DRAFT

Town of Purcellville ARPA SPENDING PLAN

Presented
October 12, 2021

DRAFT

ARPA SPENDING PLAN

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BACKGROUND:

The American Rescue Plan Act (ARPA) of 2021 was signed into law by the President on March 11, 2021. The bill allocated $1.9 trillion to address the continued impact of COVID-19 on the economy, public health, individuals, businesses, and state and local governments. Out of the approximately $350 billion allocated to the Coronavirus State and Local Fiscal Recovery Funds (CSFRF/CLFRF), the Town of Purcellville expects to receive a total of $10,559,844, broken into two equal tranches. The Town received the first installment, in the amount of $5,279,922, through the Commonwealth of Virginia on June 30, 2021. The second installment is expected to be released on or around June 30, 2022. All funds must be obligated to projects and expenses by December 31, 2024; however, the Town will have until December 31, 2026 to ensure all funds are expended. Any funds left unspent must be returned to the U.S. Treasury.

There are five primary allowable uses:

Eligible Uses:

1) Support public health expenditures, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
2) Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector.
3) Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.
4) Provide premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors.
5) Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

The funds **may not be used for**:

- Matching requirements for other federal funding (unless specifically authorized by federal statute, regulation, or guideline)
- Funding debt service
- Legal settlements or judgements

- Deposits to rainy day funds or financial reserves
- General infrastructure spending (outside of water, sewer, and broadband investments or above the amount allocated under the "revenue loss" recoupment provision)
- Paying unfunded pension liabilities
- Directly or indirectly to offset a reduction in net tax revenue

The U.S. Treasury's Interim Final Rule provides specific details with regard to recipients' compliance responsibilities as well as additional information on eligible and restricted uses of award funds and reporting requirements. It is important to note that the Town should ensure these requirements are shared to enable the review and ultimate compliance with the information contained in Treasury's Interim Final Rule, and any subsequent final rule when developing appropriate controls for the use of the award funds.

An internal request form, the ARPA CSLFRF Funding Application (copy provided in the Resource section at the end of this document) has been created as part of the controls being developed to ensure the appropriate use, monitoring, reporting as well as the required detailed project tracking and record retention. The Town is responsible for complying with all documented requirements for the use of funds.

The development of internal controls is critical as we are reminded throughout the Treasury guidance that recipients are accountable to the Treasury for the compliance with the ARPA statute, ARPA Award Terms and Conditions, the Treasury's Interim Final Rule, and the applicable reporting requirements. The Federal legislation further identifies four guiding principles for the development of effective compliance policies and processes:

1) Recipients are responsible for ensuring the ARPA award funds are not used for ineligible purposes, and there is no fraud, waste, and abuse associated with the ARPA award;
2) Many ARPA funded projects respond to the COVID-19 public health emergency and meet urgent community needs. Swift and effective implementation is vital, and recipients must balance facilitating simple and rapid program access widely across the community and maintaining a robust documentation and compliance regime;
3) ARPA funded projects should advance the shared interests and promote equitable delivery of government benefits and opportunities;
4) Transparency and public accountability for ARPA award funds are critical to upholding program integrity and trust in all levels of government, and ARPA funds should be managed consistent with Administration guidance.

The CSLFRF Compliance and Reporting Guidance document produced by the U.S. Treasury (*page 8 - https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf)* provides the following recommended "Internal Control Best Practices":

Table 1: Internal controls best practices

Best Practice	Description	Example
Written policies and procedures	Formal documentation of recipient policies and procedures	Documented procedure for determining worker eligibility for premium pay
Written standards of conduct	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
Risk-based due diligence	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
Risk-based compliance monitoring	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
Record maintenance and retention	Creation and storage of financial and non-financial records.	Storage of all subrecipient payment information.

The Treasury's Interim Final Rule further provides framework for determining whether a specific project would be eligible under the SLFRF program, including some helpful definitions. For example, Treasury's Interim Final Rule establishes:

- A framework for determining whether a project "responds to" a "negative economic impact" caused by the COVID-19 public health emergency;
- Definitions of "eligible employers", "essential work," "eligible workers", and "premium pay" for cases where premium pay is an eligible use;
- A definition of "general revenue" and a formula for calculating revenue lost due to the COVID-19 public health emergency;
- A framework for eligible water and sewer infrastructure projects that aligns eligible uses with projects that are eligible under the Environmental Protection Agency's Drinking Water and Clean Water State Revolving Funds; and
- A framework for eligible broadband projects designed to provide service to unserved or underserved households, or businesses at speeds sufficient to enable users to generally meet household needs, including the ability to support the simultaneous use of work, education, and health applications, and also sufficiently robust to meet increasing household demands for bandwidth.

To further assist with the development of a plan for the use of the funding, the following provides a sample of recommended Guiding Principles for the use of the funds:

- Provide tangible relief to the community (i.e. residents, businesses, essential workers).
- Invest in Town priorities consistent with adopted Vision, Mission, and Strategic Initiatives.
- Create lasting, transformational impact with long-term recurring investment, if permissible under U.S Treasury guidance.

- Maintain Town's fiscal health and essential services.
- Incorporate community, and departmental input.
- Spread the expenditures, related to ARPA funding, over the qualifying period (through December 31, 2024) to enhance budgetary and financial stability.
- As ARPA funds are non-recurring and temporary in nature, the use should be applied to non-recurring expenditures and care should be taken to avoid creating new programs or add-ons to existing programs that will require future financial/budget commitments.

The following "Spending Plan" (Plan) provides both a summary and a comprehensive view of probable expenditures for Town Council consideration. It was staff's intent to incorporate both items noted by Town Council members over the last few months, as well as critical projects and items designated by staff. It is important to note, the details associated with this Plan will need to be somewhat fluid as we move through the entire ARPA funding period. Budget amounts and fiscal year placement are estimates only and may need to be adjusted due to bidding results, design schedules, and contractor availability. As more information becomes available from the U.S. Treasury, modification(s) to this Plan may be necessary.

