# Request for Proposals

**American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds,**

**East Bridgewater, Massachusetts, 2022**

**Submission Deadline: September 12 at 4 PM**

The Town of East Bridgewater seeks proposals from Town residents, businesses, and non-profits for projects that meet the objectives of the ARPA State and Local Fiscal Recovery Funds and are aligned with the Town of East Bridgewater's spending priorities.

The American Rescue Plan Act, signed into law by President Biden on March 11th 2021, included the Coronavirus State and Local Fiscal Recovery Funds, which were intended to provide a substantial infusion of resources to local governments. The Town expects to receive approximately $4.3 million in funding of which approximately $720,000 has already been allocated by the Board of Selectmen.

# Proposal Details

Proposals must be submitted by completing the Town's ARPA application available in hard copy form at the Town Administrator's Office or it can be downloaded from the Town’s web site and submitted. Depending on applications received and grants approved for Town departments and non-Town entities, this may or may not be the only funding round. All recipients will be required to sign a binding agreement with the Town in order to receive the funds. Receipt of funds are subject to Local, State and Federal Procurement laws where applicable.

The Town reserves the right to reject any and all submissions if it is in the best interest of the Town to do so.

All applications must be received in the East Bridgewater Board of Selectmen’s office no later than 4pm on Monday, September 12, 2022. Applications received after that date and time will not be considered in this round of funding.

What APRA Funds May be Used for, and Who's Eligible to Apply

The form lists several categories for eligible projects:

**Categories of funding:**

1. **Respond to the Public Health Emergency:** Including but not limited to vaccination programs, testing programs, public communication efforts, prevention and treatment equipment including ambulances and medical supplies, and prevention and mitigation programs for small businesses, non-profits, and public facilities.
2. **Respond to Negative Economic Impacts**: Specific assistance programs for low- or -moderate income households, households that experienced unemployment or increased food or housing insecurity or households that qualify for various federal programs. Assistance programs can include and are not limited to food assistance, housing assistance, job training, incentives for newly employed workers, small business start-ups, home repairs, devices for internet access, childcare, tutoring, and the development of affordable housing.

Assistance to small businesses and non-profits – loans and grants to mitigate financial hardship and technical assistance.

Assistance to impact industries – in particular: travel, tourism, and hospitality - loans and grants to mitigate financial hardship and technical assistance and COVID-19 mitigation and infection prevention measures.

1. **Premium Pay:** Employees performing essential work during the pandemic and earning at or below 150 percent of the state or county average wage for all occupations or show that the premium pay is otherwise responsive to workers performing essential work during the pandemic.
2. **Water and Sewer Infrastructure:** In general, any capital measure ranging from construction to conservation measures to implementation of security measures is allowed.

**Broadband Infrastructure:** Projects designed to serve locations without access to reliable 100 Mbps (download speed)/20 Mbps (upload speed).

1. **Revenue Loss**: In general, any service traditionally provided by a government, including a municipality, can be funded under this category with a few exceptions including but not limited to the payment of debt or a retirement assessment. Projects that do not easily fit within the other categories listed above may be eligible under this category. The limit on spending in this category is approximately $1,460,000.
2. **Public Sector Capacity:** Funding for work responding to COVID-19 and re-hiring staff to bring staff counts back to pre-pandemic levels.

Potential applicants may also want to visit the following guides concerning ARPA and the “Final Rule” (the regulations issued by the U.S. Department of Treasury concerning the federal legislation that created ARPA):

Final Rule Overview - <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

Final Rule FAQ - <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>

Actual “Final Rule” - <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

Applicants are encouraged to submit additional information about their projects including longer answers to questions on the application or a more detailed budget or timeline.

In order to apply to East Bridgewater for ARPA funds, the applicant must be a Town resident, employer with a place of business located in East Bridgewater or a non-profit located within East Bridgewater. Alternatively, an out-of-town applicant may apply with a proposed project that will directly benefit the Town of East Bridgewater and/or its residents.

How to apply

To apply, please complete the ARPA Application and submit any/all required documents as detailed below before the submission deadline in hard copy form to the East Bridgewater Town Administrator’s Office, Attention: ARPA Advisory Committee, 175 Central Street, East Bridgewater, MA 02333. The application can be obtained by contacting the Town Administrator’s Office in-person, by phone (508) 378-1601, or by email cseelig@eastbridgewaterma.gov

Required Attachments

Applications must include the following details/supporting documents in order to be considered:

Businesses/Non-Profits ONLY

1. **If incorporated, List of Board of Directors**: A list of the current board of directors or other governing body of the applicant must be submitted. Include the name, telephone number, address, occupation or affiliation of each member and identify the officers of the governing body.
2. **Authorized Official Certification**: Submit a recently signed letter by the board of directors, which identifies a representative who is authorized to negotiate for, and contractually bind, the applicant. The representative should sign as the representative and not as an individual
3. **Finances**.
   1. *Financial Statement:* Submit a signed affidavit that the applicant has a three month cash flow reserve
   2. *Balance Sheet & Profit/Loss Statement:* Submit the most recent fiscal year's balance sheet and profit and loss statement for the entity.

