

Town of Purcellville

ARPA

State and Local Fiscal Recovery Fund

SPENDING PLAN



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October 12, 2021*

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January 25, 2022*



Town of Purcellville ARPA SLFRF SPENDING PLAN

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The American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds

BACKGROUND:

Revised 1/25/2022

(To incorporate updated information provided within the U.S. Treasury's Final Rule)

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 (SLFRF), 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.

The U.S. Treasury released the much-anticipated Final Rule (FR) in early January 2022. Prior to this, the Treasury's Interim Final Rule (IFR), released in May 2021, served as the primary guiding document for use of the SLFRF. As a result of feedback provided to the Treasury through its outreach and public comment process, the FR was drafted to provide broader flexibility and greater simplicity for the recipients.

The FR clarifies **Four Key Eligible Use Categories:**

1) Replacing Public Sector Revenue Loss

- In lieu of a complicated revenue loss calculation, the FR allows the recipient to choose a standard allowance for revenue loss of \$10 million. Recipients selecting the standard allowance may use the SLFRF for the provision of government services, with streamlined reporting requirements.

2) Public Health and Economic Impacts

- In addition to programs and services, the FR enables recipients to use funds for capital expenditures supporting eligible COVID-19 public health or economic response.
- The FR also broadens the use to restore and support government employment to include:
 - Retention incentives
 - Hiring above pre-pandemic baseline
 - Funds to employees who experienced pay cuts or furloughs
 - Avoiding layoffs

3) Premium Pay

- The FR provides more streamlined options to provide premium pay, by expanding the share of eligible workers who may receive premium pay with focus on lower-income and frontline workers performing essential work.

4) Water, Sewer and Broadband Infrastructure

- The FR broadens the eligible infrastructure investment uses.

Restricted Uses:

While the FR increases the flexibility of use, the updated use guidelines still carry restrictions on the use of the funds. **Funding may not be used to:**

- Offset a reduction in net tax revenue
- Make deposits into a pension fund
- Fund debt service or replenish financial reserves
- Satisfy legal settlements or judgements
- Fund a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute.

As noted in the key eligible uses designated above, one of the most significant changes with the FR is the ability for recipients to elect a “standard allowance” of up to \$10 million to spend on government services. In order to avoid expending additional resources to manage the annual revenue loss calculation provided in the Treasury’s FR formula, the Town may choose to accept the standard allowance. Placing the remaining projects under the Lost Public Sector Revenue/Spending on Government Services category enables greater flexibility to utilize the funding for a broader range of government services. Funds spent under this category are eligible for streamlined reporting and compliance requirements. With this in mind, staff moved the remaining potential projects under the Lost Revenue/Government Services category.

In the FR, the Treasury also expanded the guidelines associated with **Public Sector Capacity**. As noted in the Treasury document *Coronavirus State and Local Fiscal Recovery Funds: Overview of the Final Rule* (link to the full document provided under the Resources section of this Plan), published in conjunction with the FR, “Under the increased flexibility of the final rule, SLFRF funding may be used to support a broader set of uses to restore and support public sector employment.” Further, “Eligible uses include hiring up to a pre-pandemic baseline that is adjusted for underinvestment in the public sector... providing worker retention incentives, and paying for ancillary administrative costs related to hiring, support, and retention.” With regard to the section delineated as ***Supporting and retaining public sector workers***, recipients are able to utilize funding to “maintain current

compensation levels, with adjustments for inflation” as well as “providing worker retention incentives, including reasonable increases in compensation.” The FR notes that requests were made for jurisdictions to be able to utilize funding to “retain employees through pay increase and other retention programs.” This section of the FR and Overview of the FR represents a defined desire and necessity for local governments to restore and support public sector employment. The ability to retain and compensate the talented and experienced professional municipal staff is critical to maintaining a strong and capable team as a foundation for success. Employees who are treated well and work in an environment that helps them thrive, increases productivity thus enabling the jurisdiction to provide the best possible service delivery and to meet the goals of the organization and community.

Another topic of interest with many jurisdictions was the ability to utilize SLFRF for reservoir related projects. The initial information available in the IFR and Drinking Water State Revolving Fund (DWSRF) excluded reservoirs as qualified projects. Fortunately, after further inquiry, the Town received authorization to move forward with the Town’s reservoir rehabilitation project utilizing SLFRF. This authority was provided through the United States Environmental Protection Agency (EPA) via a July 14, 2021 Memorandum of Approval of Class Exemption from the Regulatory Prohibitions on the Use of Drinking Water State Revolving Fund (DWSRF) for the Rehabilitation of Dams and Reservoirs. The Treasury’s FR further verified this authorization.

The Treasury’s FR maintains the specific criteria with regard to recipients’ compliance responsibilities and reporting requirements as defined in the *Treasury’s Compliance and Reporting Guidance – State and Local Fiscal Recovery Funds, Version: 2.0*, dated November 5, 2021. It is important to note that the Town should ensure these requirements are shared and understood throughout the organization to enable compliance with the information contained therein especially when developing appropriate controls for the use of the award funds.

An internal request form, the *ARPA SLFRF Funding Application* (copy provided as part of the *Resources* 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 requisite 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 for the use, monitoring, project tracking, record retention, and reporting is critical for the Town 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 Final Rule, and all applicable reporting requirements. The Federal legislation further identifies four guiding principles for the development of effective compliance policies and processes.

Key Guiding Principles:

- 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 SLFRF 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.

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.

The following “Spending Plan” (Plan) provides both a summary and a comprehensive view of projects and expenditures for Town Council consideration and ultimate action. Staff incorporated 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 remain somewhat fluid as we move through the entire ARPA funding period. Anticipated project cost and fiscal year placement may need to be adjusted due to bidding results, design schedules, and contractor availability. As more information and guidelines are published by the U.S. Treasury, additional modifications to this Plan may be necessary.



ARPA SLFRF DRAFT Allocation and Spending Plan Fund Summary

<i>CATEGORY</i>	<i>Total</i>	<i>Percent of Total Allocation</i>
Investment in Water and Sewer Infrastructure	\$ 8,056,000	76%
Government Services to extent of Revenue Reduction *	\$ 2,503,844	24%
TOTAL AWARD	\$ 10,559,842	100%

* Note, if the Town Council so desires, the Town may accept the Standard Allowance of up to \$10 million for revenue reduction.

