



**American Rescue Plan Act (ARPA)**

Request for Proposals and Application for Fiscal Recovery Funds – Round Two

Available for Funding: **\$442,296**

**Submission Deadline: AUGUST 1, 2022, at 4 PM**

*Introduction*

By authorization of the Selectboard, the ARPA Committee of the Town of Hubbardston seeks proposals from Town residents and businesses, non-profit organizations serving the Town’s residents, and Town Boards, Committees and Departments for ARPA funding that meet the objectives of the ARPA State and Local Fiscal Recovery Funds, are aligned with the requirements found at <https://www.hubbardstonma.us/arpa-committee>, and fall within one of the following three categories:

- Reimbursement for revenues lost as a direct negative economic impact of the COVID-19 (Application Parts A, B and E)
- Funding for capital expenditures to mitigate a direct negative economic impact or a public health impact of the COVID-19 pandemic (Application Parts A, C and E)
- Funding for programs or projects that do not involve capital expenditures to mitigate a direct negative economic impact or a public health impact of the COVID-19 pandemic (Application Parts A, D and E)

Examples of each category are found in the Appendix (page 6).

*How to Submit Your Proposal*

Applicants must be a Town resident, a for-profit business with a place of business located within the Town, a non-profit organization with a place of business located within or otherwise serving the Town, or a Town Board, Committee, or Department.

To submit your proposal, please complete and submit the Application following this page, together with all required documents, by mail or hand delivery to Town of Hubbardston, Town Administrator, Attention: ARPA Committee, 7 Main Street, Hubbardston, MA 01452. **Applications received after August 1, 2022, at 4 pm will not be considered.**

The ARPA Committee will review all timely and completed Applications and make recommendations to the Selectboard as to which Applicants to award ARPA funds and the amounts of such awards. Because funds are limited, not all proposals may be funded and, of those funded, not all may be fully funded. Successful Applicants will be required to sign a binding agreement with the Town in order to receive the ARPA funds awarded. Receipt of funds may also be subject to state procurement laws where applicable.

*Schedule*

ARPA Workshop – Slade Building	July 20, 2022, 6 – 9 pm
Applications Due	August 1, 2022, 4 pm
ARPA Committee Review for Completeness	August 9, 2022, 6 pm; affected Applicants notified
Corrected Incomplete Applications Due	August 16, 2022, 4 pm
ARPA Committee Deliberations	August 16, 2022, 6 pm; overflow August 23, 2022, 6 pm
ARPA Committee Recommendations	September 1, 2022

*Questions?*

The ARPA Committee will offer a three-hour workshop on July 20, 2022, to answer questions and assist Applicants in completing the Application. **Applications that are incomplete will not be accepted for consideration.**



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**APPLICATION**

**Part A**

**TO BE COMPLETED BY ALL APPLICANTS**

Name of Applicant	
Email address of Applicant	
Telephone number of Applicant	
Address of Applicant	
Description of the Applicant's <ul style="list-style-type: none"> <li>• trade or business (if a for-profit business)</li> <li>• purpose or mission (if a non-profit)</li> <li>• Town function (if a Board, Committee or Department)</li> </ul>	
Form in which the Applicant does business (corporation, LLC, partnership, sole proprietor, or Town Board, Committee or Department)	
Names of officers (President, Treasurer, Secretary, or Board, Committee or Department chair or head)	
The Hubbardston residents who the Applicant serves	
Amount requested	
<b>If Applicant is NOT a Town Board, Committee or Department, please attach BALANCE SHEETS and PROFIT AND LOSS STATEMENTS for 2019, 2020, 2021, and first half of 2022 (ending June 30)</b>	
<b>If Applicant IS a Town Board, Committee or Department, please provide FY2023 BUDGET ALLOCATION FOR THE APPLICANT as approved at the June 2022 Annual Town Meeting</b>	



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**APPLICATION**

**Part B**

***FOR APPLICANTS SEEKING ARPA FUNDS FOR REIMBURSEMENT OF LOST REVENUES***

Explain how amount requested in Part A relates to revenue lost as a result of the pandemic	
Describe how the pandemic negatively affected Applicant's business (for example, required to close; limited hours; loss of staff; illness of staff; supply chain disruption; other COVID restrictions)	
Describe the means by which Applicant obtained funds to operate during the pandemic (for example, business loans, personal loans, PPP loans, other capital contributions)	
Did Applicant apply for, and receive, one or more PPP loans? If yes, in what amount(s)?	
Did Applicant apply for, and receive, one or more EIDL or other SBA loans? If yes, in what amount(s)?	



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**Part C**

**FOR APPLICANTS SEEKING ARPA FUNDS FOR CAPITAL EXPENDITURES**

*A capital expenditure is an expenditure to acquire a capital asset or an expenditure to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.*

Please include photos, renderings, plans, proposals and supporting documentation and attach separate sheets as needed.

