City of Barre, Vermont

Granite City Community-Innovation Funding Letters of Interest

The American Rescue Plan Act of 2021 (ARPA) established the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) which provides $350 billion to state and local governments across the nation for the response to and recovery from the COVID-19 pandemic. Of Vermont's $1.25 billion share, over $200 million (about $300 per Vermonter) was allocated to municipalities. Barre City received $2.5 million.

Program Details

Why is Barre requesting letters of interest for potential grant funding?

This special, one-time funding is intended to support transformative projects leveraged by additional funding from outside organizations, helping Barre respond to and recover from the COVID-19 pandemic.

What are allowable uses of the funds?

The U.S. Department of Treasury, the [Vermont League of Cities and Towns (VLCT)](#), and other organizations have issued guidance on the allowable use of funds. The City will evaluate proposals to ensure eligibility prior to proceeding with applications.

Who is eligible to apply?

Groups of people, individuals or organizations working for the public benefit in Barre City, Vermont.

How could funds be disbursed?

Although no details are final, prospective funding may be disbursed in up to three phases (an initial payment to get started, a mid-term payment upon demonstration of progress, and a final payment upon completion of remaining documentation).

What record-keeping will be expected of grantee?

All applicants will be expected to keep detailed records of every transaction and provide invoices and proof of payment.

How will projects be evaluated?

Eligible projects will be evaluated by a review panel to be determined at a later stage. The criteria may include but will not be limited to:
- Clearly defined need
- Outcome-based impact (how will the project improve the lives of the people of Barre City)
- Cost-effectiveness
- Leverage (extent to which project has additional outside funding and support)
- Readiness (is the project well framed, well-backed, and able to be implemented)

What is ineligible?

At this time, the following will not be considered for funding:
- Any partisan or political activities (or organizations that use funding for partisan or political activities)
- Projects incompatible with the City's plans or regulations
- Ongoing operational costs or reimbursement of expenses that occurred before the grant was issued
- The establishment of reserve funds for use beyond the grant cycle
- The purchase of materials or equipment unrelated to the grant
- Paying staff or volunteers to administer the grant

When should letters of interest be submitted?

Letters of interest will be accepted on a rolling basis beginning **September 21st, 2022**. Due to capacity constraints for related public outreach on the use of the City's ARPA funds, no final application deadline, review process, or award schedule has been established at this time but could be as early as December 2022. Updates to the process will be communicated widely, including via the [Barre City website](#). The letters of interest will help the City and Council understand projects as part of its ongoing outreach. People and organizations will be invited to apply based on their letter of interest. All projects must target a completion date by December 2026.

Letter of Interest

Prospective Applicant

Organization Name/Applicant Name

[ ]

Mailing Address

[ ]

Website (if one is available)

[ ]

Name of Primary Contact for Application

[ ]

Phone Number of Primary Contact

[ ]

Organizational Status (such as a City Committee, 501(c)(3) non-profit, etc.)

[ ]

If defined, what is the mission of your organization?

[ ]

If different from the applicant, who will be the primary project manager?

[ ]

What is the background and experience of the project manager as it relates to this project?

[ ]

If your organization has done similar project(s), please describe the project(s), when they occurred, and any measurable results and goal-based outcomes.

[ ]

Project Overview & Impact

Briefly summarize your project:

How did you determine the need for this project?

How will your project transform Barre City and provide public benefit for its people in a positive way for years to come?

How will you measure and evaluate the success of your project beyond inputs?

Estimated Project Budget

What is the total cost of your project? Please identify any ongoing and/or recurring costs.

$

How did you estimate or determine the cost of your project?

How much ARPA funding are you requesting from the City of Barre?

$

Would this funding be used as minimum required match for other funds?

☐ Yes

☐ No

What are the other prospective sources of funding and are they secured?

Funding Source	Funding Amount	Secured (yes or no)
	$	
	$	
	$	
	$	
	$	
	$	

Project Approach

How long is the project estimated to last and when will it be complete?

Will your project involve contracted or sub-contracted components?

☐ Yes

☐ No

If yes, please describe (1) which components will be contracted and/or sub-contracted, (2) how contractors and/or sub-contractors will be selected to obtain the best value for taxpayer funding, and (3) how favoritism and conflicts of interest will be avoided?

Complete the Work Plan & Budget Breakdown

Actions should break down the project into milestone parts and not be overly detailed or overly broad.

Action *(e.g. build a trail bridge)*	Materials *(e.g. lumber for trail bridge)*	Responsibility *(e.g. contracted trail crew)*	Budget	Target Completion Date

Submission

Submit completed form to:
Roxanne Pike
Executive Assistant to the City Manager
ExecAssist@barrecity.org
Please use "ARPA Letter of Interest – [Organization/Applicant Name]" in the email subject line.