Updates:

11/17/2021 - Reallocated the 10% (\$1,055,984) originally dedicated to Broadband Infrastructure to Water & Sewer Infrastructure.

12/14/2021 - 1% of funding originally allocated to Public Health Emergency & Negative Economic Impacts moved to Investment in Water and Sewer Infrastructure to add funding for Hirst Reservoir Improvements (total project cost \$1,810,000).

1/25/2022 - Allocated remaining funds to Government Services to the extent of Revenue Reduction to allow greater flexibility for the use of the funds.



Town of Purcellville - ARPA SLFRF Allocation Proposed Spending Plan (Note: It is expected this spending plan will need to be adjusted over time.)

1/25/2022 - Update

Status	Description	Project Detail Page #	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
			\$ 5,279,922		\$ 5,279,922		\$ 10,559,844			
Water & Sewer Infrastructure			\$3,959,941		\$4,096,059		\$8,056,000			
APPROVED	Upgrade & Expansion of WWTP SCADA System (Project #22-01)	11		\$500,000		\$0		\$500,000	9/14/2021 BA#22-007	100%
APPROVED	Hirst Reservoir Rehabilitation (Project #22-02)	12		\$580,000		\$1,230,000		\$1,810,000	12/14/2021 BA#22-014	100%
APPROVED	New Finished Water Storage Tank (Project #22-03)	13		\$2,399,941		\$1,346,059		\$3,746,000	12/14/2021 BA#22-013	100%
APPROVED	WTP to Town Watermain Replacement (Project #22-04)	14		\$480,000		\$1,520,000		\$2,000,000	12/14/2021 BA#22-012	100%
APPROVED Project Total				\$3,959,941		\$4,096,059		\$8,056,000		
Standard Allowance (up to \$10 million)			\$ 1,319,981		\$ 1,183,863		\$ 2,503,844			
Public Sector Revenue Loss for Provision of Government Services										
	Premium Pay to Public Sector Employees (58 qualified employees) (\$272,000)	16		\$272,000		\$0		\$272,000		100%
	Permanent Pre-chlorination Building for Marsh & Jeffries Wells (Ant. \$600k)	17		\$484,981		\$115,019		\$600,000		100%
	Replacement of 1,000 Water Meter Registers (CARP) (Ant. \$225,000)	18		\$225,000		\$0		\$225,000		100%
	Critical Security Enhancements at WT Plant, Facilities & Water Sources (CARP) (Ant. \$450k)	19		\$50,000		\$400,000		\$450,000		100%
	Supporting & Retaining Public Sector Employees (Ant. \$590k)	20		\$0		\$590,000		\$590,000		100%
	Town Facility Security Enhancements (excluding WT facilities) (Ant. \$50k)	21-22		\$50,000		\$0		\$50,000		100%
	IT Core Infrastructure - Cybersecurity - Water & Wastewater (Ant. \$50k)	23		\$50,000		\$0		\$50,000		100%
	IT Core Infrastructure - Cybersecurity - (excluding Water & Wastewater) (Ant. \$50k)	24		\$50,000		\$0		\$50,000		100%
	Assistance to Small Businesses, Households, Non-Profits / Façade Improvement Grants	25		\$138,000		\$78,844		\$216,844		100%
Total Recommended Use - Remainder of Funding				\$1,319,981		\$1,183,863		\$2,503,844		
Grand Total			\$5,279,922	\$5,279,922	\$5,279,922	\$5,279,922	\$10,559,844	\$10,559,844		



ARPA Spending Plan

FY 2022 – FY 2024 (2025)

APPROVED WATER & SEWER INFRASTRUCTURE PROJECTS

Status	Water & Sewer Infrastructure Project Description	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
APPROVED	Upgrade & Expansion of WWTP SCADA System (Project #22-01)	11	\$500,000	\$0	\$500,000	9/14/2021 BA#22-007	100%
APPROVED	Hirst Reservoir Rehabilitation (Project #22-02)	12	\$580,000	\$1,230,000	\$1,810,000	12/14/2021 BA#22-014	100%
APPROVED	New Finished Water Storage Tank (Project #22-03)	13	\$2,399,941	\$1,346,059	\$3,746,000	12/14/2021 BA#22-013	100%
APPROVED	WTP to Town Watermain Replacement (Project #22-04)	14	\$480,000	\$1,520,000	\$2,000,000	12/14/2021 BA#22-012	100%
APPROVED Project Total			\$3,959,941	\$4,096,059	\$8,056,000		

PROJECT PROFILE – Sewer Infrastructure

Project # 22-01

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. If the current monitoring system should fail, it would require significant staff time and resources to keep operations running.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$500,000

RECOMMENDED ALLOCATIONS BY FY:

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:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

Engineering design estimate received to get the pump station on board. Also, estimate received from the supplier for equipment. Total project cost includes \$70k expense for engineering project management.

PROJECT PROFILE - Drinking Water Source

Project # 22-02

HIRST RESERVOIR REHABILITATION

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 & JUSTIFICATION: The Hirst Reservoir was constructed with a multi-level intake structure to allow operators to withdraw water from different levels in the reservoir. This ability gave operators the flexibility to withdraw water with the best quality (least affected by algae or turbidity). Several years ago, the dock leading to the intake structure and the top of the structure became structurally unstable, collapsed and the dock and the top portion of the pipe fell to the bottom of the reservoir. Currently, a simple mesh screen is installed at the top of the intake pipe. Water is always withdrawn from the top portion of the intake; several of the gates and valves in the structure are considered inoperable. Additionally, the sluice gate that would allow operators to remove sediment from the bottom of the reservoir has not been operated for many years and is considered inoperable. This has allowed sediment laden with algae to build up in the reservoir, which further affects the water quality. This rehabilitation project involves the design and installation of a new intake structure and sluice gate to replace the broken and inoperable structures to allow operators to properly manage the reservoir and maximize water quality. It will add storage capacity to the system, but will not increase the yield (GPD) capacity. Asset useful life 25-50 years. This rehabilitation project also includes the dredging of the algae laden sediment build up from the bottom of the Hirst Reservoir dredging (*Additional information may be found in the Town's Adopted FY 2022 Budget pgs. 266-267*)

PROJECT FUNDING

TOTAL PROJECT COST: **Anticipated \$1,810,000**

Treasury Expenditure Category: 5.13

RECOMMENDED ALLOCATIONS BY FY:

FY 2022	\$ 580,000
FY 2023	\$ 1,230,000
FY 2024	

Budgeted Funding in FY22 CIP: \$126,050

Project Approved and Funding Appropriated: December 14, 2021 BA#22-014

OTHER INFORMATION

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

- ☐ YES ☒ NO No increase in operating costs. Would allow operators the flexibility to withdraw water at various levels to maximize water quality, which could decrease costs for chemicals needed to control taste and odor issues.

