

## **How to Submit an ARPA Proposal**

“ARPA” stands for American Rescue Plan Act which has several parts, one of which is a State and Local Fiscal Recovery Funds (SLFRF) program. The Town of Chester (the Town) will receive a total of \$1,246,840 through the ARPA-SLFRF program; half was received in 2021, the other half will be received in 2022.

The Town can only use its ARPA money for certain things. The kind of things that the money can be used for fall into four general categories:

- Spending for government services
- Responding to public health and economic impacts of COVID-19
- Providing premium pay to workers performing essential work
- Undertaking Water/Sewer/Broadband infrastructure projects.

Additional information about eligible uses of funds from the ARPA-SLFRF program can be found in a U.S. Department of the Treasury document called “Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule” at the following web link: <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

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>

The Town has formed a “Chester ARPA Committee” and wants to hear ideas about how our ARPA-SLFRF (ARPA) money should be used. To submit a proposal, please complete the ARPA Proposal Form. The Committee will review all proposals and provide recommendations to the Board of Finance and the Board of Selectmen. Public hearings and Town Meetings will be scheduled to review and ultimately vote on selected proposals.

Any Chester resident, business, non-profit, government or civic organization can make a proposal for use of ARPA funds. Proposals should be typed or legibly hand written and must include 1) a detailed description of the proposed project, 2) the amount of ARPA funds requested, 3) a description of who would most benefit from the project if approved, and 4) a description of the positive impact for those who live or work in Chester. An ARPA Committee member can assist with proposal questions.

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## **ARPA Proposal Form**

***Proposals should include the following information:***

*Title:*

*Date Submitted:*

### **Submitter Contact Information**

*Name:*

*Mailing address:*

*Telephone number:*

*E-mail address:*

### **Proposal information**

*Author resident, business, non-profit, government or civic organization:*

*Description of project:*

*ARPA funds requested (\$):*

*Who would most benefit from the project if approved:*

*Positive impact of project to the Chester community:*

*How the proposed project aligns with any action items the town's Plan of Conservation and Development (POCD) (section 6):*

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A proposal should generally be 3-5 typed pages in length, with documentation of estimated project implementation costs attached. All proposals will be reviewed by the Chester ARPA Committee and status will be communicated via the ARPA page on the Town website. Approved proposal implementation and fiscal accountability will be monitored by the Committee.

Please send proposals by email to [adminassistant@chesterct.org](mailto:adminassistant@chesterct.org). If you do not have access to email, you can send your proposal by U.S. Mail to:

ARPA Committee c/o Chester Administrative Assistant

Chester Town Hall, 203 Middlesex Avenue, Chester, CT 06412

If you wish to have a Committee member mentor or assist in your proposal development, or have questions, please contact Bill Bernhart: email [wbernhart@comcast.net](mailto:wbernhart@comcast.net) or call at 860-204-1646.