Town of Purcellville

ARPA CSLFRF DRAFT Allocation and Spending Plan Fund Summary

Town Council Recommended Allocations

(based on total distribution amount – both tranches)

CATEGORY	*Total*	*Percent of Total Allocation*
1(A) – Public Health Emergency & Negative Economic Impacts	$ 3,794,195	*15%*
2(B) – Premium Pay to Eligible Workers *(TM Recommendation)*	$ 200,000	*2%*
3(C) – Government Services to extent of Revenue Reduction *	$ 855,994	*8%*
4(D) – Investment in Water and Sewer Infrastructure	$ 6,863,898	*65%*
4(D) – Investment in Broadband Infrastructure	$ 1,055,984	*10%*
TOTAL AWARD	$ 10,559,843	*100%*

* Note, at this time, the Revenue Reduction amount is ESTIMATED – ACTUAL TBD

DRAFT - Town of Purcellville - TC Proposed ARPA CSLFRF Allocation Spending Plan *(Note: Many amounts provided below represent holding places, it is expected this spending plan will need to be adjusted over time.)* *10/12/2021*

Category	Description	Project Detail Page #	% Requested Allocation of Funds	1st Distribution	Anticipated Expense 1st Distribution	2nd Distribution (June/July 2022)	Anticipated Expense 2nd Distribution	Total Funding	Total Anticipated Expense	Funding Appropriated Date/BA#	% of Project Cost paid w/ARPA Funds	% of Project Cost - Unidentifed Funding
				$ 5,279,922		$ 5,279,922		$ 10,559,844				
	Investment in Water, Sewer, &/or Broadband Infrastructure											
	Broadband		10%			$1,055,984		$1,055,984				
	Water & Sewer CIP	10	65%	$3,959,941		$2,903,957		$6,863,898				
Broadband	*(In Accordance with US Treasury Guidelines)*	9					$1,055,984		$1,055,984		?	?
Water	*New Water Storage Tank (Ant.Total Cost **$3,746,000**)*	11			$2,399,941		$1,346,059		$3,746,000		100%	
	*Permanent Pre-chlorination Building for Marsh & Jeffries Wells (Ant. Total Cost **$250,000**)*	12			$250,000		$0		$250,000		100%	
	*Replacement of 1,000 Water Meter Registers (Ant. **$225,000**)*	13			$225,000				$225,000		100%	
	*Reservoir to WTP Watermain Replacement (Ant. **$2,240,000**)*	14							$0		0%	100%
	*WTP to Town Watermain Replacement (Ant. **$2,000,000**)*	15			$480,000		$682,898		$1,162,898		58%	42%
Sewer	*Lining of Sewer Mains (Ant. **$250,000**)*	16					$250,000		$250,000		100%	
	*Upgrade & Expansion of WWTP SCADA System **(Approved)***	17			$500,000		$0		$500,000	***9-14-21 BA#22-007***	100%	
Other	*Critical Security Enhancements at WT Plant, Facilities & Water Sources (TBD)*	18									?	?
	*IT Core Infrastructure - Cybersecurity - Water & Wastewater (Ant. **$50k**)*	19			$25,000		$25,000		$50,000		100%	
Administrative	*ARPA Funding Program Administrator (Temporary 6 year FT position w/benefits - 1st year approx. 8 months) (Ant. **$680k**)*	20			$80,000		$600,000		$680,000		100%	
	CATEGORY Subtotal			$3,959,941	***$3,959,941***	$3,959,941	***$3,959,941***	$7,919,882	***$7,919,882***			
	Public Health Emergency & Negative Economic Impacts	21	15%	$791,988	$791,988	$791,988	$791,988	$1,583,976	$1,583,976			
Potential Items:	*Business Support*	23										
	*Façade Improvement Program (**$250k**)*	22										
	*Utility Assistance Program (delinqent residential w/s accts - $ **50k**)*	23										
	Support to Non-Profits & Other Public Health/COVID-19 Impacts (?)	23										
Staff Recommended Items:	*Space Assessment @Town Hall (blgd space inefficiently used & assess for improvements to mitigate spread of disease) (Ant. **$25k**)*	24										
	*Touchless tech for Town facilities (ex. bathrooms, doors, etc) (Ant. **$25k**)*	25										
	Other Town facility modifications to mitigate spread of disease (TBD)	26										
	CATEGORY Subtotal			$791,988	***$791,988***	$3,959,941	***$791,988***	$1,583,976	***$1,583,976***			
	Remaining Categories/Items		10%	$527,992		$527,992		$1,055,984				
	Premium Pay to Eligible Workers	27			$27,992		$172,008		$200,000		100%	
	Government Services to the extent of Revenue Reduction * ***(Revenue Reduction Amounts are Estimated - Actual TBD)***	28			$500,000		~~$355,984~~		~~$855,984~~		100%	
Staff Recommended Items:	*IT Core Infrastructure - Cybersecurity (excl. W&WW) (Ant. **$50k**)*	29										
	*Address Town Hall Security Needs (per LCSO inspection) (Ant. **$30k**)*	30										
	*Card Swipe Entry & Cameras-Train Station (remote door control) (Ant. **$15k**)*	31										
	*Generator at Tabernacle (emergency warming & cooling station) (Ant **$60k**)*	32										
	*Town Emergency Preparedness/COOP/Recovery Plan (Ant. **$60k**)*	33										
	*Electronic LED Community Event Sign @ Main & Maple (Ant. **$50k**)*	34										
	*Repair electric service (install conduit) 21st/23rd Parking lot (Ant. **$60k**)*	35										
	Replace all streetlights w/LED (Ant. $58k)	36										
	*AV/Technical Support during public meetings (Temp PT) (Ant. $ **10k annually**)*	37										
	*Generator for Police Department Facility (Ant. **$???k**)*	38										
	*Ballistic Drywall for Police Department Facility (Ant. **$???k**)*	39										
	*Security Camera System for Police Department Facility (Ant. **$???k**)*	40										
	CATEGORY Subtotal			$527,992	***$527,992***	$527,992	***$527,992***	$1,055,984	***$1,055,984***			
	Total Recommended Uses of Funding			$5,279,922	***$5,279,921***	$5,279,922	***$5,279,921***	$10,559,842	***$10,559,842***			