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

Project added to ARPA Spending Plan by Town Council 11/17/2021. Authority to move forward with this reservoir rehabilitation project provided through the United States Environmental Protection Agency (EPA) via a July 14, 2021 memorandum of Approval of Class Exemption from the Regulatory Prohibitions on the Use of Drinking Water State Revolving Fund (DWSRF) for the Rehabilitation of Dams and Reservoirs

PROJECT PROFILE - Drinking Water Storage

Project # 22-03

NEW FINISHED 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: A new finished water storage tank was identified as a high priority in the 2021 Water Resources Update. The new elevated water storage is considered a critical project in order to increase the Town's effective storage, which is currently less than recommended by the Virginia Department of Health. The amount of additional storage recommended is 500,000 gallons.

JUSTIFICATION: The additional storage will provide drought resiliency, increase the reliability of the water system, provide additional storage for fire flow, and allow for greater flexibility for regular maintenance of the existing water storage tanks. It will further minimize the chances of contamination due to a decrease in water system pressure caused by high usages, drought conditions or water main breaks. The water storage tank will tie onto two separate and unique water mains, thereby providing two paths for the water to enter the Town distribution system. A site south of Woodgrove High School has been identified for the location of the new water storage tank.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$3,746,000

Treasury Expenditure Category: 5.14

RECOMMENDED ALLOCATIONS BY FY:

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

Budgeted Funding in FY22 CIP: \$416,000

Project Approved and Funding Appropriated: December 14, 2021 BA#22-013

OTHER INFORMATION

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

☒ YES ☐ NO Ongoing Annual Cost: \$ 15,000 (Increased maintenance for site, tank & appurtenances)

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES: An RFP for design and engineering services was issued December 10, 2021 with a closing date of January 21, 2022. A selection committee will choose the design engineer. The Town is working with Loudoun County in order to provide a deed description of the property, which is located on land currently owned by the Loudoun County Board of Supervisors. Design and easement acquisition are expected to take 1- 1½ years, with construction commencing in the 4th quarter of 2023.



ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Drinking Water Transmission

Project # 22-04

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. 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 and potential contamination of the Town's water system. Additionally, this water main is the sole water main that conveys water from the water treatment plant and the Marsh Well to the Town's distribution system. A break in this water main would cut off nearly 50% of the Town's water supply to the Town. 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. 268-269*)

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$2,000,000

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Category: 5.11

FY 2022	\$ 480,000
FY 2023	\$ 1,520,000
FY 2024	\$

Project Approved and Funding Appropriated: December 14, 2021 **BA#22-012**

OTHER INFORMATION

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

☒ YES ☐ NO **Ongoing Annual Cost:** Minimal until the end of useful life

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:



ARPA Spending Plan

FY 2022 – FY 2024 (2025)

FUNDING USE RECOMMENDATIONS UNDER THE CATEGORY OF PUBLIC SECTOR REVENUE LOSS FOR PROVISION OF GOVERNMENT SERVICES

Standard Allowance (up to \$10 million) Public Sector Revenue Loss for Provision of Government Services	Project Detail Page #			
Premium Pay to Public Sector Employees (55 qualified employees) (\$270,500)	16	\$270,500	\$0	\$270,500
Permanent Pre-chlorination Building for Marsh & Jeffries Wells (Ant. \$600k)	17	\$484,981	\$115,019	\$600,000
Replacement of 1,000 Water Meter Registers (CARP) (Ant. \$225,000)	18	\$225,000	\$0	\$225,000
Critical Security Enhancements at WT Plant, Facilities & Water Sources (CARP) (Ant. \$450k)	19	\$50,000	\$400,000	\$450,000
Supporting & Retaining Public Sector Employees (Ant. \$590k)	20	\$0	\$590,000	\$590,000
Town Facility Security Enhancements (excluding WT facilities) (Ant. \$50k)	21-22	\$50,000	\$0	\$50,000
IT Core Infrastructure - Cybersecurity - Water & Wastewater (Ant. \$50k)	23	\$50,000	\$0	\$50,000
IT Core Infrastructure - Cybersecurity - (excluding Water & Wastewater) (Ant. \$50k)	24	\$50,000	\$0	\$50,000
Assistance to Small Businesses, Households, Non-Profits / Façade Improvement Grants	25	\$139,500	\$78,844	\$218,344
Total Recommended Use - Remainder of Funding		\$1,319,981	\$1,183,863	\$2,503,844

PROJECT PROFILE - Revenue Replacement/Government Services - Project

PREMIUM PAY TO PUBLIC SECTOR EMPLOYEES

Revenue Replacement/Provision of Gov't Services

DEPARTMENT: Administration & HR

PROJECT MANAGER: D. Mekarski/S. Rauch

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION & JUSTIFICATION: ARPA funds may be used to provide premium pay to eligible workers performing essential services during the COVID-19 public health emergency. Employees 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.

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 Department Heads and those employees who were able to telework.

Staff proposes a tiered, one-time compensation for 58 essential Town employees.

1st Tier @ \$7,500 ea. – Police (12)

2nd Tier @ \$5,000 ea. – Water, Wastewater, Maintenance, IT, Other (33)

3rd Tier @ \$2,000 ea. (PT @\$1,000 ea.) – Customer Service, Finance, Other (13)

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$272,000

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Category: 6.1

FY 2022	\$ 272,000
FY 2023	
FY 2024	

OTHER INFORMATION

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

☐ YES ☒ NO **Ongoing Annual Cost:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE - Revenue Replacement/Government Services - Project

PERMANENT PRE-CHLORINATION BUILDING FOR MARSH & JEFFERIES WELL

Revenue Replacement/Provision of Government Services

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: This project provides a building in which to house the pre-chlorination facility for the Jeffries well. Currently, the pre-chlorination is housed in a small building that was permitted as a temporary solution by Loudoun County. The building will provide a future use for additional water supply treatment for the Aberdeen wells.

