

Town of Isle La Motte
ARPA Advisory Committee

ARPA Advisory Committee Overview

NAME: This body shall be known as the Town of Isle La Motte American Rescue Plan Act (ARPA) Advisory Committee, herein after known as the “Committee.”

PURPOSE: The purpose of the Committee shall be to determine appropriate uses for the Town of Isle La Motte’s ARPA award and make a prioritized list of proposals to the Town of Isle La Motte Selectboard for spending. Final decision on spending will be made by the Isle La Motte Selectboard.

DURATION: The Committee shall exist upon formation by the Town of Isle La Motte Selectboard in a duly warned meeting until the obligation* of all ARPA funds or December 17, 2024, whichever comes first.

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

1. Keep apprised of:
 - The ARPA award Terms and Conditions (Exhibit 1) and Assurances of Compliance with Civil Rights Requirements (Exhibit 2)
 - Current eligible uses and Treasury’s Compliance and Reporting Guidance document (Exhibit 3)
 - Current timeline of funding for obligation and spending as well as reporting
2. Comply with Open Meeting Law (OML) and any documents reviewed at meetings must be part of the minutes of the meeting
3. Attend at least one Selectboard meeting a month to present updates
4. Communicate and collaborate at minimum with Town Planning Commission, ILMCO, and Rec Department, and possibly the Masonic Society, the Library, St. Anne’s Shrine, the historical society, the Goodsell Ridge Preserve, and other community partners Communicate with other neighboring towns about their ARPA process. At minimum, this research must include Alburgh, Grand Isle, North Hero, and South Hero. Use this information to inform Isle La Motte’s process.
5. Host at least one public forum on ARPA award eligible uses, and applicable guidelines. The forum can include soliciting ideas. Forum must be scheduled on a weekend and be advertised in several venues—for example, the Islander, Front Porch Forum, Facebook.
6. Develop a plan for completing the Purpose that includes a timeline with milestones and deliverables, including solicitation of proposals, and scoring and selection process for proposals.

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7. 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 Town of Isle La Motte Selectboard), a point of contact for requests, etc. Share process with Selectboard after finalizing at the next regular Selectboard meeting.
8. Use survey data from the previous committee to assist in idea generation.
9. Gather and review proposals and applications
10. Explore opportunities to leverage additional state and federal grant programs with submitted proposals and applications, with support from Selectboard, Northwest Regional Planning Commission, Vermont League of Cities and Towns, etc.
11. Score applications and proposals
12. Prioritizing qualified proposals and applications to make recommendations to the Town of Isle La Motte Selectboard by December 15, 2024

MEMBERSHIP: The Committee shall have no more than five (5) and no less than three (3) members, and all members shall be appointed by the Town of Isle La Motte Selectboard.

OFFICERS AND DUTIES: The members shall elect a Chair, a Vice Chair and Clerk for the duration of the Committee.

MEETINGS: The Committee is a Town of Isle La Motte 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 Committee**. The Committee shall decide its own meeting schedule and structure. It shall meet no less than one (1) time each fiscal quarter.

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.

* "obligation" means that decisions have been made for where the funds will be allocated