All Applicants

1. *Job Descriptions:* Job descriptions of any staff funded through the proposed program.
2. *Detailed Project Budget*: Outlining sources, uses, and any matching funds.
3. *Detailed Project Schedule*: For all projects, a detailed project schedule is required.

# Ineligible Projects

Proposals will be ineligible if they involve:

* + Funding used to meet Federal Matching Requirements
  + Premium Pay, unrelated to essential workers
  + Pensions and Legal Settlements
  + Infrastructure Not Directly Addressed in ARPA
  + Rainy Day Funds, Financial Reserves, and Outstanding Debt
  + Spending that occurs beyond December 31st, 2026
  + Programs not authorized through the Secretary of Treasury’s Final Rule

<https://www.ecfr.gov/current/title-31/subtitle-A/part-35>

# Local Decision-Making Process

In addition to following the criteria set forth by the Secretary of the Treasury, the Town of East Bridgewater has set its own local criteria for spending, which is included at the end of this document. While the full detailed criteria are included as an attachment, the most advantageous proposals will accomplish the following criteria:

* + - *Tangible Impact:* Project has a large direct benefit to a significant number of East Bridgewater residents or businesses
    - *Long-Term Impact:* Project will have impacts on the Town or residents/businesses that are long- term (10+ years) in nature.
    - *Community Need:* Project reaches a population of disproportionate impact and responds to a salient community need.
    - *Future costs:* Will the Town need to spend additional capital or operating funds in future years to continue this project?
    - *Leveraging:* Project leverages a greater than 1:1 matching funds ratio to expand impact of ARPA funds.
    - *Efficiency:* The project impact is far greater than the resource expenditure.
    - *Transformative Change:* This project would not be possible without ARPA funds.

The Board of Selectmen has formed a nine member ARPA Advisory Committee that will review all proposals and make recommendations for funding to the Board of Selectmen.

# RFP Technical Assistance

If you have questions or need assistance with your ARPA proposal, please contact the Town Administrator's Office at (508) 378-1601.

# Attachment A: Town of East Bridgewater ARPA Criteria

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Eligibility/Timeliness (Project Must Answer Yes to These Two Questions to Proceed)** | | | | | | | |
|  | Project is Eligible under ARPA Final Rule Criteria | | Project is NOT eligible under ARPA Final Rule Criteria | | | |  |
| Project funds will be expended by 12/31/26 | | Project funds will NOT be expended by 12/31/26 | | | |
|  | **Decision Criteria** | | | | | | |
| *Tangible Impact* | *Impact* | *Com Need* | *Future Costs* | *ROI* | *Efficiency* | *Change* |
| **0** | Project has no tangible | Project impacts are only | Project does not | Project will | Project | Project exhausts | This |
| impact on East Bridgewater | immediate (<1 year) in nature | respond to a salient | Require large | leverages no | funds and/or | project |
| residents or businesses |  | community need, and does not reach a population of disproportionate impact | Increase in  Annual  Operating  budgets | additional funding to expand impact | capacity in a manner that far outweighs the impact of the project | Would happen anyway |
| **1** | Project has a small, | Project will have impacts on the | Project reaches a | Project will | Project | Impact less than |  |
| indirect benefit on | Town or residents/businesses that | population of | Require minor | leverages at | the resource |
| East Bridgewater residents or | are short-term (1-5 years) in | disproportionate | Increase in | least 50% | expenditure |
| businesses | nature | impact, but does not | Annual | additional |  |
|  |  | respond to a salient | Operating | funding to |  |
|  |  | community need | Budgets | expand |  |
|  |  |  |  | impact |  |
| **2** | Project has a large | Project will have impacts on the | Project reaches a | Annual project | Project | Impact |  |
| Indirect or direct benefit for | Town or residents/businesses that | population of | Costs will not | leveraged at | commensurate |
| a significant number of East Bridgewater residents/businesses | are medium-term (6-10 years) in nature | Disproportionate impact, and somewhat responds to a salient community need | Require increase in annual operating budgets | least a 1:1 match to expand impact | with the resource expenditure |
| **3** | Project has a large direct | Project will have impacts on the | Project reaches a | Project will | Project | Impact far greater | This |
| benefit to a majority of | Town or residents/businesses that | population of | Not require | leverages a | than the | project |
| East Bridgewater residents or | are long-term (10+ years) in | disproportionate | Further | greater than | expenditure | would not |
| businesses | nature | impact and responds | appropriations | 1:1 ratio |  | be possible |
|  |  | to a salient | In town | match to |  | without |
|  |  | community need | budgets | expand |  | ARPA |
|  |  |  |  | impact |  | funds |