JUSTIFICATION: This project will increase system reliability and will be a first step to increase drought resiliency with respect to water supply capacity and was identified as a priority in the 2020 AWIA Risk Assessment.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$600,000

Treasury Expenditure Category: 6.1

RECOMMENDED ALLOCATIONS BY FY:

FY 2022	\$ 250,000
FY 2023	\$ 300,000
FY 2024	

Budgeted Funding in FY22 CIP: \$50,000

OTHER INFORMATION

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

☒ YES ☐ NO **Ongoing Annual Cost:** \$ 2,500 (electric & general building maintenance)

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE - Revenue Replacement/Government Services - Project

REPLACEMENT OF 1,000 WATER METER REGISTERS

Revenue Replacement/Provision of Government Services

RESPONSIBLE DEPARTMENT: Public Works

PROJECT MANAGER: S. Grey

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

RECOMMENDED ALLOCATIONS BY FY:

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:** Ongoing operational costs exist in the current budget and will continue annually.

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE - Revenue Replacement/Government Services - Project

SECURITY ENHANCEMENTS FOR WATER TREATMENT PLANT & OTHER CRITICAL WATER INFRASTRUCTURE

Revenue Replacement/Provision of Government Services

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: These projects will 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. The DRAFT ERP was completed this month (Nov). It is important to note, the cybersecurity element of security enhancements for water and wastewater will be detailed in a separate project profile.

PROJECT DETAIL: *Projects addressing comments provided in the DHS Security & Resilience Report and Source Water Protection Plan will be noted as DHSSR & SWPP*

- 1) Replace corroded metal and doors at WTP buildings - **\$22,165**
- 2) Replace & Upgrade Security Fencing to meet the standards identified in the DHSRR & SWPP:
 - a) WTP – remove & replace 1,200 feet of existing fence w/new gate control - **\$106,200**
 - b) Elevated tank - remove & replace 1,000 feet of existing fence w/new gate control - **\$90,500**
 - c) Pre-treatment building – remove & replace 225 feet of existing fence - **\$17,505**
 - d) Fence 7 wells - **\$69,160** *(VDH grant funding may be available for this expenditure)*
- 3) Addition of 441 feet of guardrail *(boulders are a possible alternative)* along Short Hill Rd embankment per DHSSR - **\$29,212**
- 4) Installation of Security Cameras *(includes recorded video surveillance at the sites without internet connection)*, in accordance with DHSSR & SWPP:
 - a) Elevated tank, pre-treatment building, Nature Park GWTP, Main St. GWTP, Mountain View GWTP - **\$19,662**
 - b) Potts Spring, Harris Spring & Cooper Spring (trail cams) **\$750.00**
- 5) Increase lighting at water facilities per DHSSR & SWPP - **\$12,700**
- 6) Replace under-sized generator at Nature Park GWTO per 2020 AWIA Risk Assessment - **\$80,000**

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated total of all security improvements \$450,000

RECOMMENDED ALLOCATIONS BY FY:	FY 2022	\$ 50,000
	FY 2023	\$ 400,000
	FY 2024	

Treasury Expenditure Category: 6.1

OTHER INFORMATION

1) Project creates ongoing operational costs in FY 2025 and beyond: ☐ YES ☐ NO
Ongoing Annual Cost: \$

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE - Revenue Replacement/Government Services - Project

SUPPORTING & RETAINING PUBLIC SECTOR EMPLOYEES

Revenue Replacement/Provision of Government Services

DEPARTMENT: Administration & HR

PROJECT MANAGER: D. Mekarski/S. Rauch

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION & JUSTIFICATION: The ability for the Town to provide the services the community needs and expects lies principally on the staff. Regardless of the situation, working conditions, weather, pandemic – the talented and dedicated staff are on duty ensuring the Purcellville community receives the services they require. In the Treasury’s Final Rule, the guidelines associated with **Public Sector Capacity** were expanded. The Treasury document *Coronavirus State and Local Fiscal Recovery Funds: Overview of the Final Rule*, published in conjunction with the Final Rule, notes “Under the increased flexibility of the final rule, SLFRF funding may be used to support a broader set of uses to restore and support public sector employment.” Further, “Eligible uses include hiring up to a pre-pandemic baseline that is adjusted for underinvestment in the public sector... providing worker retention incentives, and paying for ancillary administrative costs related to hiring, support, and retention.”

With regard to the section delineated as Supporting and retaining public sector workers, recipients are able to utilize funding to “maintain current compensation levels, with adjustments for inflation” as well as “providing worker retention incentives, including reasonable increases in compensation.” The FR also highlights these updates were in response to requests made by multiple jurisdictions to be able to utilize funding to “retain employees through pay increase and other retention programs.” This section of the FR and Overview of the FR represents a defined desire and necessity for local governments to restore and support public sector employment. The ability to retain and compensate the talented and experienced professional municipal staff is critical to maintaining a strong and capable team and as a foundation for success. Employees who are treated well and work in an environment that helps them thrive, increases productivity thus enabling the jurisdiction to provide the best possible service delivery and to meet the goals of the organization and community.

This project includes \$217k in funding to adjust pay ranges for 36 positions, organization wide, consistent with the compensation and classification study completed in 2018. This is an important step in retention of existing employees and ensure equity across the organization. Additionally, this includes funding to support the new Pay for Performance program and system, initiated by HR in July of 2021, at the request of Town Council. This program is intended to reward outstanding performance as well as performance that fully meets the standards of each job. Goals and benchmarks are a critical aspect of a performance management program. It is critical to support and reward those achievements. It also plays a role in motivating and retaining staff. Additionally, many employees and departments carry a very heavy workload burden, employees consistently perform at an extremely high level with diminishing resources and should be recognized. Employees have also expressed dissatisfaction with across-the-board increases without consideration of the employee’s overall contributions to the organization. While this program helps with employee motivations and retention, it must be consistently funded in order to function effectively, otherwise it becomes a hollow and unsuccessful effort without employee buy-in. HR is recommending 5% for FY2023 Pay for Performance (\$373k).

