



TOWN COUNCIL WORK SESSION
Monday, June 1, 2020 @ 7:00pm
via WebEx at www.frontroyalva.com/meeting

1. Local Allocation for Federal Coronavirus Aid Relief and Economic Security (CARES) Relief Funds - *Director of Finance*
2. Continued Discussion on Local Economic Recovery - *Interim Town Manager*
3. Town EDA Discussion – *Councilmen Meza and Gillispie*
- 4.. Chamber of Commerce Request for Funding - *Interim Town Manager*
5. NSVRC Non-Elected Representative Term Expires – *Interim Town Manager*
6. Closing Drive-Thru on Saturdays – *Director of Finance*
7. 2020 FR-5, 6, & 7 Basins Manhole Frame & Cover Replacements – *Director of Finance*
8. CLOSED MEETING – Bond Repayment

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the following purposes concerning the motion to discuss or consider a bond repayment resolution regarding recent large scale construction the Town has been involved in, under the following provisions of the Freedom of Information Act:

- (1) The investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the Town would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia.
- (2) The award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of Town Council, pursuant to Section 2.2- 3711. A. 29. of the Code of Virginia.
- (3) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of Town Council pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.
- (4) Consultation with legal counsel employed Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

1



Work Session Agenda Form

Item # 1

DATE: 6/1/20

AGENDA ITEM: Local Allocation for Federal Coronavirus Aid Relief and Economic Security (CARES) Relief Funds

SUMMARY: The Virginia Department of Emergency Management will be allocating \$3,504,154 to Warren County for the Federal CARES Coronavirus Relief Fund. The Town of Front Royal anticipates an equitable share of approximately \$1 million to \$1.5 million of the funds.

The allocation is in addition to reimbursement funds that the Town may receive from the FEMA Public Assistance funding; which is 75% of eligible expenses. Expenses reimbursed by the CARES Act Fund are reimbursed at a rate of 100%. The Town may not apply for reimbursement for the same expense using both programs.

CARES Act funds are able to reimburse the Town for some of the same expenses and some additional expenses that are not currently covered by the FEMA Public Assistance funding; such as expense of providing paid sick and family medical leave related to COVID-19, as well as expanded coverage of expenses associated with teleworking.

In addition the CARES Act funds may be used to provide grants to small businesses to reimburse the costs of business interruption caused by required closures, provide financial assistance to individuals directly impacted by a loss of income due to COVID-19, and provide grants to prevent eviction due to COVID-19.

CARES Act funds may not be used to pay property taxes, but could potentially provide grants for utility service if the deemed to be a necessary expenditure related to COVID-19 and meet the other criteria of section 601(d) of the Social Security Act.

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: Staff recommends for Town Council to begin discussions as to how the funds should be utilized.

Work Session



COMMONWEALTH of VIRGINIA

Aubrey L. Layne, Jr., MBA, CPA
Secretary of Finance

P.O. Box 1475
Richmond, Virginia 23218

May 12, 2020

To: County and City Elected Officials

Delivered Via: Chief Executive Officer, Manager, or Administrator

From: Aubrey L. Layne, Jr.
Secretary of Finance

Subject: Local Allocations for Federal CARES Coronavirus Relief Funds

Background

As most of you are aware, Congress passed and the President recently signed the *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020*. This Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF).

Allocations were sent to states based on population. Each state received 55 percent of its share based on total state population and the remaining 45 percent was based on the local populations of each state's cities and counties. Localities with populations greater than 500,000 could apply to receive funds directly. All other CRF funds were distributed to the states to determine the allocations to localities.

Virginia has received approximately \$3.1 billion as its share of the CRF total. This amount does not include approximately \$200 million that went directly to Fairfax County since it qualified to receive its funding directly.

These funds may be used for qualifying expenses of state and local governments. The CARES Act provides that payments from the CRF only may be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

At this point, federal guidance indicates that the CRF funds can only be used for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to make up for revenue shortfalls. State and local government officials have requested that this restriction be lifted or that additional federal funds be provided to address the loss of state and local revenue. To date, no action has been taken by Congress to allow that flexibility or to provide funding for that purpose.

