

**American Rescue Plan Act
(ARPA)**

Guidance and Proposal
Application

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ARPA Funds

FACT SHEET

Overview

What is ARPA? The American Recovery Plan Act is a federal law that provides a one-time infusion of money to state and local governments to help reverse the negative impacts of the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Coronavirus State and Local Fiscal Recovery Funds, part of ARPA, provide local governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers from the pandemic. The Town of Glover will receive a total of \$328,519.69 in two allotments, of which we have already received half (As of June 2022, the audio visual/technical upgrade to the Town Hall and the compensation for the Town Administrator are the only committed expenditures). The other half will be disbursed in July 2022.

Allowable Uses of Funds

The Town of Glover will have broad flexibility to decide how best to use this funding to meet the needs of our community. Proposed projects should be consistent with the Town Plan and have a long term sustainable impact on the Town. Any person or organization may apply for ARPA funds and the minimum request should be at least \$5,000.00. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;

Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;

Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;

Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,

Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Investments to improve municipal business operations:

- Implement cybersecurity measures
- Purchase hybrid meeting equipment
- Connect public buildings to broadband, as appropriate
- Digitize land records
- Make capital improvements to municipal buildings: ventilation, weatherization, fire safety (as appropriate - sprinklers, centrally monitored alarm systems),

Some examples of how to use our ARPA funds are (list is NOT exhaustive, it is illustrative):

- ***Investments that revitalize a community, making it a better and safer place to live for existing residents and to help in attracting new ones:***
 - *Outdoor recreation (trails, parks, green spaces, recreational facilities, etc.)*
 - *Diversity, equity, inclusion (DEI) measures to make a community more welcoming so everyone feels like they belong*
 - *High-quality affordable childcare to support working residents*
 - *Measures to support housing development to grow the tax base*
 - *Acquisition and rehabilitation of abandoned properties or greening them*
 - *Improvements to bike and pedestrian safety*
 - *Improvements to community gathering spaces*
 - *Support for local non-profits doing excellent work that benefits residents*

DISALLOWED USES OF THE FUNDS

ARPA funds cannot be used for: 1. Offsets to reductions in tax revenues; 2. Contributions to pension funds; or 3. replenishment of rainy-day funds or payments for debt service.

HOW TO APPLY FOR ARPA FUNDS

Town of Glover, Municipal Office, 51 Bean Hill Rd, Glover, Vermont 05839

Approved 7-14-22

The Glover Town Administrator has created a form that will need to be filled out and submitted to the Town Clerk's Office by September 26, 2022 in order to be considered for funding. The applications can be emailed, dropped off or sent by regular mail and must be received in the office by 4 p.m. All requests will be required to be submitted on that form.

Town of Glover, Municipal Office, 51 Bean Hill Rd, Glover, Vermont 05839

(ARPA) Guidance for the Town
Glover Town Select Board Guidance Document

1. Role of Select Board

- Provide information to the community as to the policy and procedure for using ARPA funds that will provide a consistent means for awarding the funds..

2. Role of Town Administrator

- Provide research and relevant information that informs the Select Board as to the best structure decision related to awarding funds. What Types of Funding Requests/Projects Are Being Accepted?
- Identify how proposals submitted for ARPA are consistent with Mission and fall into economic/social-environmental/cultural/civic infrastructure categories within the Town Plan.

3. What is the procedure for making an application for ARPA funds?

- Internal and External organizations applying for funds will submit proposals via an application that will include the following information:
 - A description of the Funding Request/Project (Limit 100 words)
 - How will it benefit the town of Glover (Limit 100 words)
 - How does it relate to the 2018 Town Plan?
 - What is the Primary Benefit Location? (Villages? lakes? population?)
 - What is the Project Cost? Clear and Detailed Presentation.
 - What is the Timeline of Expenditures? Expenses must be complete by the end of 2026.
 - What is the Cost Breakdown (Planning vs Design/Construction vs Other) Limit Planning to 20%.
 - Is the project benefit temporary (e.g. an event) or permanent (e.g. a structure)?
 - Demonstrate that Sufficient Expertise and Resources are Available to Successfully Complete the Project?
 - Who will carry out the project?