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$ 590,000

Treasury Expenditure Category: 6.1

RECOMMENDED ALLOCATIONS BY FY:

FY 2022	
FY 2023	\$ 590,000
FY 2024	

PROJECT PROFILE – Revenue Replacement/Government Services - Project

TOWN FACILITY SECURITY ENHANCEMENTS

(Town Hall, Police Department, Train Station & Tabernacle)

Revenue Replacement/Provision of Government Services

RESPONSIBLE DEPARTMENT: TBD

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier Two (#1)

PROJECT DESCRIPTION

DESCRIPTION & JUSTIFICATION: While it is critical for the Town Hall to remain open and accessible to the public, public access can pose threats to security. Even the smallest security breach can have lasting effects on the Town and the community. In 2019 a staff Security Planning Team was established to review needs and develop plans to address those needs. Prior to the development of this team, a representative from the Loudoun County's Sheriff's Office completed a security review of the Town Hall. Recommendations were made to address identified security needs and upgrades. As a result of the pandemic, we are now looking at the provision of government services a little differently. The hours for public access at Town Hall have been modified multiple times over the last year and a half. As we move toward an increase to public access, we need to refocus on security. Upgrades began with the installation of a Ring camera at the front entrance. Additionally, card reader access has been added to the first-floor access doors, including the Chambers. Staff would like to continue this transition with the doors on the lower level as well as other identified areas. Two new cameras have been added to the exterior of the building. This project would continue this effort. **(\$12,675)**

Additional facility enhancements include 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. 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. **(\$13,725)**

This project would include camera installation in interrogation room, lobby area, back lot, front lot, property and evidence room door and interior areas. These security camera installations will provide greater security to the facility. Monitoring the cameras will be beneficial should there be security risks involving police officers or facilities. It is best practice to provide security coverage of vulnerable government buildings. Cameras monitoring the property and evidence areas is required to meet VLEPSC accreditation standards. (Awaiting quote)

This portion of the overall facility enhancements includes the installation of 1 exterior and 3 interior IP video cameras at the Tabernacle. The external camera would be mounted on the Fireman's Field Press Box. The interior cameras would be mounted to the right of the stage, the hallway leading to the restrooms, and the concession area. This will allow monitoring for security and safety purposes, as well as provide documentation in the event of a skating injury. **(\$6,545)**

PROJECT PROFILE Continued – Revenue Replacement/Government Services

TOWN FACILITY SECURITY ENHANCEMENTS (CONT'D)
(Town Hall, Police Department, Train Station & Tabernacle)

**Revenue Replacement/Provision of
Government Services**

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$50,000

Treasury Expenditure Category: 6.1

RECOMMENDED ALLOCATIONS BY FY:

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: Minimal

2. Project requires another entity to complete:

☒ YES ☐ NO If YES, Entity Name: NGSC, Inc., currently under contract with the Town

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

Town Hall - quote received (\$12,675) to install 4 new card readers on lower level doors, 2 new exterior IP, dual lens cameras for the exterior of Town Hall, and additional interior panic button. Includes all cable, cabling, devices, installation and programing. Tabernacle - quote received (\$6,545) to install 1 new exterior IP camera and 3 new interior IP cameras and includes all cable, cabling, devices, installation and programing.

Train Station - project cost updated 11/14/2021 according to quote (project cost reduced from \$15k to \$13,725). Quote amount includes 2 new card reader doors, electronic locks on both bathrooms, 2 new exterior IP cameras, all cable, cabling, devices, installation and programing.

Tabernacle – Quote received (\$6,545) to install 1 new exterior IP camera and 3 new interior IP cameras and includes all cable, cabling, devices, installation and programing.

PROJECT PROFILE – Revenue Replacement/Government Services - Project

**IT CORE INFRASTRUCTURE – CYBERSECURITY
WATER AND WASTEWATER**

**Revenue Replacement/Provision of
Government Services**

DEPARTMENT: IT

PROJECT MANAGER: S. Bohince

STRATEGIC INITIATIVE: Practice Good Governance

Action Agenda: Tier Two (#1)

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: As noted in the document, published in 2019 by the American Water Works Association, *Cybersecurity Risk & Responsibility in the Water Sector* (link to entire document available in the Resources section of this spending plan) “Cyber risk is the top threat facing business and critical infrastructure in the United States. Government intelligence confirms the water and wastewater sector is under a direct threat as part of a foreign government’s multi-stage intrusion campaign, and individual criminal actors and groups threaten the security of our nation’s water and wastewater systems’ operations and data.” Further, “A robust and tested cybersecurity program is critical to protect public health and safety, prevent service disruptions, and safeguard customer and employee personal and financial information.” Cybercrimes will continue to grow. While personal information and business data are attractive targets, the impact of cybersecurity attacks on water and sewer operations has the potential to impact not only the Town but also the region and beyond. In a catastrophic situation, the Town may need significant assistance via mutual aid from other local and regional municipal and non-governmental partners. Some potential negative impacts would be possible contamination, malfunctioning operational systems, and service outages. The magnitude of a system-wide loss of service could result in illnesses, possible loss of life as well as potentially compromise the ability for firefighters to fight fires and other emergency response efforts. The Town has cyber risk coverage through VRSA; however, it is critical the Town ensure reasonable defenses and protocols in place to help avoid and mitigate potential threats.

PROJECT FUNDING

TOTAL PROJECT COST: \$50,000

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Categories: 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:** \$

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

IT CORE INFRASTRUCTURE
(excluding Water & Wastewater)

**Revenue Replacement/Provision of
Government Services**

RESPONSIBLE DEPARTMENT: IT

PROJECT MANAGER: S. Bohince

STRATEGIC INITIATIVE: Practice Good Governance

Action Agenda: Tier Two (#1)

PROJECT DESCRIPTION

DESCRIPTION & JUSTIFICATION: The need for enhancements to the Town’s overall cyber security was identified in the Town’s independent auditor’s findings. Municipalities have been identified as ideal targets for cybercriminals. With the influx of significant federal funding transmitted to local governments, a commitment to adequate and diligent cybersecurity measures is more critical than ever. Hackers continue to develop new methods to disable systems while extracting money and information.

As noted in the project profile for cyber security updates in water and wastewater, according to a document published in 2019 by the American Water Works Association, *Cybersecurity Risk & Responsibility in the Water Sector* (link to entire document available in the Resources section of this spending plan) “A robust and tested cybersecurity program is critical to protect public health and safety, prevent service disruptions, and safeguard customer and employee personal and financial information.” Cybercrimes will continue to grow. Personal information and business data remain attractive targets. The Town has cyber risk coverage through Virginia Risk Sharing Association) VRSA; however, it is critical the Town ensure reasonable defenses and protocols in place to help avoid and mitigate potential threats. In an effort to ensure the Town continues to meet VRSA’s cybersecurity protocols and expectations, staff requested more specific information from their director of underwriting.