Allocation of CRF Funds to Localities

While the federal CARES Act does not require that states distribute funding to local governments with populations less than 500,000 residents, the Governor recognizes that localities are experiencing the same COVID-19 related expenses as the Commonwealth. Therefore, fifty (50) percent of the locally-based allocations will be distributed to counties and cities on or around June 1, 2020, by the Department of Accounts (DOA) after receipt of a signed certification from the locality. This distribution will be made to the local treasurer in the same manner that Car Tax Relief Payments are made.

Each locality's allocation will be based on the proportion that the locality's population represents of the statewide total population. Appendix A reflects the population used by US Treasury to allocate CRF funds to the states. This population data is the basis for determining the allocations to each locality.

This table also reflects each locality's share of the current distribution based on the population data displayed. Please note that the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Because the funds must be expended by December 30, localities are advised not to create services with expenses beyond that period. Any expenses beyond December 30, 2020, must be paid entirely by the locality from local funds.

Requirements for Use of Funds and Certifications

General

The amounts listed in Appendix A reflect the funds that will be transferred to each locality after receipt of a certification form (Appendix D) from the locality signed by the chief executive officer, the chief financial officer, and the chief elected officer. Before signing the certification, I recommend that you read and understand the federal guidance and the frequently asked questions contained in Appendix B and Appendix C, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Please note that the certification statement includes an acknowledgment that you may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. Since these funds are being provided to you “up front” rather than on a reimbursement basis, it is important for you to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the local government. You are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements.

If the federal government determines that you have used CRF funds for purposes that do not qualify, you must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, you are agreeing that the state can use state aid intercept to recover any funds necessary for expenses that were not for a qualifying purpose or that were unexpended as of December 30, 2020.

For Counties Only

As previously stated, the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

Counties must ensure that an equitable share of the CRF funds it receives are shared with and granted to each town within its jurisdiction. Just as with the funds retained by the county, the funds granted to towns must be spent in accordance with the same requirements and the same documentation must be retained for audit purposes. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements and must ensure that the use of the funds meets the requirements set forth by the federal government.

Submission of Certification

The certification in Appendix D contains more specific details on the responsibilities of the local governing body. A fillable .pdf form can be downloaded from the Secretary of Finance’s Website under “Recent News” at: <http://finance.virginia.gov/>

In order to receive your locality’s allocation, the signed certification form must be submitted no later than **May 22, 2020**, to the Department of Accounts in electronic or hard copy form:

By Email to: GACCT@DOA.Virginia.gov

By US Mail to: Department of Accounts
Attention: Local CRF Certification
P.O. Box 1971
Richmond, VA 23218-1971

If you have any questions about this process, you may contact my office at (804) 786-1148. If you have technical questions about the certification form or the distribution of the funds, please contact Melinda Pearson, Director, General Accounting, Department of Accounts, at Melinda.Pearson@DOA.Virginia.gov or by phone at 804-225-2376.

Appendix A – Local Allocations

Annual Estimates of the Resident Population for Counties in Virginia: as of July 1, 2019	Statewide Total = 8,535,519	% of Total ¹	Current Allocation Base = \$744,691,122
Locality	Population		
.Accomack County, Virginia	32,316	0.3786%	\$2,819,446
.Albemarle County, Virginia	109,330	1.2809%	\$9,538,621
.Alleghany County, Virginia	14,860	0.1741%	\$1,296,478
.Amelia County, Virginia	13,145	0.1540%	\$1,146,851
.Amherst County, Virginia	31,605	0.3703%	\$2,757,414
.Appomattox County, Virginia	15,911	0.1864%	\$1,388,173
.Arlington County, Virginia	236,842	2.7748%	\$20,663,551
.Augusta County, Virginia	75,558	0.8852%	\$6,592,144
.Bath County, Virginia	4,147	0.0486%	\$361,810
.Bedford County, Virginia	78,997	0.9255%	\$6,892,184
.Bland County, Virginia	6,280	0.0736%	\$547,906
.Botetourt County, Virginia	33,419	0.3915%	\$2,915,679
.Brunswick County, Virginia	16,231	0.1902%	\$1,416,092
.Buchanan County, Virginia	21,004	0.2461%	\$1,832,518
.Buckingham County, Virginia	17,148	0.2009%	\$1,496,097
.Campbell County, Virginia	54,885	0.6430%	\$4,788,505
.Caroline County, Virginia	30,725	0.3600%	\$2,680,638
.Carroll County, Virginia	29,791	0.3490%	\$2,599,150
.Charles City County, Virginia	6,963	0.0816%	\$607,495
.Charlotte County, Virginia	11,880	0.1392%	\$1,036,484
.Chesterfield County, Virginia	352,802	4.1333%	\$30,780,614
.Clarke County, Virginia	14,619	0.1713%	\$1,275,451
.Craig County, Virginia	5,131	0.0601%	\$447,660
.Culpeper County, Virginia	52,605	0.6163%	\$4,589,583
.Cumberland County, Virginia	9,932	0.1164%	\$866,529
.Dickenson County, Virginia	14,318	0.1677%	\$1,249,190
.Dinwiddie County, Virginia	28,544	0.3344%	\$2,490,354
.Essex County, Virginia	10,953	0.1283%	\$955,607
.Fairfax County, Virginia	1,147,532	13.4442%	N/A
.Fauquier County, Virginia	71,222	0.8344%	\$6,213,845
.Floyd County, Virginia	15,749	0.1845%	\$1,374,040
.Fluvanna County, Virginia	27,270	0.3195%	\$2,379,202
.Franklin County, Virginia	56,042	0.6566%	\$4,889,448