4. How will the Select Board decide who receives the award(s)?

- Proposal applications will designate certain weighting criteria within the application. The Select Board will consider the applicant's responses based on those criteria as well as other criteria pertaining to the cost and the budget of the project.

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- *It is the opinion of the Town Administrator that the Select Board decide whether to appoint and charge a Glover Town ARPA Committee. (See info on ARPA Committee)*

5. Frequently Asked Questions

- ❖ Can I use these funds to match funds for another grant?
 - Yes, that has been made clear to all towns.
- ❖ When are the Funding Requests due?
 - September 30th, 2022
- ❖ Who do I contact if I have questions?
 - Glover Town Administrator, Brian Carroll
- ❖ When will the selected projects be released to the Selectboard?
 - December, 2022
- ❖ What if I have a great idea, but don't have the ability to carry it out?
 - Ideas are important but difficult to fund. We do not encourage such proposals; however, the Committee will attempt to pair great ideas with those willing to implement, but with no guarantee.
- ❖ Is there a limit to the size (cost) of the project proposed? (minimum project cost of \$10,000, no upper limit, but Committee's desire is to support a number of projects)

6. Additional Guidance via the Glover Town Plan:

The [Glover Town Plan](#) that was updated in 2018 and is often referred to for planning, research and funding purposes. The following is a brief summary of the goals and objectives derived from a survey of 38 residents. Summarizing these goals/objectives was done to provide a concise summary of the plan so as to be used as a reference for deciding how the Select Board decides on the use of the American Rescue Plan Act (ARPA). All Glover residents are encouraged to review the Glover Town Plan in preparation for ARPA proposals.

Village Center Designation Objectives: Provide walkers, bikers and motorists with safe access throughout Glover- Investigate installing sidewalks and crosswalks in Glover Village. Provide adequate town facilities and public gathering spaces for government, recreation, education waste management and recycling and emergency use/Develop the town green to make it more usable and appealing

Land use Objective -Develop a system of public use trails for hiking, biking, horseback, winter sports, ATV usage and preservation.

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Historical Objectives: Identify, maintain and interpret the historic buildings and resources. Promote public land and private rights of way access with permission of landowners usage for historical designation..

Recreation Objective: support a Recreation Committee in efforts to oversee recreation facilities- support lake associations- better use of Town Green- promote hand-capped accessibility- set up a committee to look into and identify possible public trails, (Hinman Settler)- discuss with SB about feasibility and cooperations with surrounding communities and businesses.

Renewable Energy Objectives: Promote local use of small scale renewable energy resources/Encourage greater transportation efficiency by supporting the expansion of rural transportation, carpooling, bike pedestrian access///

Housing Objectives: Residents should have safe, healthy energy efficient, physically attractive and affordable housing that should be available to meet diverse incomes.

Infrastructure Objectives: Promote town wide access to internet and improved cellular service

Health and Housing: Make Glover an inclusive and safe community where people from all backgrounds and identities feel welcome and at home.- Make Glover a food secure community, setting up a food shelf, maintaining meals on wheels and creating community garden opportunities- encourage mentoring between school children and senior citizens- Hold health and wellness days inviting vendors and reps from organizations/// Identify areas of greatest risk flooding.

Highly Rated Preferences: Retaining a rural character, support town school, library and agriculture.

Highly rated items indicating a *Need for change*: Cell Service, Internet, Economic opportunities.

It is suggested that the list of funding requests received be publicized on the town website in early October. Also suggest Zoom calls to answer questions in early July, early August, and early September.