PROJECT FUNDING

TOTAL PROJECT COST: \$50,000

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Categories: 6.1

FY 2022	\$ 50,000
FY 2023	
FY 2024	

OTHER INFORMATION

- Project creates ongoing operational costs in FY 2025 and beyond:**
☒ YES ☐ NO **Ongoing Annual Cost:** \$ TBD
- Project requires a partnership with another entity to complete:**
☐ YES ☒ NO **If YES, Entity Name:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE - Revenue Replacement/Government Services - Project

ASSISTANCE TO SMALL BUSINESSES, HOUSEHOLDS, NON-PROFITS / FAÇADE IMPROVEMENT GRANTS

Revenue Replacement/Provision of Government Services

DEPARTMENT: Engineering, Planning & Community Development and Administration

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION: To develop program criteria for assistance to small businesses, households and/or non-profits, staff would need further input from Town Council.

The establishment of a Façade Improvement Program was recommended 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:

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Category: 6.1

FY 2022	Unidentified
FY 2023	
FY 2024	

OTHER INFORMATION

- Project creates ongoing operational costs in FY 2025 and beyond:**
☐ YES ☐ NO **Ongoing Annual Cost:**
- Project requires a partnership with another entity to complete:**
☐ YES ☐ NO **If YES, Entity Name:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

OTHER POTENTIAL PROJECTS

UNDER THE CATEGORY OF PUBLIC SECTOR REVENUE LOSS FOR PROVISION OF GOVERNMENT SERVICES

Standard Allowance <i>(up to \$10 million)</i> Public Sector Revenue Loss for Provision of Government Services	Project Detail Page #
WTP SCADA System Improvements (CARP) <i>(Ant. \$18k)</i>	27
Lining of Sewer Mains & Manholes <i>(Ant. \$750k)</i>	28
Reservoir to WTP Watermain Replacement <i>(Ant. \$2,240,000)</i>	29
Town Emergency Preparedness, Continuity of Operations, Recovery Plan	30
Electronic LED Community Event Sign @ Main & Maple <i>(Ant. \$50k)</i>	31
Repair electric service (install conduit) 21st/23rd Parking lot <i>(Ant. \$46k)</i>	32
Replace all public streetlights w/LED <i>(Ant. \$58k)</i>	33
ARPA Funding Program Administrator <i>(Temp PT position - 1st yr approx. 6 mos)</i>	34
Space Assessment @Town Hall (blgd space inefficiently used & assess for improvements to mitigate spread of disease) <i>(Ant. \$25k)</i>	35
Touchless tech for Town facilities (ex. bathrooms, doors, etc) <i>(Ant. \$25k)</i>	36
Other Town facility modifications to mitigate spread of disease <i>(TBD)</i>	37
AV/Technical Support during public meetings (Temp PT) <i>(Ant. \$10k annually)</i>	38
Outdoor Stage in Dillon's Woods (CIP) <i>(Ant. \$180k)</i>	39
Generator for Police Department Facility <i>(Ant. \$???k)</i>	40
Ballistic Drywall for Police Department Facility <i>(Ant. \$???k)</i>	41
Generator at Tabernacle (emergency warming & cooling station) <i>(Ant \$60k)</i>	42
Broadband	43
Pullen House Demolition <i>(Ant. \$80k ?)</i>	N/A
Renovation of Police Leased Facility <i>(Ant. \$1,200,000)</i>	N/A



ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Replacement/Government Services - Project

WTP SCADA SYSTEM IMPROVEMENTS

Revenue Replacement/Provision of Government Services

DEPARTMENT: Engineering, Public Works & Wastewater

PROJECT MANAGER: B. Snyder/D. Lehnig

STRATEGIC INITIATIVE: Promote Community & Economic Well-Being

Action Agenda: Tier One

PROJECT DESCRIPTION

DESCRIPTION: This upgrade will allow the update of the Supervisory Control & Data Acquisition (SCADA) system software before the end of the support period and add native encryption to the Nature Park tunnel. Additionally, this will replace the existing communication panel at the elevated tank with a new Opto22 PLC. Based on modern cybersecurity standards, will act as a data concentrator for the existing remote radio sites.

JUSTIFICATION: The use of efficient and precise water monitoring systems is critical to provide the Purcellville community with clean water. The water used every day is meticulously monitored to ensure the overall water quality is consistent and in compliance with state and federal regulations. 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 water treatment process.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$18,000

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Category: 6.1

FY 2022	\$ 18,000
FY 2023	\$
FY 2024	\$

OTHER INFORMATION

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

☐ YES ☐ NO Ongoing Annual Cost:

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:



ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Replacement/Government Services - Project

LINING OF SEWER MAINS & MANHOLES

Revenue Replacement/Provision of Government Services

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: This project will line approximately 10,000 linear feet of various sewer mains throughout the Town's sewer collection system. This will help to mitigate I&I. Priority areas are (1) G Street sewer basin – consistent with recommendations following a recent assessment, and (2) Country Club Drive and adjacent areas that flow into the West End pump station. We typically see the West End pump station run 2-3 time longer during rainfall and snow melt. The remainder of the funding would be focused sections that have infrastructure issues.

Additionally, this project will line approximately 1,000 vertical feet of cementitious lining of manholes. Lining of the manholes is a large part of the mitigation of I&I. The work would be completed in the same areas that the mainline lining is performed.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$750,000

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Category: 6.1

FY 2022	
FY 2023	\$ 250,000
FY 2024	Unidentified

OTHER INFORMATION

- 1. Project creates ongoing operational costs in FY 2025 and beyond:**
☐ YES ☐ NO **Ongoing Annual Cost:** Minimal until the end of useful life.
- 2. Project requires a partnership with another entity to complete:**
☐ YES ☐ NO **If YES, Entity Name:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

RESERVOIR TO WATER TREATMENT PLANT WATER MAIN REPLACEMENT

Revenue Replacement/Provision of Government Services

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

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Category: 6.1

FY 2022	Unidentified
FY 2023	Unidentified
FY 2024	Unidentified

OTHER INFORMATION

- Project creates ongoing operational costs in FY 2025 and beyond:**
☐ YES ☐ NO **Ongoing Annual Cost:** Minimal until the end of useful life.
- Project requires a partnership with another entity to complete:**
☐ YES ☐ NO **If YES, Entity Name:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

TOWN EMERGENCY PREPAREDNESS, CONTINUITY OF OPERATIONS, RECOVERY PLAN

Revenue Replacement/Provision of Government Services

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 it is to 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. *(Links to FEMA emergency operations plans resources are available in the Resource section of this document.)*

