100	\$500.00	Add \$100/ hr for special work (if needed).
Set-up Fee: Website Customization	3	Hours	\$90.00	\$270.00	
Set-up Fee: Graphic Design	3	Hours	\$90.00	\$270.00	
Customized Electronic Welcome	1		NC	\$0.00	Included.
<b>FIXED-COST: ONE-TIME Subtotal</b>				<b>\$1,040.00</b>	

<b>FIXED-COST: ANNUAL</b>					
<b><i>Program Management and Implementation</i></b>					
Site License: Annual Membership	10,622	People	\$0.05	\$531.10	Discounted 30%.
Year-end Summary Evaluation & Report	5	Hours	\$50.00	\$250.00	
<b>Program Management and Implementation Subtotal</b>				<b>\$781.10</b>	
<b><i>Marketing/Outreach</i></b>					
Postcard Distribution	0	Pieces	\$1.20	\$0.00	Post cards for outreach.
Collaboration with CGEE Social Media	0	Hours	\$50.00	\$0.00	Social media outreach.
Consulting with CGEE Team	0	Hours	\$80.00	\$0.00	Addl outreach assistance.
<b>Marketing/Outreach Subtotal</b>				<b>\$0.00</b>	
<b>FIXED-COST: ANNUAL Subtotal</b>				<b>\$781.10</b>	

<b>PER-PARTICIPANT COST</b>					
<b><i>Direct Participant Support</i></b>					
Metal Signs	0	Pieces	\$14.00	\$0.00	Premium metal signs/ stakes.
Chloroplast Signs	50	Pieces	\$2.15	\$107.50	Least expensive sign option. Includes stakes.
Storm Drain Markers	0	Pieces	\$2.64	\$0.00	Purchase price (if requested).
Clean up Claws	0	Pieces	\$6.00	\$0.00	Purchase price (if requested).
Welcome Packet Printed Materials	50	Sets	\$1.50	\$75.00	Envelope, welcome letter, tip card.
Welcome Packet/ Sign Distribution	50	Packets	\$10.50	\$525.00	Postage and handling.
<b>PER-PARTICIPANT COST Subtotal</b>				<b>\$707.50</b>	

<b>TOTAL</b>		<b>\$2,528.60</b>	
Indirect fee 10%		\$252.86	
<b>Grand Total</b>		<b>\$2,781.46</b>	

**Budget: Town of Milton**

<b>FIXED-COST: ONE-TIME</b>	<b>Qty</b>	<b>Unit</b>	<b>Amt</b>	<b>COST</b>	
<b>Program Set Up</b>					
Set-up Fee: GIS data	5	Hours	\$100	\$500.00	Add \$100/ hr for special work (if needed).
Set-up Fee: Website Customization	3	Hours	\$90.00	\$270.00	
Set-up Fee: Graphic Design	3	Hours	\$90.00	\$270.00	
Customized Electronic Welcome	1		NC	\$0.00	Included.
<b>FIXED-COST: ONE-TIME Subtotal</b>				<b>\$1,040.00</b>	

<b>FIXED-COST: ANNUAL</b>					
<b>Program Management and Implementation</b>					
Site License: Annual Membership	10,352	People	\$0.05	\$517.60	Discounted 30%.
Year-end Summary Evaluation & Report	5	Hours	\$50.00	\$250.00	
<b>Program Management and Implementation Subtotal</b>				<b>\$767.60</b>	
<b>Marketing/Outreach</b>					
Postcard Distribution	0	Pieces	\$1.20	\$0.00	Post cards for outreach.
Collaboration with CGEE Social Media	0	Hours	\$50.00	\$0.00	Social media outreach.
Consulting with CGEE Team	0	Hours	\$80.00	\$0.00	Add outreach assistance.
<b>Marketing/Outreach Subtotal</b>				<b>\$0.00</b>	
<b>FIXED-COST: ANNUAL Subtotal</b>				<b>\$767.60</b>	

<b>PER-PARTICIPANT COST</b>					
<b>Direct Participant Support</b>					
Metal Signs	0	Pieces	\$14.00	\$0.00	Premium metal signs/ stakes.
Chloroplast Signs	50	Pieces	\$2.15	\$107.50	Least expensive sign option. Includes stakes.
Storm Drain Markers	0	Pieces	\$2.64	\$0.00	Purchase price (if requested).
Clean up Claws	0	Pieces	\$6.00	\$0.00	Purchase price (if requested).
Welcome Packet Printed Materials	50	Sets	\$1.50	\$75.00	Envelope, welcome letter, tip card.
Welcome Packet/ Sign Distribution	50	Packets	\$10.50	\$525.00	Postage and handling.
<b>PER-PARTICIPANT COST Subtotal</b>				<b>\$707.50</b>	

<b>TOTAL</b>	<b>\$2,515.10</b>	
Indirect fee 10%	\$251.51	
<b>Grand Total</b>	<b>\$2,766.61</b>	

**Budget: Village of Essex Junction**

<b>FIXED-COST: ONE-TIME</b>	<b>Qty</b>	<b>Unit</b>	<b>Amt</b>	<b>COST</b>	
<b><i>Program Set Up</i></b>					
Set-up Fee: GIS data	5	Hours	\$100	\$500.00	Add \$100/ hr for special work (if needed).
Set-up Fee: Website Customization	3	Hours	\$90.00	\$270.00	
Set-up Fee: Graphic Design	3	Hours	\$90.00	\$270.00	
Customized Electronic Welcome	1		NC	\$0.00	Included.
<b>FIXED-COST: ONE-TIME Subtotal</b>				<b>\$1,040.00</b>	

<b>FIXED-COST: ANNUAL</b>					
<b><i>Program Management and Implementation</i></b>					
Site License: Annual Membership	10,603	People	\$0.05	\$530.15	Discounted 30%.
Year-end Summary Evaluation & Report	5	Hours	\$50.00	\$250.00	
<b>Program Management and Implementation Subtotal</b>				<b>\$780.15</b>	
<b><i>Marketing/Outreach</i></b>					
Postcard Distribution	0	Pieces	\$1.20	\$0.00	Post cards for outreach.
Collaboration with CGEE Social Media	0	Hours	\$50.00	\$0.00	Social media outreach.
Consulting with CGEE Team	0	Hours	\$80.00	\$0.00	Add outreach assistance.
<b>Marketing/Outreach Subtotal</b>				<b>\$0.00</b>	
<b>FIXED-COST: ANNUAL Subtotal</b>				<b>\$780.15</b>	

<b>PER-PARTICIPANT COST</b>					
<b><i>Direct Participant Support</i></b>					
Metal Signs	0	Pieces	\$14.00	\$0.00	Premium metal signs/ stakes.
Chloroplast Signs	50	Pieces	\$2.15	\$107.50	Least expensive sign option. Includes stakes.
Storm Drain Markers	0	Pieces	\$2.64	\$0.00	Purchase price (if requested).
Clean up Claws	0	Pieces	\$6.00	\$0.00	Purchase price (if requested).
Welcome Packet Printed Materials	50	Sets	\$1.50	\$75.00	Envelope, welcome letter, tip card.
Welcome Packet/ Sign Distribution	50	Packets	\$10.50	\$525.00	Postage and handling.
<b>PER-PARTICIPANT COST Subtotal</b>				<b>\$707.50</b>	

<b>TOTAL</b>				<b>\$2,527.65</b>	
Indirect fee 10%				\$252.77	
<b>Grand Total</b>				<b>\$2,780.42</b>	