

## **TOWN OF WARREN**

Municipal Building  
PO Box 337  
Warren, VT 05674

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### **American Rescue Plan Act (ARPA) Funding Warren, VT – 2024 Grant Application Guide Deadline for Submission: May 1, 2024**

#### **Program Summary**

Congress passed the American Rescue Plan Act (ARPA) in 2021 to address the public health and economic crises caused by the COVID-19 pandemic. ARPA includes money to invest in broadband, water, and sewer infrastructure and assistance for economically disadvantaged communities to help protect them from future crises and remediate impacts caused by the pandemic. Vermont's Legislature and Governor Phil Scott have agreed to invest the ARPA monies in broadband infrastructure, clean water, climate action, housing, and economic development related to pandemic impacts.

Federal and state guidelines allow Towns to distribute funds at their discretion, and the Warren Selectboard is committed to investing one-time ARPA funds to get the most significant long-term benefit for the community in transformational projects along with needed upgrades and will dispense funds as they see fit.

#### **Project/Program Selection**

The Warren ARPA Committee will select projects/Programs for funding based on the criteria explained in this document and will present their recommendations to the Selectboard for final funding approval.

#### **Eligible Project Types**

The Warren ARPA Committee has identified the following project types as eligible for ARPA funding. Projects outside of these categories may still be considered.

- *Economic Development* – Projects/Programs that improve or contribute to the economic well-being of the community and/or provide a benefit to Warren tourism
- *Climate Resiliency* – Projects/Programs that intend to remedy, reduce, or offset known negative impacts on the environment and infrastructure
- *Historic Preservation/Conservation* – Projects/Programs that seek to preserve, conserve, and protect buildings, objects, landscapes, or other artifacts of historical significance
- *Cultural/Educational/Arts* – Projects/Programs that contribute to cultural development, education, or the arts in the Warren community
- *Social Services* – Projects/Programs intended to aid disadvantaged, distressed, or vulnerable persons or groups within the community, such as through medical care, food, housing, etc.

- *Public Safety* – Projects/Programs that aim to protect the public and/or safeguard people from crimes, disasters, and other potential dangers and threats
- *Recreation* – Projects/Programs that focus on recreational and leisure activities and the practices involved in providing indoor and outdoor recreational facilities and services for the general public.

### **Eligible Applicants**

Below is a list of the eligible entities:

- a for-profit business
- an individual
- a non-profit organization
- a government entity or agency
- a non-business entity, task force, committee, or other

### **Important Dates:**

February 28, 2024: Application open for

May 1, 2024: Application Deadline

June 15, 2024: Applicants selected for advancement in funding considerations

December 31, 2024: All funds must be allocated

December 31, 2026: All funds must be dispersed

### **Post Application Process**

If your project has been selected for further review, the ARPA committee may reach out for further information or an in-person interview. Those applications that are not accepted will not receive word from the committee. Responses will be delivered by June 15th. If additional funding remains, the committee may contact you later.

### **Post Award Steps**

After the award is made, the Sponsor, in collaboration with the Town, finalizes a Scope of Work and enters into a Grant Agreement (GA) with the Town of Warren. The GA identifies the responsibilities of both parties and sets the maximum limiting amount of the grant award. By agreeing, the Sponsor agrees to follow any requirements and directives from the Town about the project/program. The awarding of funds will be conditioned upon reaching an agreement with the Town.

### **Application Scoring Criteria**

ARPA applications are judged on how well they address the Scoring Criteria. The criteria are listed below with examples of scoring benchmarks (0,5,10) and additional information on how you might want to address those criteria. Remember that each proposal is unique, and your responses should be based primarily on your research and knowledge of the specific project.

1. Please briefly describe the project (be sure to indicate the primary project/program category and be concise). *The application reviewer should be able to determine precisely what you are proposing in the first three sentences.*

Score	Guidance
10	The description was concise, and the project's scope was clear. The description included the project category and an overview of the resources and timeline needed to complete it.
5	One of the elements described above was missing.
0	The project scope was not readily apparent and required further review of application material to determine the proposed scope.

2. What population segment does this project support (example: children K-12, seniors over 65, parents, a specific minority group, everyone)?

Score	Guidance
10	Project/program benefits the entire community equally.
5	Project/program benefits either a large segment of the population OR the project/program benefits an underserved segment of the community, even if it has a relatively small population.
0	Project/program benefits a tiny segment of the community.

3. What problem or opportunity is the project trying to address?

Score	Guidance
10	Project/program addresses a well-documented and non-controversial need for the community.
5	Project/program addresses a reasonably well-documented need for the community.
0	The response does not indicate that the project/program would address a need for the community.