.Frederick County, Virginia	89,313	1.0464%	\$7,792,215
.Giles County, Virginia	16,720	0.1959%	\$1,458,756
.Gloucester County, Virginia	37,348	0.4376%	\$3,258,469
.Goochland County, Virginia	23,753	0.2783%	\$2,072,358
.Grayson County, Virginia	15,550	0.1822%	\$1,356,678
.Greene County, Virginia	19,819	0.2322%	\$1,729,131
.Greensville County, Virginia	11,336	0.1328%	\$989,022
.Halifax County, Virginia	33,911	0.3973%	\$2,958,604
.Hanover County, Virginia	107,766	1.2626%	\$9,402,168
.Henrico County, Virginia	330,818	3.8758%	\$28,862,595
.Henry County, Virginia	50,557	0.5923%	\$4,410,903
.Highland County, Virginia	2,190	0.0257%	\$191,069
.Isle of Wight County, Virginia	37,109	0.4348%	\$3,237,617
.James City County, Virginia	76,523	0.8965%	\$6,676,337
.King and Queen County, Virginia	7,025	0.0823%	\$612,904
.King George County, Virginia	26,836	0.3144%	\$2,341,338
.King William County, Virginia	17,148	0.2009%	\$1,496,097
.Lancaster County, Virginia	10,603	0.1242%	\$925,071
.Lee County, Virginia	23,423	0.2744%	\$2,043,566
.Loudoun County, Virginia	413,538	4.8449%	\$36,079,596
.Louisa County, Virginia	37,591	0.4404%	\$3,279,670
.Lunenburg County, Virginia	12,196	0.1429%	\$1,064,054
.Madison County, Virginia	13,261	0.1554%	\$1,156,971
.Mathews County, Virginia	8,834	0.1035%	\$770,732
.Mecklenburg County, Virginia	30,587	0.3583%	\$2,668,598
.Middlesex County, Virginia	10,582	0.1240%	\$923,239
.Montgomery County, Virginia	98,535	1.1544%	\$8,596,799
.Nelson County, Virginia	14,930	0.1749%	\$1,302,585
.New Kent County, Virginia	23,091	0.2705%	\$2,014,601
.Northampton County, Virginia	11,710	0.1372%	\$1,021,652
.Northumberland County, Virginia	12,095	0.1417%	\$1,055,242
.Nottoway County, Virginia	15,232	0.1785%	\$1,328,933
.Orange County, Virginia	37,051	0.4341%	\$3,232,557
.Page County, Virginia	23,902	0.2800%	\$2,085,357
.Patrick County, Virginia	17,608	0.2063%	\$1,536,230
.Pittsylvania County, Virginia	60,354	0.7071%	\$5,265,654
.Powhatan County, Virginia	29,652	0.3474%	\$2,587,023
.Prince Edward County, Virginia	22,802	0.2671%	\$1,989,387
.Prince George County, Virginia	38,353	0.4493%	\$3,346,151
.Prince William County, Virginia	470,335	5.5103%	\$41,034,915
.Pulaski County, Virginia	34,027	0.3987%	\$2,968,725
.Rappahannock County, Virginia	7,370	0.0863%	\$643,004
.Richmond County, Virginia	9,023	0.1057%	\$787,222
.Roanoke County, Virginia	94,186	1.1035%	\$8,217,365