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE - Broadband - Project

BROADBAND INITIATIVE *(in accordance with US Treasury Guidelines)*

Investment in Broadband Infrastructure

RESPONSIBLE DEPARTMENT:

PROJECT MANAGER:

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: The COVID-19 public health emergency has emphasized the importance of universally available, high-speed, reliable, and affordable broadband coverage. The ARPA funding, in recognition of this critical need, provides the ability for governments to make necessary investments in broadband infrastructure. The Interim Final Rule defines eligible investments as those designed to provide services meeting adequate speeds and are provided to unserved and underserved households and businesses. Eligible projects are expected to be designed to deliver, upon completion, service that reliably meets or exceeds symmetrical upload and download speeds of 100Mbps. Additionally, under the Interim Final Rule, eligible projects are expected to focus on locations that are unserved or underserved. This is further defined as lacing access to wireline connection capable of reliably delivering at least 25Mbps download and 3 Mbps upload.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $1,055,984

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 5.17

FY 2022	
FY 2023	$ 1,055,984
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:** $?

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

Water and Wastewater CIP Project Descriptions	Project Detail Page #	Anticipated Expense 1st Distribution	Anticipated Expense 2nd Distribution	Total Anticipated Expense	Funding Appropriated Date/BA#	% of Project Cost paid w/ARPA Funds	% of Project Cost - Unidentifed Funding
		$3,959,941	**$2,903,957**	**$6,863,898**			
*New Water Storage Tank (Ant.Total Cost **$3,746,000**)*	***11***	*$2,399,941*	*$1,346,059*	*$3,746,000*		*100%*	
*Permanent Pre-chlorination Building for Marsh & Jeffries Wells (Ant. Total Cost **$250,000**)*	***12***	*$250,000*	*$0*	*$250,000*		*100%*	
*Replacement of 1,000 Water Meter Registers (Ant. **$225,000**)*	***13***	*$225,000*		*$225,000*		*100%*	
*Reservoir to WTP Watermain Replacement (Ant. **$2,240,000**)*	***14***			*$0*		*0%*	*100%*
*WTP to Town Watermain Replacement (Ant. **$2,000,000**)*	***15***	*$480,000*	*$682,898*	*$1,162,898*		*58%*	*42%*
*Lining of Sewer Mains (Ant. **$250,000**)*	***16***		*$250,000*	*$250,000*		100%	
*Upgrade & Expansion of WWTP SCADA System **(Approved)***	***17***	*$500,000*	*$0*	*$500,000*	***9-14-21 BA#22-007***	*100%*	
Critical Security Enhancements at WT Plant, Facilities & Water Sources (TBD)	***18***					*?*	*?*
*IT Core Infrastructure - Cybersecurity - Water & Wastewater (Ant. **$50k**)*	***19***	*$25,000*	*$25,000*	*$50,000*		*100%*	

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE - Drinking Water Storage - Project

NEW WATER STORAGE TANK

Investment in Water and/or Sewer Infrastructure

DEPARTMENT: Engineering, Planning & Community Development

PROJECT MANAGER: D. Lehnig

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: To be provided

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $3,746,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 5.14

FY 2022	$ 2,399,941
FY 2023	$ 1,346,059
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:** $?

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

Town of Purcellville Virginia

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE - Drinking Water Treatment - Project

PERMANENT PRE-CHLORINATION BUILDING FOR MARSH & JEFFERIES WELL

Investment in Water and/or Sewer Infrastructure

DEPARTMENT: Engineering, Planning & Community Development

PROJECT MANAGER: D. Lehnig/S. Alter

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: To be provided

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $250,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 5.10

FY 2022	$ 250,000
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:** $?

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

Town of Purcellville Virginia

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE - Drinking Water Infrastructure - Project

REPLACEMENT OF 1,000 WATER METER REGISTERS

Investment in Water and/or Sewer Infrastructure

RESPONSIBLE DEPARTMENT: Public Works

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION: As funding permitted, Town staff have been committed to the continued process of upgrading water meters throughout the Town. To enable communication with the current reading software, the approximately 1,000 remaining antiquated registers need to be upgraded. Without the use of the ARPA funding for this initiative, by using the current budgeted funding, the total time necessary to complete the needed upgrades would be 5 to 7 years. To initiate and complete the replacement, using ARPA funding, the process is expected to take 6 to 12 months.

JUSTIFICATION: The replacement meters will improve meter reading accuracy, allowing the Meter Technician more time for necessary repairs, reads, leak checks and other equipment assessment and repair. The new meters will also improve reaction and response time to identified leaks; ultimately conserving the Town's water resources and saving the customer money. Additionally, the upgrade will bring the Town one step closer to a customer portal, improving customer service through account information accessibility, transparency and customer trust.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $225,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 5.15

FY 2022	$ 225,000
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☒ **YES** ☐ **NO** **Ongoing Annual Cost:** Ongoing operational costs exist in the current budget and will continue annually.

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Drinking Water Transmission - Project

RESERVOIR TO WATER TREATMENT PLANT WATER MAIN REPLACEMENT

Investment in Water and/or Sewer Infrastructure

DEPARTMENT: Engineering, Planning & Community Development

PROJECT MANAGER: D. Lehnig/ A. Broshkevitch

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION: The existing water main from the reservoir to the Water Treatment Plant was installed in the 1960's. This project would replace this raw water line from the Town's Hirst Reservoir to the water treatment plant. Challenges associated with this project may include access over difficult terrain, vegetative growth within the existing easement.

