

# TOWN OF CHARLTON

37 Main Street  
Charlton, MA 01507  
[www.townofcharlton.net](http://www.townofcharlton.net)

## American Rescue Plan Act (ARPA) Grant Program Application Submission Requirements

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***Please read all instructions and provide required material.  
Incomplete application packets will cause delays in processing.***

**Multiple Projects:** Each eligible project will require an individual application packet (see Page 1-2).

**Pre-Submission Review** - Please contact Town Administrator Andrew Golas (Andrew.Golas@townofcharlton.net) if you have questions or would like to discuss your project in advance of submitting an application.

**Application Packet**- Please submit all required documentation in a single packet. All submissions will be reviewed for completeness prior to review by the Economic Development Commission. At a minimum, you must submit the following:

- Fully completed Application Form.
- Required Signatures - see Page 6.
- Property Owner Approval / Signature - only required if you do not own the building in which your business is located. See Page 6.
- Non-Profit Organization FEIN or AGO# - only required for non-profit organizations.
- For New Projects / Future Expenses - Vendor Quotes: submit three vendor quotes. (see Page 8).
- For Completed Projects / Past Expenses: submit information requested on Page 7.
- Additional Information or Photographs - **OPTIONAL** - Any additional information to support the application that you wish to submit.

**Submit to the Town of Charlton** - Please submit your completed application packet to:

ARPA Grant Program  
Office of the Town Administrator  
Charlton Town Hall  
37 Main Street  
Charlton, MA 01507

**Grant Awards** - The Economic Development Commission will recommend grant awards to the Board of Selectmen. The Selectmen will make the final determination of grant awards

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**AMERICAN  
RESCUE PLAN ACT  
(ARPA) GRANT  
FUNDING**

**TOWN OF  
CHARLTON**

Assistance to Local Businesses  
and Not-for-Profit  
Organizations

## **I. PURPOSE**

ARPA funds will help stimulate private sector investment in order to create new jobs, retain existing jobs for local residents, and improve our community. The incentives and improvements available through ARPA are not limited to any one area or type of project; however, grant applications must show a connection to COVID-19. If grant applications are for past due bills, applicant must be able to show a loss in revenue. If grant applications are for a future or ongoing project, the applicant must show how the project will make their organization more COVID-19 compliant. Funds are limited and will be prioritized for projects that will bring about the greatest return on investment to the town.

## **II. ELIGIBLE APPLICANTS**

1. ARPA funding will be made available to organizations and businesses that are located in Charlton or will be relocating to Charlton. Projects can be within any portion of the Town of Charlton; however, priority will be given to projects that bring about the most benefit to the community as a whole.
2. Applicants must be in good standing with the Town to be eligible to receive Funds. This includes, but is not limited to, being current in all taxes and fees. Any property with an open violation or revocation of licensure will not be eligible.

## **III. ELIGIBLE PROJECTS**

ARPA funds can be used for a variety of projects or uses. As funding is limited, projects that offset harmful economic impacts of the COVID-19 pandemic and make long-term impacts to the Town of Charlton and its residents will receive highest priority.

Applications can be submitted for grants of up to \$20,000.

In certain situations grant funds may be used to pay expenses that are in arrears, such as rent, mortgage, utilities, insurance etc. If you are applying for grant funds for this purpose please complete the worksheet at the end of the application. Town staff will contact you to discuss your application, and let you know if your request is eligible. In some instances applicants will be requested to come into answer questions.

The ARPA Grant Program operates on a reimbursement basis for two types of eligible projects:

1. **New Projects / Future Expenses** - these are for projects not yet started. **Applicants MUST meet the following requirements:**
  - A. Follow State and Federal Procurement Regulations – three (3) quotes for project. Applicants can submit written quotes received from vendors or use the Quote Worksheet (see page 8).  
  
All projects must comply with State and Federal regulation including MA public procurement laws and payment of prevailing wage/Davis Bacon (where applicable). A meeting with Town staff to review these regulations and requirements is recommended prior to submitting your application.

