

Chester ARPA Committee
ARPA-SLFRF Proposal Processing - 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 or mailed to:

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

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
- Alignment with the Chester Plan of Conservation and Development (POCD) action items in section 6

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.

Proposals should be submitted no later than August 31, 2022. The ARPA Committee will be reviewing and approving proposals on a rolling basis. To have the best chance of funding, proposals should be submitted as soon as possible to qualify for remaining ARPA-SLFRF funds.

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 votes to determine what proposals will be sent to Town Meeting.

The Board of Finance approves the Call items for the Town Meeting, which includes any fully approved ARPA funding requests, thus authorizing the transfer of ARPA account funds for procurement/disbursement.

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.

The Board of Selectmen has elected to receive all ARPA-SLFRF money as Lost Revenue, which, per the ARPA Final Rule, simplifies compliance and reporting. Projects justified under other categories may be funded under Lost Revenue/Government Services to simplify administrative processing. This procedural election significantly reduces the risk of repayment to Treasury as justification is not required within the Lost Revenue category. The ARPA Committee has established funding categories and allocation percentages to manage the proposal evaluation process and to assure the best possible use of funds to meet Chester needs.

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.