JUSTIFICATION: This water main replacement will mitigate the current vulnerability in the Town's water supply system as a break in this line could cause a significant loss of water. The estimated useful life of a new pipe is 60+ years. The new water main will decrease necessary maintenance. *(Additional information may be found in the Town's Adopted FY 2022 Budget pgs. 270 – 271)*

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $2,240,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 5.11

FY 2022	Unidentified
FY 2023	Unidentified
FY 2024	Unidentified

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Drinking Water Transmission - Project

WATER TREATMENT PLANT TO TOWN WATER MAIN REPLACEMENT

Investment in Water and/or Sewer Infrastructure

DEPARTMENT: Engineering, Planning & Community Development

PROJECT MANAGER: D. Lehnig

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION: This project would replace over 5,000 liner feet of existing cast iron water main that was installed in the late 1960's and is 12" in diameter. This project will enable the installation of a larger diameter main to accommodate increased flows to the Town with the Jeffries Well treatment facility. A 25' easement exists and should be sufficient so legal and easement right-of-way costs should be limited.

JUSTIFICATION: This main is especially critical to the Purcellville's water distribution system as the main supply line into Town. A break in this main would diminish this supply in half. Additionally, the new water main will decrease necessary maintenance. *(Additional information may be found in the Town's Adopted FY 2022 Budget pgs. 268-269)*

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $2,000,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 5.11

FY 2022	$ 480,000	**ARPA**
FY 2023	$ 682,898	**ARPA**
FY 2024	$ 837,102	**Unidentified**

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Sewer Infrastructure Project

LINING OF SEWER MAINS

Investment in Water and/or Sewer Infrastructure

DEPARTMENT: Engineering, Planning & Community Development

PROJECT MANAGER: D. Lehnig/S. Grey

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: To be provided

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $250,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 5.5

FY 2022	
FY 2023	$ 250,000
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:** $

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Sewer Infrastructure Project

UPGRADE & EXPANSION OF WWTP SCADA SYSTEM

Investment in Water and/or Sewer Infrastructure

DEPARTMENT: Engineering, Public Works & Wastewater

PROJECT MANAGER: B. Defibaugh/D. Lehnig

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

Action Agenda: Tier One

PROJECT DESCRIPTION

DESCRIPTION: This upgrade will replace an obsolete Supervisory Control & Data Acquisition (SCADA) system for the wastewater treatment facilities. The use of efficient and precise wastewater monitoring systems is critical as problems such as overflows can result in violations and costly fines. In this case, the automated SCADA system can alert the operators to make changes in the management of the flow of wastewater.

JUSTIFICATION: This critical technology provides instant access to information and operations, allowing operators to make decisions and analyze data necessary for the overall management, monitoring and control of the wastewater treatment process. The current monitoring system requires significant staff time and resources to keep operations running.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $500,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 5.5

FY 2022	$ 500,000
FY 2023	
FY 2024	

Project Approved and Funding Appropriated: September 14, 2021 **BA#22-007**

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**
   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

PROJECT PROFILE – Water Infrastructure - Project

SECURITY ENHANCEMENTS FOR WATER TREATMENT PLANT & OTHER CRITICAL WATER INFRASTRUCTURE

Investment in Water and/or Sewer Infrastructure

DEPARTMENT: Public Works – Water

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

Action Agenda: Tier One

PROJECT DESCRIPTION

DESCRIPTION: The security enhancements will increase system resilience, mitigate any protentional vulnerabilities and implement additional protective measures across the Town's critical water infrastructure. This would include improvements to physical security, operational security, and resilience.

JUSTIFICATION: This project would address items identified in two separate risk and resilience assessments conducted in 2019 and 2020. The America's Water Infrastructure Act (AWIA) was passed on October 23, 2018, and AWIA Section 2013 required approximately 10,000 community water systems serving greater than 3,300 people to develop or update risk and resilience assessments and ERPs. This assessment was completed by CHA May 2020. The next mandated step, due December 31, 2021 is the creation of an Emergency Response Plan. It is important to note, the cybersecurity element of security enhancements for water and wastewater will be detail in a separate project profile.

PROJECT FUNDING

TOTAL PROJECT COST: TBD

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 5.15

FY 2022	
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:** $

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Water & Sewer Infrastructure - Project

IT CORE INFRASTRUCTURE – CYBERSECURITY WATER AND WASTEWATER

Investment in Water and/or Sewer Infrastructure

DEPARTMENT: IT

PROJECT MANAGER: S.Bohince

STRATEGIC INITIATIVE: Practice Good Governance

Action Agenda: Tier Two (#1)

PROJECT DESCRIPTION

DESCRIPTION: To be provided

JUSTIFICATION:

PROJECT FUNDING

TOTAL PROJECT COST: $50,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Categories: 5.5 & 5.15

FY 2022	$ 25,000
FY 2023	$ 25,000
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☒ **YES** ☐ **NO** **Ongoing Annual Cost:** $

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☒ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE - Administrative Expenses - Project

ARPA FUNDING PROGRAM ADMINISTRATOR **Administrative Expenses**

DEPARTMENT: Administration **PROJECT MANAGER:** TBD

STRATEGIC INITIATIVE: Practice Good Governance **ACTION AGENDA:**

PROJECT DESCRIPTION

DESCRIPTION: Request for one Temporary FT position w/benefits to enable Council's ARPA funded projects and initiatives will be carried out in accordance with the Treasury's Interim Final Rule, forthcoming Final Rule and all other conditions set forth by the Federal Government and U.S. Treasury ting requirements.

