



American Rescue Plan Act (ARPA) Funding Milton, VT – 2022 Grant Application Guide

Applications Due: Monday, October 3, 2022, at 4:00PM

Timeline

- The ARPA grant opportunity will be announced on June 20, 2022, at a public hearing.
- Applications are due Monday, October 3, 2022, at 4:00PM. Electronic application submittals are strongly recommended, but hardcopies are allowed. Applications are accepted in MS Word format, or can be converted to Adobe PDF format. If sent by hard-copy, eight (8) copies are required. See Application Guidelines – General Instructions below.
- Projects/programs are selected by the Town of Milton Selectboard. Awards are anticipated to be announced in late October 2022.
- For questions or concerns, please contact Brittany Tradup, Executive Assistant to the Town Manager, btradup@miltonvt.gov or 802-891-8020.

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 to 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 own discretion, and the Milton Selectboard is committed to investing one-time ARPA funds to get the greatest long-term benefit for the community. To date the Selectboard has committed funds to the new public works facility, rescue chief position, Milton on the Move part-time position and funding a number of capital purchases.

Project/Program Selection

Projects/Programs will be selected by the Milton Selectboard for funding based on the criteria explained in this document.

Eligible Project Types

The following project types have been identified by the Selectboard as eligible to receive ARPA funding. Projects outside of these categories may still be considered.

- Economic Development – Projects/Programs that improve or contribute to the economic wellbeing of the community and/or provides a benefit to Milton tourism
- Environmental Mitigation – Projects/Programs that intend to remedy, reduce, or offset known negative impacts to the environment
- 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 Milton community
- Social Services – Projects/Programs that are 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, disaster, 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

Scoping Studies

Many projects that are funded for design and construction are the result of a formal scoping or feasibility study. You may wish to consider applying for a scoping study before you apply for funds to design and construct a project. Scoping studies help rule out all unintended consequences, provide more accurate cost estimates, and provide more confidence that a project will be successfully completed. A scoping study will generally bolster support for a future application for design and construction funding. Activities of a study include:

- defining the purpose and need of the project
- identifying potential impacts on the environment
- initial review of potential right-of-way needs
- selecting preferred alternative solutions
- estimating project management, design, and construction costs

Eligible Applicants

Below is a list of the eligible entities:

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

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 Milton. The GA identifies the responsibilities of both parties and sets the maximum limiting amount of the grant award. By entering into the agreement,

the Sponsor agrees to follow any requirements and directives from the Town with regard to the project/program.

Project Management

The Town of Milton's ARPA Program is overseen by Milton's Town Manager as a designee of the Selectboard. The Town Manager, or their designee, will act as a project supervisor who oversees and provides guidance to the applicant throughout the development of the project.

Application Guidelines

Required Letter of Support from Beneficiary of Project/Program

All projects must receive a letter of support from someone who would benefit from the applicant's project/program. The letter must be dated within 1 year of the application. The letter should be submitted as an attachment to the application.

Required Regional Planning Commission Support

Certain construction or development projects must receive a letter of support from their Regional Planning Commission (RPC). The letter should be submitted as an attachment to the application.

Support Letter From Governing Body

If applicable, a support letter from the governing body of the applicant organization and an acknowledgement and source of the local match and commitment to future maintenance, if necessary, is required. The letter must be dated within 1 year of the application. The letter should be submitted as an attachment to the application.

General Instructions

- Please submit a completed application in MS Word format (or convert to Adobe PDF format) by e-mail to btradup@gmail.com or furnish eight (8) hard copies of your complete application to the Milton Town Manager's Office (43 Bombardier Road, Milton, VT 05468) by the deadline of Monday, October 3, 2022 at 4:00PM. Also, attach separate pages as necessary such as support letters, any engineering plans, feasibility studies, reports, etc. Be sure to label each attachment with the project name. Incomplete or late applications will not be considered.
- Address all questions and criteria as concisely as possible.
- The application form is available in a fillable MS Word format at <http://www.miltonvt.gov> or by e-mailing a request to btradup@miltonvt.gov.