.Rockbridge County, Virginia	22,573	0.2645%	\$1,969,407
.Rockingham County, Virginia	81,948	0.9601%	\$7,149,647
.Russell County, Virginia	26,586	0.3115%	\$2,319,526
.Scott County, Virginia	21,566	0.2527%	\$1,881,550
.Shenandoah County, Virginia	43,616	0.5110%	\$3,805,328
.Smyth County, Virginia	30,104	0.3527%	\$2,626,458
.Southampton County, Virginia	17,631	0.2066%	\$1,538,237
.Spotsylvania County, Virginia	136,215	1.5959%	\$11,884,234
.Stafford County, Virginia	152,882	1.7911%	\$13,338,365
.Surry County, Virginia	6,422	0.0752%	\$560,295
.Sussex County, Virginia	11,159	0.1307%	\$973,580
.Tazewell County, Virginia	40,595	0.4756%	\$3,541,757
.Warren County, Virginia	40,164	0.4706%	\$3,504,154
.Washington County, Virginia	53,740	0.6296%	\$4,688,608
.Westmoreland County, Virginia	18,015	0.2111%	\$1,571,739
.Wise County, Virginia	37,383	0.4380%	\$3,261,523
.Wythe County, Virginia	28,684	0.3361%	\$2,502,568
.York County, Virginia	68,280	0.8000%	\$5,957,167
.Alexandria city, Virginia	159,428	1.8678%	\$13,909,478
.Bristol city, Virginia	16,762	0.1964%	\$1,462,420
.Buena Vista city, Virginia	6,478	0.0759%	\$565,181
.Charlottesville city, Virginia	47,266	0.5538%	\$4,123,776
.Chesapeake city, Virginia	244,835	2.8684%	\$21,360,910
.Colonial Heights city, Virginia	17,370	0.2035%	\$1,515,466
.Covington city, Virginia	5,538	0.0649%	\$483,169
.Danville city, Virginia	40,044	0.4691%	\$3,493,685
.Emporia city, Virginia	5,346	0.0626%	\$466,418
.Fairfax city, Virginia	24,019	0.2814%	\$2,095,565
.Falls Church city, Virginia	14,617	0.1712%	\$1,275,277
.Franklin city, Virginia	7,967	0.0933%	\$695,090
.Fredericksburg city, Virginia	29,036	0.3402%	\$2,533,279
.Galax city, Virginia	6,347	0.0744%	\$553,751
.Hampton city, Virginia	134,510	1.5759%	\$11,735,479
.Harrisonburg city, Virginia	53,016	0.6211%	\$4,625,442
.Hopewell city, Virginia	22,529	0.2639%	\$1,965,568
.Lexington city, Virginia	7,446	0.0872%	\$649,635
.Lynchburg city, Virginia	82,168	0.9627%	\$7,168,841
.Manassas city, Virginia	41,085	0.4813%	\$3,584,508
.Manassas Park city, Virginia	17,478	0.2048%	\$1,524,888
.Martinsville city, Virginia	12,554	0.1471%	\$1,095,288
.Newport News city, Virginia	179,225	2.0998%	\$15,636,690
.Norfolk city, Virginia	242,742	2.8439%	\$21,178,304
.Norton city, Virginia	3,981	0.0466%	\$347,327
.Petersburg city, Virginia	31,346	0.3672%	\$2,734,818

.Poquoson city, Virginia	12,271	0.1438%	\$1,070,597
.Portsmouth city, Virginia	94,398	1.1059%	\$8,235,862
.Radford city, Virginia	18,249	0.2138%	\$1,592,155
.Richmond city, Virginia	230,436	2.6997%	\$20,104,653
.Roanoke city, Virginia	99,143	1.1615%	\$8,649,844
.Salem city, Virginia	25,301	0.2964%	\$2,207,415
.Staunton city, Virginia	24,932	0.2921%	\$2,175,221
.Suffolk city, Virginia	92,108	1.0791%	\$8,036,068
.Virginia Beach city, Virginia	449,974	5.2718%	\$39,258,497
.Waynesboro city, Virginia	22,630	0.2651%	\$1,974,380
.Williamsburg city, Virginia	14,954	0.1752%	\$1,304,679
.Winchester city, Virginia	28,078	0.3290%	\$2,449,697
Total Funds Distributed (excludes Fairfax County)			\$644,573,383
Source: U.S. Census Bureau, Population Division			
Release Date: March 2020			

¹ **Note:** Percentages are displayed as rounded numbers, however, the distributions are calculated using the full values.