JUSTIFICATION: The appropriate use, management, compliance, reporting, and tracking associated with the use of ARPA funding created a substantial increase in workload. Additional resources will be needed to ensure the projects and initiatives will be completed and in compliance with all conditions set forth above.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $680,000

FISCAL YEAR ALLOCATIONS **Treasury Expenditure Category: 7.1**

FY 2022	$ 80,000
FY 2023	$ 120,000
FY 2024	$ 120,000
FY 2025	$ 120,000

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☒ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☒ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

Public Health Emergency & Negative Economic Impacts Project Descriptions	Project Detail Page #	Anticipated Expense 1st Distribution	Anticipated Expense 2nd Distribution	Total Anticipated Expense	Funding Appropriated Date/BA#	% of Project Cost paid w/ARPA Funds	% of Project Cost - Unidentifed Funding
Public Health Emergency & Negative Economic Impacts		**$791,988**	**$791,988**	**$1,583,976**	**$1,583,976**		
Business Support	***23***						
Façade Improvement Program ***($250k)***	***22***						
Utility Assistance Program (delinqent residential w/s accts - $ ***50k)***	***23***						
Support to Non-Profits & Other Public Health/COVID-19 Impacts (?)	***12***						
Space Assessment @Town Hall (blgd space inefficiently used & assess for improvements to mitigate spread of disease) (Ant. ***$25k)***	***24***						
Touchless tech for facilities (ex. bathrooms, doors, etc) (Ant. ***$25k)***	***25***						
Other facility modifications to mitigate spread of disease (TBD)	***26***						

PROJECT PROFILE – Small Business Assistance - Project

FAÇADE IMPROVEMENT GRANT PROGRAM

Public Health Emergency & Negative Economic Impacts

DEPARTMENT: Engineering, Planning & Community Development

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION: The Façade Improvement Program would be established to enable the Town to partner with commercial property owners and commercial tenants to support commercial revitalization and redevelopment efforts. In addition to improvement elements such as general façade, landscaping and pedestrian access, this program would also assist businesses in their recovery efforts and front facing adjustments needed to address the COVID-19 pandemic. The program would further stimulate private investment, ultimately improving the aesthetic appearance of the Town's commercial areas. Specific aspects of the program will need to be developed and ultimately approved by the Town Council. A grant program framework does exist from a previous program offered by the Town.

PROJECT FUNDING

TOTAL PROJECT COST: Estimate $250,000 annually

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 2.9

FY 2022	Unidentified
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

PROJECT PROFILE - Small Business Assistance - Project

SUPPORT TO BUSINESSES – OTHER GENERAL ECONOMIC ASSISTANCE (EXAMPLES: UTILITY ASSISTANCE, SUPPORT TO NON-PROFITS & OTHER PUBLIC HEALTH /COVID-19 IMPACTS)

Public Health Emergency & Negative Economic Impacts

DEPARTMENT: TBD

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: TBD – will require Town Council guidance and specific assistance criteria.

PROJECT FUNDING

TOTAL PROJECT COST: $ Unidentified

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 2.9

FY 2022	Unidentified
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☒ **YES** ☐ **NO** **If YES, Entity Name:** TBD

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE - Public Health – Facility Changes - Project

SPACE ASSESSMENT @ TOWN HALL
(Pandemic & Space Related Facility Modifications)

Public Health Emergency & Negative Economic Impacts

DEPARTMENT: Administration

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION: Conduct a space assessment at Town Hall to assess for improvements to mitigate the spread of disease and to assess the inefficient use of space to identify better use and increase service delivery efficiency and effectiveness.

JUSTIFICATION: The use of space at Town Hall is unbalanced and, in many cases, inefficient. Staff would like to identify how to better use the available space to maximize efficiency and to provide more effective service delivery as well as providing the best structure and balance for ease of access by visitors, while ensuring overall health, safety and welfare of the occupants and visitors.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $25,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 1.7

FY 2022	$25,000
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☒ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☒ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE - Public Health – Facility Changes - Project

TOUCHLESS TECHNOLOGY FOR ALL TOWN FACILITIES TO PREVENT & MITIGATE THE SPREAD OF DISEASE
(ex. Bathrooms, doors, fixtures, elevator controls, etc.)

Public Health Emergency & Negative Economic Impacts

DEPARTMENT: Engineering - Facilities Management

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION: To encourage and enhance a continued commitment to the health and safety of visitors and employees, assess and upgrade all Town facilities with touchless technology and other modifications to mitigate the spread of disease. By replacing fixtures and other items, with specific focus on high touch/high occupancy areas, the Town will be able to assist with the mitigation of continued spread of disease. This may include the addition of automatic door openers and card swipe access control.

JUSTIFICATION: A healthy building concept can include a wide range of options with the primary focus being functionality. Healthy buildings support the physical, psychological, and social well-being of the people operating in, as well as visiting, the building. To keep people healthy and mitigate the spread of disease, in a shared workspace, it is critical to set up systems to help avoid and limit necessary physical contact.

PROJECT FUNDING

TOTAL PROJECT COST: Estimate $25,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 1.7

FY 2022	
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☒ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☒ **NO** **If YES, Entity Name:**

PROJECT PROFILE - Public Health – Facility Changes - Project

OTHER FACILITY MODIFICATIONS TO MITIGATE SPREAD OF DISEASE

Public Health Emergency & Negative Economic Impacts

DEPARTMENT: Engineering – Facilities Management

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION: Conduct a space assessment at Town Hall to assess for improvements to mitigate the spread of disease and to assess the inefficient use of space to identify better use and increase service delivery efficiency and effectiveness.

JUSTIFICATION: A healthy building concept can include a wide range of options with the primary focus being functionality. Healthy buildings support the physical, psychological, and social well-being of the people operating in, as well as visiting, the building. To keep people healthy and mitigate the spread of disease, in a shared workspace, it is critical to set up systems to help avoid and limit necessary physical contact.

