



TOWN OF MILTON

43 Bombardier Road • Milton, Vermont 05468

TELEPHONE: 802-893-6655 • FAX: 802-893-1005 • www.miltonvt.gov

Memo: ARPA Application Scoring and Award Process

To: Milton Selectboard

Date: September 27, 2022

From: Don Turner, Milton Town Manager

Re: ARPA Application Scoring and Award Process

Background:

The Town of Milton will be receiving American Rescue Plan Act (ARPA) funds totaling \$3,237,504.22. The Selectboard has appropriated/encumbered \$1,049,553.00, which leaves **\$2,187,951.22 remaining to be appropriated/encumbered.**

At the Selectboard meeting on July 5, 2022, a process was adopted to assist the Selectboard in deciding how Milton's ARPA Funds will be spent. The process is intended to provide the Selectboard an objective and transparent format to compare possible uses for the funds, and to encourage individuals/organizations outside of the Town to present ideas. It leaves room for all members of the Selectboard to participate while still deciding on the use of the funds as a function of the board as a whole.

Entities seeking funds (outside of Town departments) were asked to [complete and submit an application](#) by a deadline of October 3rd at 4 p.m. Departments within the Town have also submitted proposals for project funding. As applications are received, they are to be compiled and scored, based on the scoring criteria outlined in an [Applications Guidelines document](#) which accompanied the application posted online.

Proposed Next Steps:

The Town currently has several active committees that are completing their assigned tasks and are interested in seeking ARPA funds. With this in mind, I propose extending the deadline to October 17th to allow these groups to complete and submit their applications.

In addition, I propose the following timeline and process for application review and scoring:

- **October 17 at 4 p.m.:** Extended deadline for applications to be received by Town staff
- **Week of October 17-21:** Town staff will review each submitted application and provide notes and recommendations. These will be compiled into the scoring spreadsheet prior to delivery to the Selectboard members. *(This line was added to memo per 10/03/2022 Selectboard meeting discussion)*

- **October 24 (Regular Selectboard Meeting):** All application packets will be compiled with a scoring spreadsheet and distributed to all Selectboard members for review. Each Selectboard member will be asked to review all applications.
- **November 7 (Regular Selectboard Meeting):** A public review of the applications will be held, during which Selectboard members will be given the opportunity to discuss each application and ask applicants questions. Following this meeting, each Selectboard member will use the information gathered to score each application in the scoring spreadsheet.
- **November 21 (Regular Selectboard Meeting):** A final scoresheet will be presented to the Selectboard, ranked in order of total consolidated scores. The Selectboard will use this as a guide to deliberate and decide on the use of the remaining funds.

Thank you.

Motion adopted at 10/03/2022 Selectboard Meeting:

Motion made by M. Morgan to extend the ARPA application deadline to October 17th at 4 p.m. and to accept the review and selection process as presented, with the intention of deciding on the use of funds by November 21, 2022. Second by C. Taylor. Motion approved unanimously.