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Application for ARPA Funds
Town of Glover, Vermont

Name of Requesting Applicant/Organization: _____

Address: _____ **Date** _____

Contact Person: _____ **Phone:** _____ **Email:** _____

Request for Funds

Title of Request: _____

Description (limit 100 words - attach separately): _____

Benefit to Glover (limit 500 words – attach separately) _____

Primary Benefitting Location: Greater Glover Villages Lakes General Population other

Cost Information

Total Project Cost: _____ **Amount Requested** _____ **Provide Cost Backup/Budget** (1 page)

Source of Other Funds: _____

Period of Expenditures (circle all that apply): 2022 2023 2024 2025 2026

Cost Breakdown (as a %): Planning/Studies ___% Design/Construction ___% Grant Matching ___%

Funding Duration: Temporary (e.g. an event) Permanent (e.g. a structure)

To be completed by ARPA Committee

ARPA Evaluation Criteria: Assign 10 points for best, down to 0 points for worst on each criterion.

1. Consistency with the stated ARPA Guidelines (Weight % ___)
2. Economic benefits to Glover (Weight % ___)
3. Social benefits to Glover residents (Weight % ___)
4. Ability/capacity to carry out the project as proposed (Weight % ___)

Proposals may be mailed to Glover Town Administrator or e-mailed to brian@townofglover.com by

September 30, 2022

Town of Glover, Municipal Office, 51 Bean Hill Rd, Glover, Vermont 05839

Town of Glover

ARPA ADVISORY COMMITTEE

I. NAME

This body shall be known as the Town of Glover American Rescue Plan Act (ARPA) Advisory Committee, hereinafter known as the “ARPA Committee.”

II. PURPOSE

The purpose of the ARPA Committee shall be to determine appropriate uses for up to \$318,000 of the Town of Glover’s ARPA award and make a prioritized list of recommendations to the Select Board for spending. Final decision on spending will be made by the Select Board.

III. DURATION

The ARPA Committee shall exist upon formation by the Select Board in a duly warned meeting until the obligation of all ARPA funds or December 31, 2024, whichever comes first.

IV. DUTIES AND FUNCTIONS

The duties and functions of the ARPA Committee shall include, but not be limited to:

1. Keep apprised of:
 - o The ARPA award [Terms and Conditions](#) and [Assurances of Compliance with Civil Rights Requirements](#)
 - o Current eligible uses and Treasury's [Compliance and Reporting Guidance](#) document
 - o Current timeline of funding for obligation and spending as well as reporting
2. **Communicate and collaborate with other Town commissions and committees, as appropriate**
3. **Communicate and collaborate with other neighboring ARPA advisory committees, as appropriate**
4. **Review and rate proposals and applications.**
5. **Sort and Score applications and proposals**
6. **Prioritizing qualified proposals and applications to make recommendations to the Select Board.**

V. MEMBERSHIP

1. The ARPA Committee shall have no more than five and no less than three members
2. All members shall be appointed by the Select Board; they shall be registered voters of Glover and shall include:
 - a. A Glover for-profit business owner
 - b. A representative from a Glover non-profit organization
3. A member shall be ex officio: a member of the Select Board and a member of the Planning Commission.
4. The Town Administrator shall serve as the non-voting Clerk to the ARPA Committee

VI. OFFICERS AND DUTIES

Town of Glover, Municipal Office, 51 Bean Hill Rd, Glover, Vermont 05839

The members shall elect a Chair, a Vice Chair and Clerk (if no municipal staff exists to serve in this role) for the duration of the ARPA Committee.

VII. MEETINGS

The ARPA Committee is a Glover committee and **shall comply with Open Meeting Law (OML)**. The Clerk of the Committee shall be responsible for educating, or coordinating the education, of new Committee members on OML and **ensuring that all requirements of this law are observed as it relates to the ARPA Committee**.

The ARPA Committee shall decide its own meeting schedule and structure. It shall meet no less than one (1) time each fiscal quarter.

VIII. PUBLIC PARTICIPATION AND INVOLVEMENT

Public participation and involvement in the Committee's work is a high priority and the Committee is invited to support the Selectboard in presenting ideas and receiving feedback through public forums and educational sessions pertaining to ARPA awards and uses of the funding.

End