

Overview: The document has 3 parts

Part 1: The purpose of this section is to provide a Proposal Overview based on information gathered through the application process.

- Money must be released by Selectboard and spent by Dec 31 2026
- There is a budget for one-time costs, not ongoing costs

In addition, this section is used to understand and influence the degree of partnership and collaboration with other projects, organizations, and funding sources. Permitting requirements will also be documented.

Part 2: The Committee has identified 3 categories of attributes for further assessing ideas and deciding on recommendations to the Selectboard (a 'Rubric'). Each of these attributes has a "Low / Medium / High" scoring mechanism. Currently, these scores are not 'weighted' in any way. It is important to note that this document provides a framework for DISCUSSION by the Committee and Selectboard in open meetings. Individuals may interpret or value certain points differently than others. These points will either be resolved through discussion or if differences remain – highlighted in Selectboard recommendation.

- Pandemic (or other 'state of emergency') Resilience – How can we be 'stronger' together?
- Strategic Value for the Town – How do we invest this one time opportunity in our Town's capabilities aligned to the Town Plan, community voice heard through the ARPA survey and other public forums and Selectboard guidance?
- Proposal Executability - Can we really do it, in time

Part 3: Committee recommendation to the Selectboard.

- Proposal "Score" – Overall and in each of the categories and how it compares to proposals received to date
- Key comments and observations about the proposal and our evaluation of it
- Recommendation – There are a range of options here from full funding to not approving
- Project Management Plan – accountability to execute (Ownership, Mentor, MOU)

Part 1: Project Overview, Eligibility, Connections and Permits

Project Name:

Project Number:

Project Owner:

Committee Facilitator:

Contact Information:

Project Description: What will the money be spent on?

Project Value: How will the project bring value to the Town of Westford (Reference Part 2 - Rubric)?

Project Budget

Initial Cost:

Ongoing cost:

Human Resources:

Project Schedule

Design Complete:

Funding Committed:

Required Permits Issued:

Project Start:

Project Complete:

Partnership and Collaboration

Are you working with any other projects? If so, please explain:

What other sources of funding have you explored? Please explain:

Part 2: The Committee has identified 3 categories of attributes for further assessing ideas

Community Resilience – Physical, Financial and Emotional Dimensions:

	Low (1)	Medium (2)	High (3)	Score / Comment
Baseline “Health”	No clear connection	Connects to one dimension	Connects to more than one	
Recovery from Current Pandemic	No Clear connection	Some connection	Strong Influence	
Sustain through another	No clear connection	Short term solution	Long term improvement	

Strategic Value for the Town:

	Low (1)	Med (2)	High (3)	Score / Comment
Town Plan Vision, Goals and Priorities	Not Clear	Consistent with Lower priorities	Consistent with High priorities	
ARPA Survey Input (Bar Chart)	Inconsistent with Survey results	Noted in survey	Addresses one of the “Top 3” messages	
Community Voice	Never heard before in public forums	Have heard in public forums	Consistently heard in public forums	
Population Benefiting	< 30%	> 30 % or focused towards underserved	> 30% AND focused towards underserved	

Proposal Executability:

	Low (1)	Medium (2)	High (3)	Score / Comment
Proposal Maturity	Just an idea	Has been vetted and revised	“Shovel ready”	
Resources	Needed, TBD	Existing, Funded	Self-sustaining or none ongoing	
Investment Mindset	Increases Tax rates across the town	Neutral to tax rates across the town	Lowers tax rates across the town	

Overall Score and comments:

Part 3: Committee Recommendation

Overall Project 'Score':

- Reference summary of projects input to date
 - o Quantity, High, Avg and Low scores
- By Category – Resilience, Strategic Value, Executability

Key Comments and Observations from the committee members:

- Notable points or 'callouts'
- Any points of discussion regarding 'scores'
 - o Those resolved with alignment
 - o Those not
- Risk Assessment

Committee recommendation:

- Approved as is
- Not approved
- Partial approval
- Conditional approval? Possibly add a "waitlist" should another project that is funded drop out.

Project Management Plan:

- Project Sponsor/Owner:
- ARPA Funding Committee Facilitator:
- Next committee review:
- Expected Project status at that review:
- Ongoing monitoring plan:

Recommending a "Memo of Understanding" or some sort of signed agreement