- B. Maintain documentation of expenditures to submit to Town within 30 days of completion of the project. For larger projects bills may be submitted as they are paid to maintain cash flow.
  - C. If a project consists of improvements to a building, the legal property owner (if not the applicant) must provide a signed letter clearly stating support of the application.
  - D. Funding must be used only for the project described in the application.
2. **Completed Projects / Past Expenses** - these are for projects previously completed. Past due invoices for products or services received AFTER April 1, 2021 may be eligible for funding if applicant can show a reduction in receipts due to COVID-19. Please complete and submit all information on Page 7 as part of your application.

*Please note: You will need to submit separate application packets if you plan to apply for more than one eligible project.*

#### IV. EVALUATION CRITERIA AND APPROVALS

The Economic Development Committee will review applications and rank them on the criteria based in the table below. It will be at the discretion of the Economic Development Committee as to whether or not a project justifies expenditures of ARPA Funds.

Criteria	Weight
Demonstrates economic impact and return on investment potential	30%
Has potential for long-term impact	20%
Serves a broad segment of the population	20%
Lack of other reasonable means to complete the project	20%
Applicant demonstrated economic harm due to COVID-19 health crisis	10%
Applicant has no outstanding taxes or other obligations to the Town	Required

Funding requests are expected to exceed available monies. If support of a program is declined, this decision does not reflect the value of the project/applicant, but rather on the need to be selective due to limited resources.

The Board of Selectmen may request that a representative from the applying business or organization attend a public meeting to provide an update on the status of the project at any time. Media releases, annual reports, and materials printed referencing these funds should credit the Town of Charlton ARPA Grant Program.

If any members of the Economic Development Committee or Board of Selectmen have a project they, a family member or a member of their household is submitting, they must recuse themselves from any discussion and vote on the distribution of funds for that project.

#### V. APPLICATION DEADLINES

Applications will be considered in phases. Complete applications must be received by 4:00 pm on the Due Date. Applications not receiving award will be considered in future phases without additional information required by the applicant unless specifically requested by the awarding authority. The phases of award will be in accordance

*Town of Charlton, MA*  
*ARPA Grant Application Instructions*  
*Page 3*

with the following schedule:

<b>Phase</b>	<b>Due Date</b>	<b>EDC Vote</b>	<b>BOS Vote</b>
<b>1</b>	<b>January 27, 2022</b>	<b>February 1, 2022</b>	<b>February 8, 2022</b>
<b>2</b>	<b>March 31, 2022</b>	<b>April 5, 2022</b>	<b>April 12, 2022</b>
<b>3</b>	<b>June 2, 2022</b>	<b>June 7, 2022</b>	<b>June 14, 2022</b>
<b>4</b>	<b>July 28, 2022</b>	<b>August 2, 2022</b>	<b>August 9, 2022</b>

Timing of votes and grant awards are subject to change without prior notice.

## **VI. APPLICATION SUBMISSION**

Please submit the application and all required documents to:

ARPA Grant Program  
Office of the Town Administrator  
Charlton Town Hall  
Charlton, MA 01507

Please contact Andrew Golas ([Andrew.Golas@townofcharlton.net](mailto:Andrew.Golas@townofcharlton.net)) Town Administrator if you have questions.

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# Town of Charlton ARPA Grant Application

Please complete all sections of this Application including required signatures and requested documentation based on the type of project. Incomplete applications will result in delays.

## I. PROJECT TYPE

Please indicate the type of eligible project. If you plan to apply for multiple projects, each project will require a separate application. Please check one:

- New Project / Future Expenses
- Completed Project / Past Expenses

## II. GENERAL APPLICANT INFORMATION ( To be completed by ALL Applicants)

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Business Name

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Business Address

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Applicant - Name

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Applicant - Home Address

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Applicant - Daytime Phone Number

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Applicant - Email Address

**Required** - Applicant is (Check)

- Property Owner     Business Owner / Commercial Tenant     Non-Profit Organization

**Required** - Federal Tax ID (FEIN)# or AG # \_\_\_\_\_

## III. GENERAL PROPERTY INFORMATION (To be completed by ALL Applicants)

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Property Street Address

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Property Owner (Name of Individual/Corporation/Trust that owns the property)

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Property Owner Mailing Address

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Property Owner Phone Number

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**IV. BUSINESS/ORGANIZATION INFORMATION**

Business/organization has operated at current location for how long? \_\_\_\_\_

Provide a brief description of business:

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Has your business/organization been negatively impacted economically by the COVID-19 public health emergency? Please provide a brief explanation of how your business has been impacted.