PROJECT FUNDING

TOTAL PROJECT COST: Estimate $25,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 1.7

FY 2022	
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☒ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☒ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE - Premium Pay - Project

Premium Pay to Eligible Workers Public Sector Employees

DEPARTMENT: Administration & HR **PROJECT MANAGER:** D. Mekarski

STRATEGIC INITIATIVE: Practice Good Governance **ACTION AGENDA:** Tier Two

PROJECT DESCRIPTION

DESCRIPTION: ARPA funds may be used to provide premium pay to eligible workers performing essential services during the COVID-19 public health emergency. Workers who have been and continue to be relied upon to maintain continuity of operations of essential critical infrastructure sectors, including those who protect the health and well-being of their communities are classified as essential workers. The Treasury allows premium pay to be paid retroactively for work performed during the pandemic, recognizing many essential workers have not yet received additional compensation for their service during the pandemic.

JUSTIFICATION: In addition to essential workers in public safety, water, wastewater and maintenance, the Treasury further clarifies an essential worker as those who regularly perform in-person work, interact with others at work, or physically handle items handled by others. This would expand those qualified to the front-facing customer service positions, those that handle mail and currency, facility maintenance, inspections and other similar activities. Premium pay is not extended to those employees who were able to telework.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $200,000

FISCAL YEAR ALLOCATIONS **Treasury Expenditure Category: 4.1**

FY 2022	$ 27,992
FY 2023	$172,008
FY 2024	

OTHER INFORMATION

3. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☒ **NO** **Ongoing Annual Cost:**

4. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

Government Services to the Extent of Revenue Reduction Project Descriptions	Project Detail Page #	Anticipated Expense 1st Distribution	Anticipated Expense 2nd Distribution	Total Anticipated Expense	Funding Appropriated Date/BA#	% of Project Cost paid w/ARPA Funds	% of Project Cost - Unidentifed Funding
Government Services to the extent of Revenue Reduction (Revenue Reduction Amounts are ESTIMATED - ACTUAL TBD) **		*$500,000*	~~*$355,984*~~	~~*$855,984*~~		*100%*	
IT Core Infrastructure - Cybersecurity (excl. W&WW) *(Ant.* ***$50k)***	**29**						
Address Town Hall Security Needs (per LCSO inspection) *(Ant.* ***$30k****)*	**30**						
Card Swipe Entry & Cameras-Train Station (remote door control) *(Ant.* ***$15k****)*	**31**						
Generator at Tabernacle (emergency warming & cooling station) *(Ant* ***$60k****)*	**32**						
Town Emergency Preparedness/COOP/Recovery Plan *(Ant.* ***$60k****)*	**33**						
Electronic LED Community Event Sign @ Main & Maple *(Ant.* ***$50k****)*	**34**						
Repair electric service (install conduit) 21st/23rd Parking lot *(Ant.* ***$60k)***	**35**						
Replace all streetlights w/LED *(Ant.* ***$58k****)*	**36**						
AV/Technical Support during public meetings (Temp PT) *(Ant.* ***$10k annually****)*	**37**						
Generator for Police Department Facility (Ant. ***TBD****)*	**38**						
Ballistic Drywall for Police Department Facility (Ant. ***TBD)***	**39**						
Security Camera System for Police Department Facility *(Ant.* ***TBD****)*	**40**						

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

IT CORE INFRASTRUCTURE
(excluding Water & Wastewater)

Government Services to the extent of Revenue Reduction

RESPONSIBLE DEPARTMENT: IT

PROJECT MANAGER: S. Bohince

STRATEGIC INITIATIVE: Practice Good Governance

Action Agenda: Tier Two (#1)

PROJECT DESCRIPTION

DESCRIPTION: The need for enhancements to the Town's overall cyber security, as well as the transition to Tyler Cloud-based systems services (SAAS) for the Tyler/Munis software products, were identified in the Town's independent auditor's findings.

JUSTIFICATION: Additional information to be provided.

PROJECT FUNDING

TOTAL PROJECT COST: $50,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Categories: 6.1

FY 2022	$ 25,000
FY 2023	$ 25,000
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☒ **YES** ☐ **NO** **Ongoing Annual Cost:** $ TBD

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☒ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

ADDRESS TOWN HALL SECURITY NEEDS

Government Services to the extent of Revenue Reduction

RESPONSIBLE DEPARTMENT: TBD

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Practice Good Governance

Action Agenda: Tier Two (#1)

PROJECT DESCRIPTION

DESCRIPTION: To be provided.

JUSTIFICATION:

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $30,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Categories: 6.1

FY 2022	$ 30,000
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☒ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

INSTALLATION OF CARD SWIPE ENTRY & CAMERAS AT THE TRAIN STATION

Government Services to the extent of Revenue Reduction

DEPARTMENT: Engineering/Facilities Management

PROJECT MANAGER: J. Goff

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION: The installation of security camera(s) and badge swipe entry capability at the Train Station. The badge swipe technology would allow staff to remotely lock and unlock the Train Station's primary front access door for those who rent the facility, in lieu of requiring the user to pick up and drop off the key for each use. Additionally, the bathroom doors could be scheduled to lock & unlock.

JUSTIFICATION: This project would provide additional security mechanisms at the Train Station helping to protect the asset and ensure easier access for those who utilize the Train Station. The user would no longer need to remember to pick up a key prior to use. The door would be scheduled remotely to open and close for the required time period. Additionally, the bathroom doors would no longer need to be opened and closed daily by staff.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $15,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 6.1

FY 2022	$15,000
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☒ **YES** ☐ **NO** **Ongoing Annual Cost:** Minimal

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

GENERATOR AT THE TABERNACLE

Government Services to the extent of Revenue Reduction

DEPARTMENT: Engineering/Facilities Management

PROJECT MANAGER: J. Goff/B. Dryden

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: The installation of a generator at the Tabernacle to assist in continuity of use as well as use as an emergency cooling/warming or other use in the event of an emergency.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $60,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 6.1

FY 2022	$60,000
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☒ **YES** ☐ **NO** **Ongoing Annual Cost:** Minimal

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☒ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