Application Instructions

Sponsoring Organization

Only eligible applicants may apply. Provide the name and contact information of the person responsible for the application.

Amount Requested

Tell us how much federal funding you are seeking (no more than 80% of your total project estimate for the project/program). There is a required local match of the ARPA funds awarded at a minimum of 20% of the total project cost. For example, if you are applying for \$300,000 in ARPA funds for a project/program, you will be required to have at least \$75,000 in local match. For example: Federal Award \$300,000 (80%) + Local Match \$75,000 (20%) = Total Project Cost = \$375,000 (100%). Also, be

clear regarding total project cost and other funding amounts and sources in the Additional Funding Comments box below the project cost estimate section (application question no. 8).

Funding Sources

Please list all sources of funding for this project and their corresponding dollar value. Provide information as to the source of the local match. In-kind donated services, donations for materials and construction services and donated property acquisitions may be eligible towards the required local match, but are subject to approval. Award of a grant does not necessarily approve the proposed local match.

Application Scoring Criteria

ARPA applications are judged on how well they address the Scoring Criteria. The criteria are listed below, with some additional information on how you might want to address those criteria, keeping in mind that each proposal is unique, and your responses should be based primarily on your research and knowledge of the specific project.

1. **Please give a brief description of the project (be sure to indicate the primary project/program category and be concise).** In this section you should describe the project as concisely as possible. The application reviewer should be able to determine exactly what it is you are proposing in the first three sentences.

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

2. **Describe any feasibility research, calculations or studies that you have completed for this project/program to ensure it will be successful. Describe your planning process and any resources you have consulted to date. This can include everything from developing a business plan to extensive development feasibility studies.** What is the feasibility of this project? Describe the extent of project development or planning completed to date. Applications for scoping/feasibility studies will not be scored on this criterion. Address any issues, including environmental concerns, property ownership issues, or design challenges. Include any pertinent excerpts from completed feasibility documentation for the project. Discuss the long-term maintenance responsibilities and costs.

Score	Guidance
10	Some project design or program development beyond scoping has already been completed (e.g. conceptual/preliminary plans, hiring of staff, etc.)
6	A detailed scoping study has been completed for the proposed project which did not indicate any significant project/program development issues.

0	A scoping study was undertaken, but either lacked detail or identified significant project/program development challenges that may threaten the ability of the sponsor to complete the project or no scoping study was completed.
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3. **What segment of the population does this project support (example: children K-12, seniors over 65, parents, a specific minority group, everyone)? Please elaborate.**

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 very small segment of the community.

4. **How does this project benefit our local community (the Town of Milton) in the short term and long term, and what is the potential duration of the benefit to the local community? Please elaborate.**

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.

5. **To what extent is the project/program self-sustaining or revenue-generating? What is the expected monetary Return on Investment? To what extent will additional funding be required to maintain/continue the program/project in the future (and with what frequency would funding be required)? Please elaborate.**

Score	Guidance
10	Project/program demonstrates strong propensity to be self-sustaining and/or revenue-generating and will produce a significant Return on Investment for the Town. The project will not require additional government funding in the future to continue benefiting the community.
5	Project/program demonstrates a moderate propensity to be self-sustaining and/or revenue-generating and will produce some Return on Investment for the Town. The project may require additional government funding in the future to continue benefiting the community.

0	Project/program will not produce returns or generate revenue of any kind.
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6. How does this project/program benefit the region or the state of Vermont?

Score	Guidance
5	Project/program addresses a well-documented and non-controversial need for the region or the state of Vermont.
3	Project/program addresses a reasonably well-documented need for the region or the state of Vermont.
0	The response does not indicate that the project/program would address a need for the community for any length of time.

7. What additional funding sources will be used for this project/program? (5 Points Max)

Score	Guidance
5	Response demonstrates that other funding sources have been explored and secured to the best of the applicant's ability.
3	Project/program does not have any other funding secured, and avenues of funding may have been left unexplored.
0	Project/program would be completely reliant upon ARPA funding.

