

Instructions:

- 1. The ARPA Committee has reviewed the Phase I project application submitted by you or your organization and has approved the project for Phase II.**
- 2. The ARPA Committee asks that your organization work closely with the assigned ARPA Committee facilitator.**
- 3. Please provide answers to all of the following questions in a separate document. These answers and any additional information may be included as either an electronic copy, ex. PDF format, or as a hard copy.**
- 4. Please submit the Phase II application and all supporting documents to your ARPA Committee Facilitator.**
- 5. The ARPA Committee will assess this project and funding request using a rubric. More information on the rubric can be found on the town website; <https://westfordvt.us/arpa-american-rescue-plan-act-information/>**
- 6. The ARPA Committee will forward this request with supporting documentation and rubric score to the Selectboard for review and final determination.**
- 7. The ARPA Committee and Selectboard reserve the right to ask for more information at any time in the process.**

Date:

Name of Organization:

Project Sponsor/Owner:

Project Address:

Phone:

Email:

ARPA Committee Facilitator:

Email:

Phone:

Provide as much detail as possible when completing.

1. Provide a detailed description of the proposed project.
2. How does this project provide resiliency for the community?
3. What strategic value does this bring to the town? Is the project transformative?
4. How does this project align with the Town Plan and the stated vision, goals, and priorities in the Town Plan?
5. How has the community expressed interest in this project? Provide specific examples, i.e. survey results, community meetings, forums, other mediums.
6. What percentage of the community will be served or benefit from this project? Will this project primarily benefit a particular group, organization, or underserved population?
7. Does this project require permitting, community engagement, or professional design plans?
8. Project executability - please identify any risks or unknowns within the project.
9. Sustainability - is the project self-sustaining? Will additional funding be needed? What are the ongoing operational and maintenance (O&M) costs? How will O&M be paid?
10. Does the project provide economic benefit to the community? Will it generate town revenue, benefit local businesses, increase the grand list, or reduce taxes?
11. Project duration, provide a detailed schedule showing weeks after receiving approval from the Selectboard. Include key project tasks and milestones.
12. Implementation cost and funding schedule. What is the total project cost? Provide a detailed spending plan with funding amounts tied to project milestones.