TOWN-WIDE EMERGENCY PREPAREDNESS, CONTINUITY OF OPERATIONS, RECOVERY PLAN

Government Services to the extent of Revenue Reduction

DEPARTMENT: Administration

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: Over the last year +, thoughts of "what if?" quickly became "what now?" in many unexpected ways. No one could have predicted the magnitude of impact and outcomes related to the COVID-19 pandemic. The Town of Purcellville continued to successfully provide the necessary services to the community by modifying many aspects of service delivery in remarkable ways. Although we have separate emergency operations plans for individual departments, such as water, wastewater, and PD, the Town does not have a comprehensive and effective formal town-wide organizational all- hazard emergency operations plan. Now more than ever we are reminded how critical is have written plans for emergencies. Whether it is a natural disaster, pandemic, equipment failure, human error or other emergency, the Town needs to be prepared to respond. Additionally, an emergency response plan demonstrates the Town's commitment to safety for both employees and the community, addresses and improves regulatory compliance, examines and addresses outdated processes, standardizes response methods across the organization, improves asset utilization, elevates training, provides a plan for continuity of operations, and ultimately keep the organization safe, secure and resilient.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $60,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 6.1

FY 2022	$60,000
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

ELECTRONIC COMMUNITY EVENTS SIGN

Government Services to the extent of Revenue Reduction

DEPARTMENT: Engineering, Planning and Community Development

PROJECT MANAGER: D. Lehnig/J. Goff

STRATEGIC INITIATIVE: Strengthen Community Partnerships

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: To be provided

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $50,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 6.1

FY 2022	$50,000
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☒ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

REPAIR ELECTRIC SERVICE AT 21ST/23RD PARKING LOT (INSTALL CONDUIT)

Government Services to the extent of Revenue Reduction

DEPARTMENT: Engineering/Facilities Management

PROJECT MANAGER: J Goff/B Dryden

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA:

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: To be provided

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $60,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 6.1

FY 2022	$60,000
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☒ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

REPLACE ALL STREET LIGHTS WITH LED

Government Services to the extent of Revenue Reduction

DEPARTMENT: Engineering/Facilities Management

PROJECT MANAGER: J Goff/B Dryden/ A. Broshkevitch

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA:

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: To be provided

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $58,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 6.1

FY 2022	
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

AV/TECHNICAL SUPPORT FOR PUBLIC MEETINGS

Government Services to the extent of Revenue Reduction

DEPARTMENT: IT/Administration

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier Two (#4)

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: Request for one Temporary PT position (16-20 hours per month) to manage the A/V system in Council Chambers during public meetings. The technology the Town has installed in Council Chambers over the past several years permitted us to continue providing full transparency during the pandemic by allowing citizens, Council and committee members and staff to not only watch meetings remotely but be able to participate remotely.

Setting up meetings, monitoring the chat box, audio settings and presentations during meetings takes staff focus away from the meetings to manage the various systems. Staffs time would be better spent on the meeting administrative items, such as organizing citizen comments, miscellaneous Council requests, handouts, citizens attending for recognition, capturing action items during meetings and any last-minute requests that may arise.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated $40,000

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 6.1

FY 2022	$10,000
FY 2023	$10,000
FY 2024	$10,000
FY 2025	$10,000

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☒ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

GENERATOR FOR POLICE DEPARTMENT FACILITY

Government Services to the extent of Revenue Reduction

DEPARTMENT:

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: To be provided

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated TBD

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 6.1

FY 2022	
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

BALLISTIC DRYWALL FOR EXTERIOR OFFICES AND ARMORY – POLICE DEPARTMENT FACILITY

Government Services to the extent of Revenue Reduction

DEPARTMENT: Police Department

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: To be provided.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated TBD

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 6.1

FY 2022	
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☐ **YES** ☐ **NO** **Ongoing Annual Cost:**

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Reduction/Gov't Services - Project

SECURITY CAMERA SYSTEM FOR POLICE DEPARTMENT FACILITY

Government Services to the extent of Revenue Reduction

DEPARTMENT:

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: This project would include camera instillation in interrogation room, lobby area, back lot, front lot, property and evidence room door and interior areas. [Additional information to be provided.]

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated TBD

FISCAL YEAR ALLOCATIONS

Treasury Expenditure Category: 6.1

FY 2022	
FY 2023	
FY 2024	

OTHER INFORMATION

1. **Project creates ongoing operational costs in FY 2025 and beyond:**

   ☒ **YES** ☐ **NO** **Ongoing Annual Cost:** Minimal

2. **Project requires a partnership with another entity to complete:**

   ☐ **YES** ☐ **NO** **If YES, Entity Name:**

RESOURCES:

Government Finance Officers Association (GFOA) Coronavirus response resource center:
https://www.gfoa.org/coronavirus

National League of Cities (NLC):
https://www.nlc.org/covid-19-pandemic-response/american-rescue-plan-act/

Virginia Municipal League (VML):
https://www.vml.org/american-rescue-plan-act-resources/

National Association of Counties (NACo):
https://www.naco.org/sites/default/files/documents/NACo%20Preliminary%20Overview%20of%20Treasury%20Guidance%205.11.21.pdf

Virginia Association of Counties (VACo):
https://www.vaco.org/american-rescue-plan-act/

State and Local Fiscal Recovery Funds (SLFRF) Main Page:
https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds

Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) FAQ's
https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf

Interim Final Rule:
https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf

US Treasury Non-Entitlement Unit Information:
https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units

US Treasury Compliance and Reporting Information:
https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities

Census Classification Manual:
https://www2.census.gov/govs/pubs/classification/2006_classification_manual.pdf

US Treasury's User Guide for Treasury's Portal for Recipient Reporting:
https://home.treasury.gov/system/files/136/SLFRF_Treasury-Portal-Recipient-Reporting-User-Guide.pdf

TOWN OF PURCELLVILLE
ARPA CSLFRF FUNDING APPLICATION

Application MUST be COMPLETED in its ENTIRETY. ALL INFORMATION IS REQUIRED.
When complete, submit to Hooper McCann, Dir. of Admin via email (cc: Liz Krens and Paula Hicks) or hard copy.