4. Which goal(s) of a guiding Town document does this project support? (ie. Town Plan, see Appendix A, or Declaration of Inclusion, see Appendix B)

Score	Guidance
5	Project/program addresses one or more goal(s) from a Town document.

0	Project/program does not address a goal from a Town document.
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5. How does this project benefit our local community (the Town of Warren) in the short term and long term, and what is the potential duration of the benefit to the local community?

Score	Guidance
10	Project/program addresses a well-documented and uncontroversial need for the community and will continue to provide benefits for years into the future.
5	Project/program addresses a reasonably well-documented need for the community but does not benefit the community beyond one year.
0	The response does not indicate that the project/program would address a need for the community for any length of time.

6. What additional funding sources will be used or leveraged for this project/program? How will you ensure project completion if a partial award is offered?

Score	Guidance
10	Response demonstrates that other funding sources have been explored and secured to the best of the applicant's ability.
5	Project/program has no other funding secured, and additional funding avenues may have been left unexplored.
0	Project/program would be completely reliant upon ARPA funding.

7. What is your project's timeline? Please share significant points along the project, including a start date, completion date, and any phasing throughout.

Score	Guidance
10	Well-developed, well-documented timeline with logical explanations that match the scope of the project.
5	Complete timeline outlining project but shows discrepancies and/or unrealistic estimations or not clearly documented or explained.
0	Uninformative and/or unrealistic timeline that lacks details for project scope.

8. To what degree does the Applicant have experience carrying out similar or related projects? (250 word max)

Score	Guidance
10	Applicant demonstrates or possesses extensive experience in successfully carrying out similar or related projects.

5	Applicant demonstrates or possesses some experience in successfully carrying out similar or related projects.
0	The response does not indicate the Applicant has experience in successfully carrying out similar or related projects.

9. To what degree does the Applicant demonstrate the organizational staffing, capacity, and in-house expertise needed to successfully carry out the proposed project?

Score	Guidance
10	Applicant demonstrates or possesses strong organizational staffing, capacity, and in-house expertise needed to carry out the proposed project successfully.
5	Applicant demonstrates or possesses some degree of organizational staffing, capacity, and in-house expertise needed to carry out the proposed project successfully.
0	The response does not indicate that the Applicant has the organizational staffing, capacity, and in-house expertise needed to carry out the proposed project successfully.

10. Please share your project budget.

Score	Guidance
10	Well-developed, well-documented budget that clearly explains all funding sources and project expenses is logical and matches the project's scope.
5	A complete budget outlining expenditures but shows discrepancies and/or project expenses are unrealistic or not clearly documented or explained.
0	Uninformative and/or unrealistic budget that lacks details on project expenses.

**TOWN OF WARREN**

Municipal Building  
Warren, VT 05674

Request for ARPA Funding 2024  
Application  
***DUE DATE May 1, 2024, by 4 pm***

Name of organization:

Contact Person:

Phone:

Email:

Address- *(this is where a check will be sent)*:

Amount requested:

Project Name:

1. Please briefly describe the project (be sure to indicate the primary project/program! category and be concise). (250 words max)
2. What population segment does this project support (example: children K-12, seniors over 65, parents, a specific minority group, everyone)? Please elaborate. (250 word max)
3. What problem or opportunity is the project trying to address? (250 word max)
4. Which goal(s) of a guiding Town document does this project support? (ie. Town Plan, see Appendix A, or Declaration of Inclusion, see Appendix B)
5. How does this project benefit our local community (the Town of Warren) in the short term and long term, and what is the potential duration of the benefit to the local community? Please elaborate. (250 word max)

6. What additional funding sources will be used or leveraged for this project/program? How will you ensure project completion if a partial award is offered?
  
7. What is your project's timeline? Please share significant points along the project, including a start date, completion date, and any phasing throughout.
  
8. To what degree does the Applicant have experience carrying out similar or related projects? (250 word max)
  
9. To what degree does the Applicant demonstrate the organizational staffing, capacity, and in-house expertise needed to successfully carry out the proposed project? (250 word max)
  
10. Please share your project budget.  
*The budget must include income and expenses with details of 1) the source of funding, 2) the status of funding (committed, pending, applying), and 3) the date of commitment or anticipated date of the award. ATTACH A PDF OF THE BUDGET TO YOUR APPLICATION.*

Please submit 2-3 references and at least one letter of support to your application. **Letters must be signed and submitted as a combined PDF.**

Please submit completed applications and required attachments to:

**Warren ARPA Committee**

**EMAIL HERE: [townadmin@warrenvt.org](mailto:townadmin@warrenvt.org)**

**RE: ARPA REQUEST FOR FUNDING**

Email confirmation will be sent to you after submission.

All applications must be submitted via email. Paper submissions will not be accepted