8. Provide a project/program cost estimate below (project costs below include both ARPA dollars and other contributions). Projects will be scored based on whether the cost appears realistic for the size and scope of the project.

Score	Guidance
10	Budget addresses all elements of project/program and costs are consistent with typical project costs. Backup for costs are provided, including details about other funding involvements.
5	Budget is incomplete or moderately high or low compared to typical project costs
0	Budget is missing major elements, contains ineligible costs and/or does not provide any backup data

9. Which of the following best describes the applicant? Choose only one.

10. Select the category below that best fits your project/program best, and answer the corresponding questions for that category. Choose only one category. Bonus points will be awarded to projects/programs depending on the category, as indicated.

- A. **Economic Development** (10 Bonus points will be awarded for projects that are primarily economic development projects).

- i. Explain how the project improves the economic wellbeing of the community and/or provides a benefit to Milton tourism.
- ii. Describe the anticipated impact to the public; degree of visibility, public exposure and/or public use.

Score	Guidance
0-10	Projects will be scored based on the potential for economic benefit to the community and/or benefit to tourism.

B. Environmental Mitigation (10 Bonus points will be awarded for projects that are primarily environmental mitigation projects)

- i. Please describe how this proposed project/program provides environmental mitigation.
- ii. What substantiating data or information is provided to show that the proposed project/program is an effective and maintainable solution to the problem?
- iii. What information or data is provided to substantiate the current problem and associated environmental impacts?

Score	Guidance
0-10	Projects will be scored based on the potential to effectively provide environmental mitigation, the credibility of the substantiating information regarding the existing problem and the credibility of the information provided regarding the long-term solution to the problem.

C. Historic Preservation/Conservation

- i. Describe the historic significance of the historic facility/site and the importance of the facility/site to the Milton community, the region or the state of Vermont.
- ii. How does the proposed project/program further enhance the facility/site and/or preserve it for the future?

Score	Guidance
0-10	Projects will be scored based on the historic significance of the site/facility and the threat to the site if the project is not funded (urgency of the project). Please state whether the site is eligible for the National Register of Historic Places.

D. Cultural/Educational/Arts (10 Bonus points will be awarded for projects that contribute the cultural development, education or the arts in the Milton community)

Score	Guidance
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0-10	Projects will be scored based on the potential of the project to significantly contribute to cultural development, education or the arts in the Milton community.
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- E. Social Services** (10 Bonus points will be awarded for projects that primarily provide social services to the community)
- i. What social need/concern does the project/program address – and for what segment of the population?
 - ii. How does the proposed project/program address the social need?

Score	Guidance
0-10	Projects will be scored based on the potential to provide a long-term solution to a well-documented, uncontroversial social need in the community for either a large population or an underserved segment of the population.

- F. Public Safety** (10 Bonus points will be awarded for projects that provide a solution to a public safety concern)
- i. What public safety concern does this project address?
 - ii. How does the proposed project/program contribute to public safety?
 - iii. What substantiating data or information is provided to show that the proposed project/program is an effective and maintainable solution to the public safety issue?

Score	Guidance
0-10	Projects will be scored based on the potential to effectively address a public safety concern, the credibility of the substantiating information regarding the existing problem and the credibility of the information provided regarding the long-term solution to the problem.

G. Recreation

- i. Describe how the proposed project/program contributes to recreation in the Milton community and/or meets a presently unmet recreation need.

Score	Guidance
0-10	Projects will be scored based on the potential of the project to contribute to recreation in the Milton community.

Submission Requirements

Submit applications in MS Word format or convert to Adobe PDF format. Submit applications by e-mail to btradup@miltonvt.gov or furnish eight (8) hard copies of the application to the Milton Town Manager’s Office (43 Bombardier Road, Milton, VT 05468) by the deadline of **Monday, October 3, 2022 at 4:00PM.**