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$60,000

RECOMMENDED ALLOCATIONS BY FY:

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:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

ELECTRONIC COMMUNITY EVENTS SIGN

Revenue Replacement/Provision of Government Services

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: This would replace the existing community events sign with an electronic sign, saving staff time as well as cost to have signs made – both to those who pay to place signs for community events as well as the Town. This would also provide an opportunity for the Town to have immediate access to a public information communications platform, to provide critical and time sensitive notices to the public such as emergency messages, weather updates, changes to refuse service, etc.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$50,000

RECOMMENDED ALLOCATIONS BY FY:

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:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

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

Revenue Replacement/Provision of Government Services

DEPARTMENT: Engineering/Facilities Management

PROJECT MANAGER: J. Goff/B Dryden

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA:

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: The original lights in the 21st street parking lot were installed in 2004. Dating back to 2016 we began to experience electrical issues. The electrical conductors were installed as direct burial UF cable. While this is an acceptable form of installation it increases the opportunity for damage to occur to the wires. While working with a local electrical contractor we have found numerous locations where the wires are damaged underground. Had the wires been installed in electrical conduits, we could easily replace the damaged wires. In 2019 we disconnected two of the lights to bypass one of the faults. Staff continued to evaluate and attempt to make repairs only to realize that the wiring underground is the source of the problem.

Currently we have five light fixtures that are not working. This creates a public safety issue as many of the parking spaces are dark after hours and the only light available is what bleeds over from the adjacent street lights. To make the appropriate repairs staff proposes to replace all of the existing underground wiring with conduits and new conductors. The cost of this shall include the cutting of the parking lot pavement and sidewalks in multiple locations to install the conduit, mill and overlay repave, and restripe the lot afterwards. The conversion of the current mercury vapor light bulbs to LED retrofit will be done in conjunction with this repair work.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$46,000

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Category: 6.1

FY 2022	
FY 2023	\$46,000
FY 2024	

OTHER INFORMATION

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

☒ YES ☐ NO **Ongoing Annual Cost:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

REPLACE ALL PUBLIC STREET LIGHTS WITH LED

Revenue Replacement/Provision of Government Services

DEPARTMENT: Engineering/Facilities Management

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

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA:

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: This project would replace 375 public street lights with LED units and be conducted in partnership with Dominion Energy. LED lighting technology is more energy efficient and has a longer life span than the traditional mercury vapor, sodium vapor, or metal halide lights. Dominion Energy notes the conversion fees are an affordable option to allow local governments to transition to LED street lights and benefit from reduced usage rates resulting in cost savings on electric bills. Reduction of monthly and annual usage (kWh) would be 33% with a return on investment w/in 7.5 years. This would result in a \$623 monthly savings (\$7,474 per year). Fairfax County, the City of Alexandria, City of Falls Church, and the Towns of Round Hill and Hamilton have either completed the transition to LED or have upgrades currently underway.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$58,000

RECOMMENDED ALLOCATIONS BY FY:

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:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:



ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE – Revenue Replacement/Government Services - Project

ARPA FUNDING PROGRAM ADMINISTRATOR

Revenue Replacement/Provision of Government Services

DEPARTMENT: Administration

PROJECT MANAGER: H. McCann

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA:

PROJECT DESCRIPTION

DESCRIPTION: Request for one Temporary Full-Time (w/benefits) or Part-Time position to ensue 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 Reporting requirements. Duties would include the oversight of the use of the funding; develop and maintain a reporting and tracking system for ARPA funded programs and projects; develop and maintain organized records to track all expenses and prepare the requisite reports to the Treasury; develop internal controls (written policies and procedures) for use of funding; manage financial and reporting details of ARPA funded program and project management, including review of associated invoices, budget tracking and payment thresholds; manages the section of the Town's website dedicated to ARPA; assists Finance in preparing data for audit of ARPA funds; conduct community outreach and other duties as necessary.

JUSTIFICATION: The appropriate use, management, compliance, reporting, and tracking associated with the use of ARPA funding created and will continue to create, a substantial increase in workload. Additional resources will be needed to ensure the projects and initiatives will be completed timely and in full compliance with all conditions set forth above. This individual would ensure the Town will be able to fully leverage the funding received and assist with the strategic use of the funding. Without a dedicated resource to service in this capacity, the Town will need to rely on increased support from engineers (specific to projects) and other outside consultants.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$312,000 (as a PT position)

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Category: 6.1

FY 2022 (6mos)	\$ 31,200
FY 2023	\$ 62,400
FY 2024	\$ 62,400
FY 2025	\$ 62,400
FY 2026	\$ 62,400
FY 2027 (6mos)	\$ 31,200

OTHER INFORMATION

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

☒ YES ☐ NO **Ongoing Annual Cost:** Temporary position would END June 30, 2026

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

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

**Revenue Replacement/Provision of
Government Services**

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

RECOMMENDED ALLOCATIONS BY FY:

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:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

TOUCHLESS TECHNOLOGY FOR ALL TOWN FACILITIES TO PREVENT & MITIGATE THE SPREAD OF DISEASE

(ex. Bathrooms, doors, fixtures, elevator controls, etc.)

Revenue Replacement/Provision of
Government Services

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

RECOMMENDED ALLOCATIONS BY FY:

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:

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

OTHER FACILITY MODIFICATIONS TO MITIGATE SPREAD OF DISEASE

Revenue Replacement/Provision of Government Services

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

RECOMMENDED ALLOCATIONS BY FY:

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:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

AV/TECHNICAL SUPPORT FOR PUBLIC MEETINGS

Revenue Replacement/Provision of Government Services

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), or an increase to the budgeted hours for existing staff, to manage the A/V system in Council Chambers during public meetings. The new technology, installed in Council Chambers over the past several years, enabled the Town to continue the provision of fully transparent government during the pandemic and for the future by allowing citizens, Town Council members, committee members and staff to not only watch meetings remotely but the ability to participate remotely.

