

ARPA Committee Meeting Minutes

July 18, 2022 at 11:00am

Clark Room – Carlisle Town Hall

Attendees:

Kate Reid

Scott Triola

Joan Ingersoll (Director, Carlisle Council on Aging)

- **Review and approve prior meeting minutes**
 - *MOTION:* Kate Reid made the motion to approve the June 13, 2022 minutes and June 27, 2022 minutes as printed. Scott Triola seconded. Motion passed 2-0.

- **COA Housing Services Consultant**
 - COA has requested \$5k in ARPA funds to hire a consultant to assist the COA in creating the rental assistance program parameters, guidelines, and application process.
 - ARPA Committee reviewed the request and confirmed with Town Accountant that approved contingency/administration funds can be used for this purpose.
 - *MOTION:* Kate Reid made the motion to approve the use of \$5k in approved ARPA contingency/administration funds be used for the COA Rental Assistance consultant. Scott Triola seconded. Motion passed 2-0.

- **Carlisle Cultural Council (CCC) Grant Process**
 - The CCC announced Phase 1 of its grant process on July 13, 2022. Phase 1 will focus on providing revenue shortfall assistance. The application deadline is July 27, 2022. See attached.
 - Scott Triola forwarded the CCC documents to TMS for their review.

- **Select Board Meeting Recap**
 - The ARPA Committee briefly reviewed the outcome of the June 28 Select Board meeting. At this meeting, the Select Board approved three APRA projects including the following:
 - Carlisle Cultural Council Grant - \$50k
 - Wilkins HVAC Project - \$187, 715
 - Town Meeting – Electronic Voting System - \$17,793

- **Approved ARPA Project Status Update**
 - The list of ARPA approved projects has been updated and can be viewed online: [ARPA Approved Projects](#)
 - Scott Triola will ask Town Accountant for an updated on ARPA expenditures to be reviewed at future meeting.

Meeting adjourned at 11:35AM. Motion made by Kate Reid; seconded by Scott Triola.
Motion passed 2-0.

(These minutes include all motions made and votes taken during this ARPA meeting.)
Minutes taken and submitted by Scott Triola.

Minutes approved September 28, 2022 (3-0 Vote).

ARPA Committee Minutes 07/18/22



Carlisle Cultural Council
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ARPA Funding Requests For Carlisle-based Cultural Organizations Phase 1: Revenue Shortfall Assistance *July, 2022*

Introduction

The Carlisle American Rescue Plan Act (ARPA) Committee, has determined that requests for ARPA funding from non-government cultural entities in Carlisle will be administered by the Carlisle Cultural Council (CCC), as it is the Carlisle government entity whose purpose is to cultivate and advocate for the cultural community in Carlisle.

The Carlisle Cultural Council (CCC) will work with local cultural organizations (as defined below) to help address the impacts of the COVID-19 pandemic from March 3, 2021 forward. Impacts incurred prior to March 3, 2021 are not eligible for consideration, per the federal ARPA legislation.

We will offer cultural organizations at least two opportunities to apply for recovery funding. Phase 1, detailed below, will allow cultural organizations to report on revenue shortfalls incurred as a result of the COVID-19 pandemic. Phase 2 will provide cultural organizations the ability to apply for limited funding of cultural programming that will allow them to continue to re-engage with their audiences and supporters. The timetable and guidelines for Phase 2 are not yet determined.

Funding for both elements of this program is limited, and the extent of assistance will depend on the applications received, and the Cultural Council's determination of the greatest community impact of funding.

Qualified Organizations

1. Non-government organizations that are based in Carlisle that produce cultural programs primarily for the benefit of Carlisle residents
2. Non-government organizations that are based in Carlisle and play a significant role in supporting and promoting cultural organizations and programs that benefit Carlisle residents

These are likely to be organizations that have received cultural grants from the CCC in the past.

Phase 1: Revenue Shortfall Assistance

Losses of revenue from monetary donations, ticket sales, and other forms of revenue will form the basis for evaluating need. In some cases, cost savings due to canceled programs, reduced staff, or any other reason will be factored in.

Approved grants will be made on a reimbursement basis. ARPA funds can be used to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024.

Application Process

Please use the attached form to apply.

1. Determination of impact

- Evaluation will be based on EITHER:
 - **Method One:** donation revenue losses, from March 2021 forward. This gap will be annualized

for 2021 and 2022 and compared to the donations received in calendar year 2019.