Description of the assets Applicant proposes to purchase, improve or modify	
The purpose to which Applicant will put these assets	
The Hubbardston residents who these assets are intended to serve (for example, seniors)	
The budget for these capital expenditures, with supporting documentation, including purchase and sale price, bids or estimates (including labor and materials costs), and any other cost-related documentation	
The source(s) of the assets, if purchased, and services (who is the seller, who is providing the labor and materials or other services)	
Proposed schedule for purchase or completion	
Availability of other or additional sources of funds to fund Applicant's capital expenditure (for example, free cash, donations, loans)	



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**Part D**

***FOR APPLICANTS SEEKING ARPA FUNDS FOR PROGRAMS OR PROJECTS THAT DO NOT INVOLVE CAPITAL EXPENDITURES***

Please include photos, renderings, plans, proposals and supporting documentation and attach separate sheets as needed.

Description of Applicant's program or project	
The purpose of Applicant's program or project	
The Hubbardston residents who Applicant's program or project is intended to serve (for example, seniors)	
The budget and schedule for Applicant's program or project, with supporting documentation	
The source(s) of any goods and services required for Applicant's project, if not provided directly by Applicant (who is the seller, who is providing the labor and materials)	
Proposed schedule for completion	
Availability of other or additional sources of funds for Applicant's program or project (for example, free cash, donations)	



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**APPLICATION**

**Part E**

**CERTIFICATION AND SIGNATURE PAGE**

By signing below, Applicant certifies under penalties of perjury that this Application has been made and submitted in good faith and without collusion or fraud with any other person. As used in the certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, unit, division or department of any governmental entity or agency, or group of individuals.

By signing below, Applicant certifies under the penalties of perjury that

- (a) to the best of its knowledge and belief, Applicant has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support, and
- (b) Applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with creditors.

This Application and other materials submitted in connection with this Application may be considered public records subject to disclosure under the Massachusetts Public Records Law. Please redact any personal or identifying information (for example and without limitation, social security numbers, dates of birth, and employee names) from the Application and any other materials submitted.

Submitting false or misleading information may result in rejection of Applicant’s Application or Applicant’s ineligibility for financial assistance under this program and may subject Applicant to civil or criminal penalties.

Successful Applicants will be expected to comply with the terms of their agreement with the Town of Hubbardston. Failure to comply will be considered a default.

NAME OF APPLICANT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT TITLE (if applicable): \_\_\_\_\_

DATE: \_\_\_\_\_

**END OF APPLICATION**



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**APPENDIX**

**EXAMPLES**

**Reimbursement of Revenue Loss**

In 2019 Applicant, a Town resident operating a restaurant in Hubbardston as a sole proprietor, recorded gross revenues of \$200,000 on her 2019 Profit and Loss Statement; in 2020 and 2021 those gross revenues dropped to \$50,000 and \$75,000, respectively. For the six-month period ending June 30, 2022, Applicant's gross revenues are recorded as \$95,000. Revenues were lost because Applicant's restaurant was forced to close for part of 2020 and reopened in early 2021 under COVID limitations. Applicant applied for and received both a PPP loan of \$10,000, which was forgiven, and an EIDL loan of \$20,000. Applicant may apply for reimbursement of lost revenues and must provide with her Application (parts A and B) the Balance Sheets and Profit and Loss Statements for the restaurant for the years 2019, 2020, 2021 and the first six months of 2022.

**Funds for Capital Expenditures**

Applicant, a Massachusetts LLC that owns a small commercial building in Hubbardston and rents space to commercial tenants, desires to upgrade the HVAC system in that building to include better air filtration and circulation features and capabilities. Applicant has obtained proposals from three vendors to do so and has selected Vendor A to do the work. Applicant applied for and received both a PPP loan of \$10,000, which was forgiven, and an EIDL loan of \$20,000. Applicant also has a line of credit with a local bank through which Applicant may finance this upgrade. Applicant may apply for funds to expend towards this upgrade and must provide with its Application (Parts A and C) its Balance Sheets and Profit and Loss Statements for the years 2019, 2020, 2021 and the first six months of 2022, together with Vendor A's proposal, its budget and schedule, and other items requested in the Application.

**Funds for Programs or Projects that do not Involve Capital Expenditures**

Applicant, a Massachusetts non-profit organization, desires to seek ARPA funding to advance its program to provide a range of services directed at workforce development and job assistance and training; the program is open to Town residents, among others, and will operate from a location in Hubbardston. Applicant may apply for funds to expend for this program and must provide with its Application (Parts A and D) its Balance Sheets and Profit and Loss Statements for the years 2019, 2020, 2021 and the first six months of 2022, together with its budget and schedule for this program and other items requested in the Application.