While the new technology enabled enhanced and remote meeting participation, it also complicated the meeting management process. Technical assistance became necessary to ensure the systems are in working order prior to and during the meetings. AV prep and testing prior to meetings as well as technical support during the meetings is critical to address on-the-fly audio and video adjustments, settings management and other minor repairs while monitoring the meeting chat box discussions and the coordination of presentations. This support enables the Town Clerk, Deputy Clerk or staff liaisons to focus on 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

RECOMMENDED ALLOCATIONS BY FY:

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:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

OUTDOOR STAGE FOR DILLION'S WOODS

Revenue Replacement/Provision of Government Services

DEPARTMENT: Parks & Recreation

PROJECT MANAGER: J. Goff/A. Ware

STRATEGIC INITIATIVE: Promote Community & Economic Well Being

ACTION AGENDA: Tier Two

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: This project is to build an outdoor stage in Dillion's Woods to eliminate the need to rent a stage for the Purcellville Music and Arts Festival every year (\$2,800), and to increase the potential uses of this beautiful area. An outdoor stage will make it possible for the Town to host concerts and make the area available to others to hold concerts, performances, and plays. Dillon's Woods is under-utilized now; an outdoor stage will open many possibilities for the Town to offer music and the arts to Town residents and visitors. It will provide new opportunities to feature local artists and performers, local food and beverage establishments, and increase visits to local businesses before and after events held in Dillon's Woods on the outdoor stage.

The Town is planning to approach the outdoor stage in phases with the remainder of FY22 working on the design; FY23 focused on the foundation and electrical work; and FY24 focused on building the structure.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated \$180,000

Treasury Expenditure Category: 6.1

RECOMMENDED ALLOCATIONS BY FY:

FY 2022	
FY 2023	
FY 2024	

Budgeted Funding in FY22 CIP: \$44,125

Budgeted Funding in FY21 CIP: \$ 5,875
(Used for site survey)

OTHER INFORMATION

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

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

2. Project requires another entity to complete:

☐ YES ☐ NO **If YES, Entity Name:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Revenue Replacement/Government Services - Project

GENERATOR FOR POLICE DEPARTMENT FACILITY

Revenue Replacement/Provision of Government Services

DEPARTMENT: Police Department

PROJECT MANAGER: TBD

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: The Police Department is requesting that the Town of Purcellville utilize ARPA funding for the purchase of a generator for the Purcellville Police Facility. In October of 2021, the Purcellville Police Department leased approximately 2,000 square feet additional space from the suite adjacent to the existing Police Station. The existing portion of the facility is serviced by a low capacity generator that operates only the town computer servers, the card access system, a small kitchenette, and the front counter work space. Minimal lighting for the remainder of the building is provided by limited life batteries.

During FY 22, with the additional space, the Police Department will be reconfigured and will include the installation of a building security system and other safety improvements. The Department will also serve as the Towns Emergency Operations Center during weather and other emergencies. A new generator is critical to the Continuity of Operations (COOP) of the Purcellville Police Department by powering computers that access multiple investigative data bases, preserving the integrity of evidence that requires refrigeration, maintaining physical operations of the facility in emergencies including climate control and restrooms, keeping lights and power throughout the building, allowing officers to work efficiently and effectively during periods of power failure or if the Power Grid is non-operational, due to cyber or physical attack.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated TBD

RECOMMENDED ALLOCATIONS BY FY:

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:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:



ARPA Spending Plan

FY 2022 – FY 2024 (2025)

PROJECT PROFILE - Revenue Replacement/Government Services - Project

BALLISTIC DRYWALL FOR EXTERIOR OFFICES AND ARMORY – POLICE DEPARTMENT FACILITY

Revenue Replacement/Provision of Government Services

DEPARTMENT: Police Department

PROJECT MANAGER: J. Goff/B. Dryden

STRATEGIC INITIATIVE: Practice Good Governance

ACTION AGENDA: Tier One

PROJECT DESCRIPTION

DESCRIPTION and JUSTIFICATION: This building serves as the Public Safety building for the Town’s police officers as well as the Emergency Operations Center during Town emergencies. The exterior of the building is currently a brick façade. This project would line interior walls of the exterior wall with ballistic dry wall protecting staff from adversarial attacks by gun fire. In addition, the walls and ceiling of the armory would be lined to ensure no escape of a bullet should an accidental discharge occur during the handling of a firearm during cleaning and/or repairing a firearm. The public has access to the lobby and they are greeted by the administrative assistant. This is a vulnerable area for attack. Ballistic drywall will be installed to protect staff from adversarial attacks from anyone entering the lobby.

PROJECT FUNDING

TOTAL PROJECT COST: Anticipated TBD

RECOMMENDED ALLOCATIONS BY FY:

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 another entity to complete:**
☒ YES ☐ NO **If YES, Entity Name:** Moseley Architect/Construction Co. TBD

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE - Revenue Replacement/Government Services - Project

GENERATOR AT THE TABERNACLE

Revenue Replacement/Provision of Government Services

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

RECOMMENDED ALLOCATIONS BY FY:

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:**

TOWN ARPA CSLFRF FUNDING APPLICATION ATTACHED: ☐ YES ☐ NO

PROJECT STATUS & NOTES:

PROJECT PROFILE – Broadband - *FUNDING REALLOCATED TO CIP*

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 lacking access to wireline connection capable of reliably delivering at least 25Mbps download and 3 Mbps upload.

PROJECT FUNDING

TOTAL PROJECT COST:

RECOMMENDED ALLOCATIONS BY FY:

Treasury Expenditure Category: 5.17

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:

RESOURCES:

(information updated 1/25/2022)

US Treasury – Coronavirus State & Local Fiscal Recovery Funds - **Overview of the Final Rule:**

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

US Treasury – Coronavirus State and Local Fiscal Recover Funds – **Final Rule:**

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

US Treasury – Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule:

<https://home.treasury.gov/system/files/136/SLFRF-Compliance-Statement.pdf>

EPA Approval of Class Exception from the Regulatory Prohibitions on the Use of DWSRF for Rehabilitation of Dams and Reservoirs:

https://www.epa.gov/system/files/documents/2021-07/dwsrf-class-deviation-dam-reservoir-rehab-2021_0.pdf

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>

RESOURCES

Continued:

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>

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

Census Classification Manual:

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

American Water Works Association – Cybersecurity Risk & Responsibility in the Water Sector

<https://www.awwa.org/Portals/0/AWWA/Government/AWWACybersecurityRiskandResponsibility.pdf>

FEMA – Developing and Maintaining Emergency Operations Plans:

<https://www.fema.gov/emergency-managers/national-preparedness/plan>

https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf

TOWN OF PURCELLVILLE

ARPA SLFRF 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: (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)

Application V3 - Updated 1/18/2022



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: Infrastructure²⁷	
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.