**[*Town, City, Village*] OF [*municipality name*]**

**ARPA ADVISORY COMMITTEE**

1. **NAME**

This body shall be known as the [*Town, City, Village*] of [*municipality name*] American Rescue Plan Act (ARPA) Advisory Committee, herein after known as the “ARPA Committee.”

1. **PURPOSE**

The purpose of the ARPA Committee shall be to determine appropriate uses for up to [*$X*] of the [*Town, City, Village*] of [*municipality name*]’s ARPA award and make a prioritized list of recommendations to the [*legislative body name*] for spending. Final decision on spending will be made by the [*legislative body name].*

1. **DURATION**

The ARPA Committee shall exist upon formation by the [*legislative body name*] in a duly warned meeting until the obligation of all ARPA funds or December 31, 2024, whichever comes first.

1. **DUTIES AND FUNCTIONS** (*this is a menu of items from which you may pick or abandon all and create your own; none are mandatory*)

The duties and functions of the ARPA Committee shall include, but not be limited to:

1. Keep apprised of:
   * The ARPA award [Terms and Conditions](https://home.treasury.gov/system/files/136/NEU_Award_Terms_and_Conditions.pdf) and [Assurances of Compliance with Civil Rights Requirements](https://home.treasury.gov/system/files/136/Title_VI_Assurances.pdf)
   * Current eligible uses and Treasury's [Compliance and Reporting Guidance](https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf) document
   * Current timeline of funding for obligation and spending as well as reporting
2. Communicate and collaborate with other Town commissions and committees, as appropriate
3. Communicate and collaborate with other neighboring ARPA advisory committees, as appropriate
4. Provide public education on the municipality’s ARPA award, eligible uses, and applicable guidelines
5. Develop a plan for completing the Purpose that includes a timeline with milestones and deliverables
6. Develop a solicitation and selection process to vet requests for funding and guide the allocation of funds that will include scoring criteria, proposal and application templates, key dates (information meeting for applicants, application due date, date recommendations will be made to the [*legislative body name*]), a point of contact for requests, etc.
7. Communicate with municipal staff/officials regarding the proposal process and collect proposals for [*town, city, village*] projects
8. Carrying out community engagement and stakeholder outreach to invite and collect applications from the public
9. Gather and review proposals and applications
10. Explore opportunities to leverage additional state and federal grant programs with submitted proposals and applications
11. Score applications and proposals
12. Prioritizing qualified proposals and applications to make recommendations to the [*legislative body name*]
13. **MEMBERSHIP**
14. The ARPA Committee shall have no more than [X] and no less than [Y] members
15. [X] members shall be appointed by the [*legislative body name*]; they shall be registered voters of [*municipality name*] and shall include:
    1. A [*municipality name*] for-profit business owner
    2. A representative from a [*municipality name*] non-profit organization
16. [X] members shall be ex officio: a member of [*legislative body name*] and a member of the Planning Commission
17. The [*Town Administrator, Assistant to the Selectboard/Board of Aldermen*] shall serve as the non-voting Clerk to the ARPA Committee
18. **OFFICERS AND DUTIES**

The members shall elect a Chair, a Vice Chair and Clerk (if no municipal staff exists to serve in this role) for the duration of the ARPA Committee.

1. **MEETINGS**

The ARPA Committee is a [*Town, City, Village*] committee and **shall comply with Open Meeting Law (OML)**.  The Clerk of the Committee shall be responsible for educating, or coordinating the education, of new Committee members on OML and **ensuring that all requirements of this law are observed as it relates to the ARPA Committee.**

The ARPA Committee shall decide its own meeting schedule and structure.  It shall meet no less than one (1) time each fiscal quarter.

1. **PUBLIC PARTICIPATION AND INVOLVEMENT**

Public participation and involvement in the Committee’s work is a high priority and the Committee is invited to support the Selectboard in presenting ideas and receiving feedback through public forums and educational sessions pertaining to ARPA awards and uses of the funding.