PROPOSAL FOR MANAGING ARPA FUNDING PROCESS

Expenditure of ARPA Funds will require authorization of the Select Board.
Expenditures should be coordinated between the requesting department, and the Select Board.
All expenditures will be made in compliance with public procurement procedures pursuant to the Massachusetts General Laws.

Requests for use of ARPA funding should be in writing and be accompanied by the following:

- A plan for the use of the funds
- A summary of the project and how it would benefit the town
- A narrative that qualifies it as an ARPA eligible project
- Cost estimate, including contingencies
- Project timeline

NOTE: ARPA Eligibility Guidelines will be available on the Town's Website and in the Select Board Office.

Projects shall be submitted and presented to the Select Board for final approval prior to expenditure. All ARPA funds expended will go through the standard warrant process which is approved by the Select Board.

Please provide a copy of your application to the Town Accountant and Finance Committee.