

SILVER FOX ENTERPRISES, LLC



Bridging the Gap

INVOICE

Date: 5/31/2022

Invoice # 320

To: **Town of Woodstock/EDC Housing Advisor**
P.O. Box XXX
Woodstock, VT 05091
Phone XXXXX

Name		Service	Payment Terms	
Jill Davies EDC Housing Advisor		Woodstock EDC Housing Advisor	Due within 10 days	
Date	Hours	Description	Hourly Rate	Total
5/9/2022 – 5/10/2022	5.00	Review EDC google drive from Jill, research and planning done to date	\$40.00	\$200.00
5/10/2022	1.50	EDC Housing ORIENTATION, reviewed Google docs, July goal for advertising, focus on legal docs, know steps they've identified so far, discussed landlord fears, employer referrals, matchmaking with landlords, credit or background checks TBD	\$40.00	\$60.00
5/10/2022	0.58	EDC Housing Advisor Zoom Group Mtg	\$40.00	\$23.20
5/11/2022	1.00	Review docs (Landing Locals), EDC Housing PRIORITIES Mtg with Jill and Cliff	\$40.00	\$40.00
5/12/2022	0.25	Emails re mtg times, contract, July advertising date; contract received	\$40.00	\$10.00
5/12/2022	3.00	Review Woodstock ADU checklist, review Mad River, start project plan	\$40.00	\$120.00
5/13/2022	1.50	Update ADU interested people list with Byrne & notes, priority column, Jill email, project tracking updates	\$40.00	\$60.00
5/14/2022	4.00	Project plan 1st draft sent to Jill and Cliff	\$40.00	\$160.00
5/15/2022	0.17	Emails re project plan and Tue mtg	\$40.00	\$6.80
5/16/2022	1.00	Read Big Sky Rental Incentive doc from Jill, take notes, list questions	\$40.00	\$40.00
5/17/2022	1.00	EDC Housing Working Group Mtg, then Jill & Cliff Mtg	\$40.00	\$40.00
5/19/2022	2.00	Project plan updates, create Sponsor Grants folder & share, reviewed rental incentive info RIPP ppts, draft docs for Woodstock RIPP & EDC Pre-app	\$40.00	\$80.00

Silver Fox Enterprises, LLC
P.O. Box 154, Bridgewater, VT 05034
Phone: 802-672-4046 silverfoxgap@gmail.com

5/20/2022	2.00	Project plan updates, add data re rental incentive & eligibility criteria, approval process, applications, agreements, set deadlines, next mtg agenda, emailed Deborah Greene re website	\$40.00	\$80.00
5/20/2022	1.00	Mtg Jill, Cliff, review project tracking and summary doc/tasks to be assigned out	\$40.00	\$40.00
5/23/2022	1.00	Update project summary for mtg tomorrow, notes for mtg, begin eligibility doc	\$40.00	\$40.00
5/24/2022	2.50	Eligibility requirements	\$40.00	\$100.00
5/24/2022	1.00	EDC Housing Working Group Mtg, Jill out Cliff Hosting Mtg, Present the Summary Sheet, assign tasks	\$40.00	\$40.00
5/26/2022	4.00	Update/send eligibility reqs and send to Jill & Cliff, start the homeowner and tenant EDC applications	\$40.00	\$160.00
5/27/2022	0.75	Status emails with Jill/Cliff, provide suggestions, see Jills comments on eligibility requirements	\$40.00	\$30.00
5/28 – 6/5/2022	12.00	Housing website, differentiate programs, grant mgr app testing, set up email, phone	\$40.00	\$480.00
Total Hours	45.25		Total Labor	\$1,810.00
			Total Payment	\$1,810.00

Make all checks payable to Silver Fox Enterprises, LLC
Thank you for your business!

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