

# **American Rescue Plan Act Project Proposal**

**How to use this document:** this template is designed to help you put together a high-level project plan to support a proposal for buying technology with ARPA funds. Please follow your city/county’s guidelines before submitting any proposal. You can add your agency’s logos to this document, or copy and paste the content below onto your city’s letterhead. **Delete this section before submitting!**

1. **Project Overview**

|  |  |
| --- | --- |
| **Project Title:** | Example title here |
| **Sponsoring Organization(s) and Description:** | Example department, City of Anytown  Department is in charge of providing x to y for z reasons. |
| **Primary Contact Person(s) (Name, Title, Phone, Email):** | Jane Doe, Chief Title Officer, 000-000-0000, [janedoe@anytown.gov](mailto:janedoe@anytown.gov)  John Doe, Director of Titles, 999-999-9999, [johndoe@anytown.gov](mailto:johndoe@anytown.gov) |

1. **Project Details**

|  |  |
| --- | --- |
| **Statement of Need:** | What are your pandemic-related pain points, and how have those affected your ability to operate? |
| **Project Description:** | What are you doing, and how would a tech solution enable your org to address these pain points? Connect the dots between your technology needs and your project. |
| **Proposed Solution:** | Details of technology solution, including provider name and brief description. |

1. **Plan for Execution**

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| --- | --- |
| **Anticipated Project Benefits:** | Demonstrate who benefits from these activities, and what kind of benefits can you expect.   * Don’t forget to highlight plans for future funding or sustainability: If there are long-term financial or sustainability benefits, this will improve your plan! |
| **Application to ARPA Guidelines:** | How do the benefits apply to the communities or needs [highlighted in the Act](https://home.treasury.gov/system/files/136/SLFRP-Fact-Sheet-FINAL1-508A.pdf)? |
| **Implementation Plan:** | How are you going to implement this project? Demonstrating you already have a plan in place helps! |