Date submitted:

Department: **Project Manager:**

Phone Number: **Email Address:**

Project Name:

Amount Requested:

ARPA Expenditure Category (**see Attachment A**)**:** . *(If unsure of appropriate category, please contact Hooper or Liz - Do Not Leave Blank)*

Additional Reporting Required (Check one or both if applicable per Attachment A)**:**

☐ Evidence-based intervention documentation (If checked, describe the goals of the project and the evidence base for the intervention. Such evidence clearinghouses include the U.S. Department of Education's What Works Clearinghouse, the U.S. Department of Labor's CLEAR, and the Childcare & Early Education Research Connections and the Home Visiting Evidence of Effectiveness clearinghouses from Administration for Children and Families, as well as other clearinghouses relevant to particular projects.)

☐ Demographics information (If checked, describe how the project targets economically disadvantaged communities by noting that the intended beneficiaries earn less than 60 percent of the median income OR that over 25 percent of the intended beneficiaries are below the federal poverty line.)

Provide Data Sources (attach additional background information - quotes, etc):

Project Scope:

Estimated Completion Date:

Projected Cash Flow:

FY2022	FY2023	FY2024	FY2025	FY2026

TOTAL: $ 0 (Must agree to Amount Requested.)

Will there be on-going maintenance, license, administrative or other costs beyond FY2026? **YES** ☐ **NO** ☐
If YES, provide further information in the justification information below.

Eligibility Justification: (Provide justification for eligibility and cite sources such as ARPA IFR paragraph number or FAQ number. See Attachment B for a non-exclusive list of Reference Materials from US Treasury.)

For ARPA Administration Use Only

Eligibility Determination: ◯ **Yes** ◯ **No** **If No, Reason:**

Approved by: **DATE:**

Town Manager Approval for TC Action (formal Allocation & BA)

Date Budget Approved: ***BA #***

ARPA Expense Acct #:

PRIOR TO INITIATION OF PROJECT / EXPENDITURE

Anticipated Project Begin Date (or expenditure purchase date)**:** ___/___/___

Procurement Review and Approval: *(procurement officer initial and date)* _____ __/__/___

Date of Staff ARPA Documentation Planning Meeting: ___/___/___

(To ensure compliance w/federal reporting standards and other necessary project documentation criteria will be met and tracked appropriately)

Appendix 1: Expenditure Categories

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term "Expenditure Category" refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to at the summary level (e.g., EC 1) it includes all Expenditure Categories within that summary level.

1: Public Health	
1.1	COVID-19 Vaccination ^
1.2	COVID-19 Testing ^
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services
2: Negative Economic Impacts	
2.1	Household Assistance: Food Programs* ^
2.2	Household Assistance: Rent, Mortgage, and Utility Aid* ^
2.3	Household Assistance: Cash Transfers* ^
2.4	Household Assistance: Internet Access Programs* ^
2.5	Household Assistance: Eviction Prevention* ^
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers*
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)* ^
2.10	Aid to Nonprofit Organizations*
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support* ^
2.14	Rehiring Public Sector Staff
3: Services to Disproportionately Impacted Communities	
3.1	Education Assistance: Early Learning* ^
3.2	Education Assistance: Aid to High-Poverty Districts ^
3.3	Education Assistance: Academic Services* ^
3.4	Education Assistance: Social, Emotional, and Mental Health Services* ^
3.5	Education Assistance: Other* ^
3.6	Healthy Childhood Environments: Child Care* ^
3.7	Healthy Childhood Environments: Home Visiting* ^
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^

3.9	Healthy Childhood Environments: Other* ^
3.10	Housing Support: Affordable Housing* ^
3.11	Housing Support: Services for Unhoused Persons* ^
3.12	Housing Support: Other Housing Assistance* ^
3.13	Social Determinants of Health: Other* ^
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators* ^
3.15	Social Determinants of Health: Lead Remediation ^
3.16	Social Determinants of Health: Community Violence Interventions* ^
4: Premium Pay	
4.1	Public Sector Employees
4.2	Private Sector: Grants to Other Employers
5: Infrastructure[27]	
5.1	Clean Water: Centralized Wastewater Treatment
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Decentralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Stormwater
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking water: Treatment
5.11	Drinking water: Transmission & Distribution
5.12	Drinking water: Transmission & Distribution: Lead Remediation
5.13	Drinking water: Source
5.14	Drinking water: Storage
5.15	Drinking water: Other water infrastructure
5.16	Broadband: "Last Mile" projects
5.17	Broadband: Other projects
6: Revenue Replacement	
6.1	Provision of Government Services
7: Administrative	
7.1	Administrative Expenses
7.2	Evaluation and Data Analysis
7.3	Transfers to Other Units of Government
7.4	Transfers to Non-entitlement Units (States and territories only)

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

^Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section above for details)

[27] Definitions for water and sewer Expenditure Categories can be found in the EPA's handbooks. For "clean water" expenditure category definitions, please see: https://www.epa.gov/sites/production/files/2018-03/documents/cwdefinitions.pdf. For "drinking water" expenditure category definitions, please see: https://www.epa.gov/dwsrf/drinking-water-state-revolving-fund-national-information-management-system-reports.

Appendix 2: Evidenced-Based Intervention Additional Information

What is evidence-based?
For the purposes of the SLFRF, evidence-based refers to interventions with strong or moderate evidence as defined below:

Strong evidence means the evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

Moderate evidence means that there is a reasonably developed evidence base that can support causal conclusions. The evidence base consists of one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more non-experimental studies with positive findings on one or more intended outcomes. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e., a similar population that does not receive the intervention).

Preliminary evidence means that the evidence base can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study. A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and (2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.

REFERENCE MATERIALS

US Treasury CSLFRF main page:

https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units

Interim Rule: https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf

FAQ: https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf

Compliance & Reporting:

https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf