

Chester ARPA Committee  
ARPA-SLFRF Proposal Processing - DRAFT Process

Proposals from a Chester Resident, Business, Non-Profit, Civic or Government Organization are created using the standard form available on the ARPA Committee page of the town website. Proposal authors should review the U.S. Treasury Final Rule Overview document at the following link and assess their proposal for eligibility.

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

There are also documents on the ARPA Committee page that offer summaries of this Overview.

Authors may find it useful to review the Town's Plan of Conservation and Development 2019 - 2029 (POCD), Section 6, for references to POCD action items approved in concept under the plan.

<http://chesterct.org/wp-content/uploads/2019/03/POCD-2019-2029-for-distribution.pdf>

Questions may be directed to the Committee via the contacts listed on the form. A Committee mentor can be assigned to a proposer on request to assist with proposal development or collaboration.

Proposal documents are submitted by email to [adminassistant@chesterct.org](mailto:adminassistant@chesterct.org) or mailed to:

ARPA Committee c/o Chester Administrative Assistant  
Chester town Hall  
203 Middlesex Avenue  
Chester, CT 06412

Proposals must be submitted and received by the following date: May 01, 2022.

They will be forwarded to the Chester ARPA Committee for processing. If the proposal is incomplete or needs clarification, the Committee contacts the submitter for requested changes. When completed, proposals move to Committee review.

The Committee reviews the complete proposal based on the criteria for eligible use, feasibility, importance, remaining uncommitted funds, and urgency. The Committee will consider such factors as:

- Description of need/problem to be solved
- # people, households, or businesses served
- ARPA justification – impact of COVID, Why funds are needed
- Accountability of proposer
- Return on investment
- Sustainability.

The Committee makes a judgment to:

1. Approve without changes,
2. Approve with conditions/changes. If conditions are accepted by the submitter, the proposal is approved,

3. Hold for future decision based on resource availability,
4. Deny the proposal.

Proposal status is communicated to the submitter by the Committee and noted on the Town website.

The Committee may move approved proposals forward to Boards of Finance and Selectmen for review and approval at any time with consideration given to urgency of need, time-sensitivity of cost, and expected allocation within the total of available funding.

Approved proposals are sent on to the Board of Selectmen with a copy sent to the Board of Finance. The Board of Finance reviews the proposal and sends their comments to the Board of Selectmen.

The Board of Selectmen schedules a public hearing on one or more approved proposals to provide information and obtain feedback from the townspeople.

A Town meeting is scheduled at which a motion is made to approve a level of ARPA funding for each proposal separately as per the call for the meeting. Based on motions made and voted at the meeting the proposal is approved, rejected, or tabled for future consideration.

All disbursements of approved ARPA-SLFRF funds will be handled by the Town offices using existing financial and procurement processes and guidelines. The Committee will assist the Town with periodic status reviews of ARPA projects, fiscal accountability, as well as required government compliance and reporting.