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**V. PROJECT DESCRIPTION**

Please include a brief description of the project that will be completed with the grant funds including how the project will improve the economic climate in the Town of Charlton.

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Please provide a brief timeline of the proposed project.

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**VI. FUNDING REQUEST**

Your request should be based on actual, expected expenses. You are required to provide procurement documentation for three (3) quotes. If you are requesting funding for payments in arrears, copies of past due invoices, along with completed worksheet (page 7) are required.

What is the total cost of the project to be completed? \_\_\_\_\_

How much are you requesting from ARPA Grant Funds (\$20,000 maximum)? \_\_\_\_\_



*Town of Charlton, MA  
ARPA Grant Application*

What other State or Federal COVID-related funds have you received?

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**VII. REQUIRED SIGNATURES**

I certify that all information provided in this application true and accurate to the best of my knowledge and that, if approved, I will complete the project/use as approved by the Town of Charlton and the ARPA Grant Program Allocation Committee.

I have read the program information and understand my obligations to the program as outlined.

Upon notification that my project has been accepted, I will sign a preliminary agreement authorizing the Town of Charlton to encumber funds for my project and stipulating that I will abide by all program requirements.

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Applicant Signature\*

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Date

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Town of Charlton Treasurer / Collector

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Date

\* If the Applicant is not the Owner of the property in which the business is located, a signed letter by the Property Owner must be submitted with this application.

## COMPLETED PROJECTS / PAST EXPENSES

Fill in this section of the application indicating the categories or expense and amounts you are requesting from the grant.

## GRANT FUNDS REQUESTED

ARPA funds can be used for working capital (rent/mortgage, insurance, utilities, technical assistance, etc. to stabilize the business) or for personal protection modifications or equipment due to Covid-19. Past due invoices for products or services received AFTER April 1, 2021 may be eligible if applicant can show a reduction in receipts due to COVID-19.

***(Note: you will be asked to document these items)***

### Describe uses of requested funds:

Rent/Mortgage Monthly: \$ \_\_\_\_\_ x # Months: \_\_\_\_\_ = Total: \$ \_\_\_\_\_

Utilities (Average Monthly: \$ \_\_\_\_\_ x # Months: \_\_\_\_\_ = Total: \$ \_\_\_\_\_

Insurance (Monthly): \$ \_\_\_\_\_ x # Months: \_\_\_\_\_ = Total: \$ \_\_\_\_\_

Gross Receipts from IRS 2019 tax return: \_\_\_\_\_

Gross Receipts from IRS 2020 tax return: \_\_\_\_\_

Submit with your application copies of the invoices you wish to use grant funds to pay. For rent or mortgage payments, submit either a copy of your most recent mortgage statement showing the arrearage, or past-due notices or letter from the owner of the property you rent showing the amount provide invoices.

## Quote Worksheet

Applicants can submit three verbal or written quotes from vendors for goods and/or services. Please fill out this worksheet if you are unable to obtain written quotes.

### Quote #1

Company / Vendor Name: \_\_\_\_\_ Date Called: \_\_\_\_\_

Company / Vendor Address/ City / State: \_\_\_\_\_

Company / Vendor Phone#: \_\_\_\_\_ Name of Person You Spoke with: \_\_\_\_\_

Quote Information and Price: \_\_\_\_\_

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### Quote #2

Company / Vendor Name: \_\_\_\_\_ Date Called: \_\_\_\_\_

Company / Vendor Address/ City / State: \_\_\_\_\_

Company / Vendor Phone#: \_\_\_\_\_ Name of Person You Spoke with: \_\_\_\_\_

Quote Information and Price: \_\_\_\_\_

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### Quote #3

Company / Vendor Name: \_\_\_\_\_ Date Called: \_\_\_\_\_

Company / Vendor Address/ City / State: \_\_\_\_\_

Company / Vendor Phone#: \_\_\_\_\_ Name of Person You Spoke with: \_\_\_\_\_

Quote Information and Price: \_\_\_\_\_

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