- **Method Two:** donation and ticket sales revenue losses, less operational cost savings due to canceled programs, reduced staff, or any other reason

Loss of other non-sales sources of revenue should be identified in either case

- Applicant may choose only one method of need calculation
- The completed form and supporting documentation must be submitted to the CCC by email (culturalcouncil@carlislema.gov) by the **July 27, 2022** deadline. Only one application by an applicant is allowed.

2. Application form & attachments

Include/attach:

1. Financial statement for calendar year 2019 showing:
 - total revenue from all sources
 - monetary donations
 - expense summary, if using Method Two
2. Financial statement for calendar year 2021 (from 3/3 on) and YTD 2022
 - total revenue from all sources
 - monetary donations
 - expense summary, if using Method Two

3. Evaluation and prioritization of requests

- The CCC will review funding requests to confirm eligibility based on above qualifications, as well as Carlisle ARPA Committee guidance and U.S. Department of the Treasury compliance and reporting guidance.
- Eligible funding requests will be prioritized based on available funds, and the Cultural Council's determination of the greatest community impact of funding.
- The CCC may ask applicants for clarification of submitted information.
- The CCC will meet in open session to evaluate and determine grant award recommendations.
- The CCC will make recommendations about Phase 1 funding by August 31, 2022.
- The CCC will have final approval over the distribution of ARPA funds.
- The CCC will notify applicants about the decision regarding their application as soon as possible.

4. Disbursement of funds

- Funding of approved grants will be made on a reimbursement basis.
- The deadline for expending Cultural ARPA grant funds is December 31, 2024
- The CCC will authorize payment of reimbursements under the ARPA grant to the Grantee upon receiving invoice(s) from the grantee demonstrating that an expenditure for eligible expenses was made during the covered time period, and prior to the expenditure deadline.

5. Non-eligible expenses

- ARPA funds may not be used for debt service or replenishing financial reserves (e.g. rainy day funds).
- ARPA funds may not be used to make a deposit to a pension fund.

- Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring in a judicial, administrative, or regulatory proceeding is itself not an eligible use.
- ARPA funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute (e.g., uses of funds that undermine COVID-19 mitigation practices in line with CDC guidance and recommendations) and may not be used in violation of the Award Terms and Conditions or conflict of interest requirements under the Uniform Guidance.

Questions? culturalcouncil@carlislema.gov

Carlisle Cultural Council ARPA Funding Request Form

Phase 1: Revenue Shortfall Assistance

Email this application and all associated materials to culturalcouncil@carlislema.gov

Name of Organization:

ARPA Funding Request Contact for Project (email/title/cell phone):

Please select only one revenue shortfall reporting option (mark with “x”):

 Method One: donation revenue losses, from March 2021 forward. This gap will be annualized for 2021 and 2022 and compared to all donations received in calendar year 2019.

 Method Two: donation and ticket sales revenue losses, less operational cost savings due to canceled programs, reduced staff, or any other reason

Loss of other non-sales sources of revenue should be identified in either case

Method One

Please Include:

1. Financial statement for calendar year 2019 showing:
 - total revenue from all sources
 - monetary donations
2. Financial statement for calendar year 2021 (from 3/3 on) and YTD 2022
 - total revenue from all sources
 - monetary donations
3. Enter assistance requested: _____

Method Two

Please Include:

1. Financial statement for calendar year 2019 showing:
 - total revenue from all sources
 - monetary donations
 - Total expenses
2. Financial statement for calendar year 2021 (from 3/3 on) and YTD 2022
 - total revenue from all sources
 - monetary donations
 - Total expenses
3. Enter assistance requested: _____

Both methods: Please include commentary, as appropriate, to provide the Council with as complete an understanding of your situation as possible.

1. **Explanation of How Your Request Relates to the COVID-19 Pandemic:**

2. **Financial Effects of COVID-19:** Please indicate how a shortfall in revenue directly affected your organization's ability to produce cultural programming for the benefit of the Carlisle community. Please cite any programs that were definitively planned for 2021 or 2022 that you were unable to present.

3. **Will this project meet Federal Uniform Guidance Procurement Standards: 2 CFR 200.317 – 200.327?** *(Answer: Yes/No/Not Applicable. Any project using ARPA funds must meet Federal UG requirements if applicable.)*

4. **Please attach any additional supporting materials in addition to financial information.**

Due date: Wednesday July 27, 5:00 PM EDT