

Fixed Fee Schedule

Administrative Costs

Administrative costs are limited to \$33,000.00 for Housing Rehabilitation Programs and \$28,500.00 for all other Programs except for Public Service activities. Public Housing Modernization administrative costs are limited to \$28,500.00

Administrative costs are costs associated with the overall management of the Program. These costs include the preparation and submission of the 2020 Small Cities Application, Environmental Review Record, State contract preparation, assistance agreement preparation, use restrictions, Citizen's participation plan, attend public hearings relevant to citizens participation and application, financial statements, State Bi Annual reports and related reports for the administration of the Program.

Program Costs

Program costs are limited to 12% of the overall grant award. Program costs are costs associated with the delivery of a project or projects. These costs include staff salaries, preparation of specifications, bid documents, construction contracts, wage rate compliance and review, inspections, reports and payments directly related to the delivery of a project or projects.

Per Diem Rates are as follows:

Classification	Per Diem Rates
1. Principal in Charge	\$960.00
2. Wage Rate Compliance Administer	\$760.00
3. Financial management	\$640.00
4. Administrative Assistant	\$520.00

A day shall consist of eight (8) hours of work. Per Diem rates shall include all normal operating costs of the Program Manager including routine reproduction costs, local travel, burden, overhead, and fringes. Local travel is defined as any travel or transportation expense within the State of Connecticut. Per Diem rates shall not include the cost of major reproduction of plans or specifications, advertising, or the cost of postage for mass mailings.

Compensation to A&E Services Group, LLC shall be based on the per diem basis as listed above for projects approved, and administrative services required and provided under an approved Contract to be drafted by and between the Town of Berlin & A&E Services Group, LLC.

All fees listed above are contingent upon grant award.