REDDING CONNECTICUT

THE SPONSOR'S GUIDE TO THE ARPA APPLICATION PROCESS

Town of Redding ARPA Funds Working Group

The US Department of the Treasury has announced the launch of the Coronavirus State and Local Fiscal Recovery Funds established by the American Rescue Plan Act of 2021 to provide $350 billion in emergency funding.

The Town of Redding expects to receive approximately $2.7 million of funding in two installments from the US Treasury.

The Town's Board of Selectmen have organized the ARPA Funds Working Group (AFWG) to advise them on the selection of projects to receive funding. This document is designed to assist the project sponsors in understanding how to apply and in preparing the materials required by the Working Group.

How to Apply for a Grant

The ARPA grant application form begins on the next page of this document. There are two sections- one for applications for a capital project and one for any other project that is not a capital project.

There is an section for non-governmental agencies such as Non Profits, 501c(3)s, to provide some additional information. A project sponsor should complete the required form and email it to ARP@townofreddingct.org

Applicants will receive an email response within five business days. Sponsors should expect that additional information may be requested during the review process.

What is the definition of a Capital Project?

For the purposes of the Town's ARPA grant process, a capital project involves the purchase or construction of an asset that has a life longer than one year.

When will my project be reviewed by the Working Group?

The Town's ARPA Working Group meets regularly in open session to discuss ARPA grants. Meeting times, minutes, and Agendas are available on the Town's website at https://townofreddingct.org/agendas-minutes/

The Working Group will collect information from sponsors on projects, evaluate them, and make periodic recommendations to the Board of Selectmen.

Sponsor Information

Please provide the name of the Organization or Town Department that is requesting funding for a project

Primary Contact Person Name

Email

Daytime Phone Number

Mailing Address

Type of Organization (check one)

_____Governmental

Non-governmental

_____Not for profit

_____For profit-small business

Type of Project (check one)

_____Capital Project (definition included in welcome letter)

_____ Non-Capital Project- (i.e. not meeting definition of a Capital Project)

Complete these Questions if you have a Capital Project

1. **Describe the project- where will it be located, how will it operate, who will it serve?**

2. **How does the project relate to addressing community needs that resulted from the pandemic?**

3. **What is the project going to cost?**

4. **What is the basis of the project cost estimate?**

5. **What sources of funds other than ARPA are available to the sponsor for this project?**

6. **What zoning, environmental, or other regulatory approvals are required to execute the project? Have any been obtained?**

7. **What steps are required and how long will it take for the project to be completed?**

8. **What is the anticipated construction period?**

9. **Who will manage construction?**

10. **What are the long-term budget implications of the project to staff and maintain the project.**

Complete these Questions if you have a Non-Capital Project

1. **Describe the project- where will it be located, how will it be operated, who will it serve?**

2. **How does the project relate to addressing community needs that resulted from the pandemic?**

3. **What will the project cost?**

4. **What is the basis for the project cost estimate?**

5. **What sources of funds other than ARPA are available to the sponsor for the project?**

6. **What permits, regulatory or other approvals are required to execute the project?**

7. **What are the long-term budget implications of the project to the sponsor?**

Additional Questions if you are a Non-Governmental Organization

1. **Per the organization's governing documents, what is the procedure for authorizing the project and accepting ARPA funds?**

2. **Has the governing Board reviewed and approved the project?**

3. **If you are a for profit entity, who are the owners of the business**