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To: Marcus Serrano  
Village of Buchanan, New York  
From: Margaret Guarino  
Re: Strategic Consulting Services Proposal – American Rescue Plan Act  
Date: January 24, 2022

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Following our conversation on Friday, I prepared the following proposal for ongoing strategic consulting services to be delivered to the Village of Buchanan (the “Village”) by CMA’s Strategic Consulting Group (“SCG”) in connection with the Village’s receipt of funding under the American Rescue Plan Act (“ARPA”).

### **AMERICAN RESCUE PLAN ACT STRATEGIC CONSULTING SERVICES**

**Statement of Work.** In connection with ARPA, the Village anticipates an allocation of Federal relief aid to offset the various economic and financial effects associated with the COVID-19 Pandemic. With respect to such aid, and as requested, the SCG will act in the capacity of the Village’s Strategic Advisor providing strategic research, analysis, management guidance and compliance support as outlined below.

1. *The US Treasury’s Final Rule outlines the parameters of the ARPA and identifies eligible and ineligible uses of funds. CMA will provide strategic research analysis and general support to the Village relating to the guidelines and parameters pertaining to the eligible uses of ARPA funds:*
  - a. Investigate ARPA program requirements, process, constraints, reporting, funding schedule and all other applicable factors;
  - b. Evaluate the Village’s ability to meet identified ARPA parameters;
  - c. Identify risks that may prevent funding;
  - d. Educate key Village officials with respect to ARPA parameters and best uses;
  - e. Assist in the completion of the revenue recapture calculation, and;
  - f. Work with the Village to resolve disputes, if any, as they arise; and
2. *If requested, CMA will assist the Village to develop public education relating to ARPA funds.*
3. *CMA will assist the Village with respect to compliance, reporting and the monitoring of ARPA funds.*
  - a. Develop mechanisms for monitoring the effectiveness of initiatives;
  - b. Assist the Village to ensure accountability and compliance with reporting requirements including the first major report due April 30, 2022 and annual reports due thereafter;
  - c. Develop financial and operational policies and/or procedures, as deemed appropriate;
  - d. Advise the Village on problem areas and develop solutions/resolutions expeditiously for decisions by the Village during the course of the engagement; and
  - e. Assist in responding to any adverse results, if any.
4. *As appropriate and necessary, assist the Village with additional ad hoc strategic ARPA projects.*

## COMPENSATION

In consideration for the SCG's services as outlined above, the SCG proposes a blended hourly fee of two hundred and fifty dollars (\$250.00), billable in ten (10) minute increments. In addition to the above noted fee, CMA would seek reimbursement, at its cost, for its out-of-pocket expenses incurred in connection with this engagement including overnight delivery, travel, if any, printing and postage of its report(s).

*CMA will put a cap of \$3,500 on its fee for services performed in connection with the preparation of the Village's ARPA report due April 30, 2022. CMA will put a cap of \$2,500 on our fee for services performed in connection with the preparation of the Village's subsequent, annual reports.*

***ARPA funds can be utilized to pay all, or a portion of the costs associated with this engagement.***

## COMMENCING THIS ENGAGEMENT

Please evidence your agreement to the terms of this agreement by signing below and returning a copy of this agreement to me at my office in Great Neck at your earliest convenience. The US Securities and Exchange Commission requires that CMA have signed, current agreements on file for each of our engagements. The SCG would commence its work on this project immediately

Reviewed and agreed to this \_\_\_\_ of \_\_\_\_\_, 2022.

Capital Markets Advisors, LLC  
Strategic Consulting Group

Village of Buchanan, New York

*Margaret Guarino*

Margaret Guarino  
Managing Director

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_