



American Rescue Plan Capital Planning Task Force Town of Boonsboro

Purpose:

The ARP Capital Planning Task Force (CPTF) serves as an advisory board to Town Administration and the Mayor & Council in their corporate governance of the Town's ARP Coronavirus State & Local Fiscal Recovery Funds (SLFRF) allocation, totaling \$3,103,714.50. SLFRF Funds must be used to cover eligible costs incurred between March 3, 2021 and December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026. Costs incurred prior to March 3, 2021 are not eligible. Any funds not obligated or expended for eligible uses by the timelines above must be returned to U.S. Treasury.

The Capital Planning Task Force is responsible for creating a prioritized list of capital projects and facilitating the effective and responsible spending of SLFRF funds. With support from Town Staff, the Committee will:

- Review project plans and funding requests submitted by the Advisory Commissions.
- Evaluate each project submittal for planning, budget, and overall benefit to the Town.
- Assemble and analyze information for selected/prioritized projects, to be compiled into an ARP Capital Improvement Plan and presented to the Mayor & Council, for approval.

Eligible Cost Categories:

- 1) Public Health/Negative Economic Impacts: Recipients may use SLFRF award funds to provide assistance to households – such as rent, mortgage, or utility assistance – for costs incurred by the household prior to March 3, 2021, provided that the recipient State, territorial, local or Tribal government did not incur the cost of providing such assistance prior to March 3, 2021.
- 2) Premium Pay: Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be “in addition to” wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021.
- 3) Revenue Loss: Treasury's Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. While calculation of lost revenue begins with the recipient's revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- 4) Investments in Water, Sewer, and Broadband: Recipients may use SLFRF award funds to make necessary investments in water, sewer, and broadband. Recipients may use SLFRF award funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the SLFRF award funds were incurred after March 3, 2021.

ARP Capital Project Evaluation Criteria:

In evaluating the merit of an ARP capital project request, the following considerations should be made:

- Does this project fit within the guidelines of the U.S. Treasury's SLFRF Compliance & Reporting Guidance?
- Is this project necessary to continue or improve the public health and safety of Boonsboro Residents?
- Will the impacted residents be supportive of this project?
- Is the timeline for this project appropriate?
- Will this project help to leverage grant funds?

- Is this project necessary to comply with federal or state mandates?
- Does this project enhance or strengthen the community?
- Does this project serve to repair or replace existing deteriorated infrastructure?
- Will this project improve operating efficiency and reduce future operating budgets?
- Is this project coordinated in its scheduling with other related capital projects?
- Does this project support or strengthen the local economy?

Membership & Selection:

The ARP Capital Planning Task Force shall be composed of three Mayor & Council Members and a Chairperson, all appointed by the Mayor and approved by the Town Council. The Task Force Chairperson will preside at all meetings. Town Staff will be present at all meetings, for support and info.

Meetings & ARP Capital Planning Process:

The Task Force will meet regularly at such times as it may be determined, but not less frequently than once each month. Non-members and industry experts may be invited to attend specific meetings to provide consultation and guidance.

The Capital Planning Process begins, February 2022. Advisory Commissions will discuss possible ARP opportunities and develop a list of proposed ARP Capital Projects. Participation from residents should be encouraged and any planned ARP discussions/considerations must be formally included on the meeting's agenda. Advisory Commissions should create a prioritized list of proposed projects and complete an ARP Preliminary Application Form, for each project, for submittal and consideration by the Capital Planning Task Force. The Proposed ARP Capital Projects List, and accompanying preliminary applications, should be submitted as an addendum to the Commission's regular annual budget request. Submittals should be received by Town Hall, no later than Monday, February 28th, 2022, COB.

The Task Force will review and evaluate the preliminary applications, with consideration of available funds and uniform eligibility/evaluation criteria. Projects that best meet budget, funding eligibility, and the Task Force's evaluation criteria will be approved for a Full Project Application submittal. The Task Force may limit project budgets and specify requirements to be included in the full application.

Advisory Commissions receiving notification to complete a full application for a proposed project, must complete a Capital Project Request Form, to be submitted to Town Hall, by Friday April 28th, COB. The Task Force may solicit project requests, independently from the Advisory Commission process.

After final review, the Task Force will compile the approved projects and present a draft of the ARP Capital Improvement Plan to the Mayor & Council, at their May 2022 Meeting. The Mayor & Council will review and revise the proposed ARP Capital Improvement Plan and schedule a public hearing, 20 days after receiving it from the Capital Planning Committee. The Council has the authority to decrease or delete any proposed project or budget item but may not increase project amounts or add new projects. On or before June 1, the Mayor & Council will vote to adopt the ARP Capital Improvement Plan, as part of the Annual Budget.