Appendix B - Guidance From U.S. Treasury

Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.¹

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government

officials responsible for spending Fund payments.

¹ See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in

connection with the COVID-19 public health emergency.

- Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
 6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures²

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.³
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

² In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

³ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

¹ The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Appendix C - Frequently Asked Questions

The content below was provided by the US Department of the Treasury.

Coronavirus Relief Fund Frequently Asked Questions April 22, 2020

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Inspector General of the Department of the Treasury of amounts received from the Coronavirus Relief Fund (the “Fund”) that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Inspector General if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May governments retain assets purchased with these funds?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of May 4, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to

the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax

requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

¹ The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Appendix D - Certification for Use of Coronavirus Relief Fund

Note: Provided for reference only - download a fillable .pdf copy of this form from the Secretary of Finance's Website under "Recent News" at: <http://finance.virginia.gov/>

**CERTIFICATION for RECEIPT of
CORONAVIRUS RELIEF FUND PAYMENTS
by
[INSERT NAME OF LOCAL GOVERNMENT]**

We the undersigned represent [insert name of local government] (the locality), and we certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the locality will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to

invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

8. as a condition of receiving the CRF funds pursuant to this certification, the locality shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
9. the locality must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
11. any CRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

For counties only

12. an equitable share of CRF funds received pursuant to this certification shall be shared with and granted to each town within its jurisdiction. Such grant(s) shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements required by this certification and shall ensure that the use of the funds meets the requirements set forth in this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: _____	By: _____	By: _____
Signature: _____	Signature: _____	Signature: _____
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____



Coronavirus Aid, Relief, and Economic Security (CARES) Act Treasury Funding Comparison to Potential FEMA Category B: Emergency Protective Measures.

Department of Treasury CARES Act Funding (100% Federal Cost Share)

- Covers necessary expenditures incurred due to the public health emergency with respect to COVID-19
- Instructions for State Agencies:
 - [Apply through the Virginia Department of Planning and Budget](#) by **May 18th**
- Instructions Local Governments:
 - [Apply through the Virginia Department of Accounts](#) by **May 22nd**
- Timeframe
 - Costs must be incurred between March 1, 2020 and December 30, 2020
- For Additional Information
 - <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

FEMA Public Assistance Funding (75% Federal Cost Share)

- Is a reimbursement program
- Is limited to those emergency protective measures taken in response to the COVID-19 Emergency at direction or guidance of public health officials
- Instructions to Apply:
 - Submit your request for public assistance: <https://grantee.fema.gov> - **no deadline**
- Timeframe (incident period)
 - Work must be performed between January 20, 2020 and ongoing (end date TBD)
- For Additional Information
 - <https://www.vaemergency.gov/coronavirus/disaster-grants-and-loans/gov-ngo/>

Description of Costs	CARES ACT	
	Treasury Eligibility	FEMA PA Eligibility
COVID-19-related expenses of public hospitals, clinics, and similar facilities	Yes	Yes
Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.	Yes	Yes
Costs of providing COVID-19 testing, including serological testing	Yes	Yes
Emergency medical response expenses related to COVID-19 - including EOC costs	Yes	Yes
Emergency medical transportation related to COVID-19	Yes	Yes



Virginia Department of
Emergency Management
COVID-19 RECOVERY

» www.vaemergency.gov
f facebook.com/VAemergency
t @VDEM

Description of Costs	CARES ACT Treasury Eligibility	FEMA PA Eligibility
Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.	Yes	Yes
Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19	Yes	Yes
Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment,	Yes	Yes
Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.	Yes	Yes
Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety	Yes	Yes
Expenses for public safety measures undertaken in response to COVID-19	Yes	Yes
Expenses for quarantining individuals	Yes	Yes*
Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency	Yes	Yes**
Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions	Yes	Yes***
Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.	Yes	No
Expenses to enable telework capabilities for public employees to enable compliance with COVID-19 public health precautions	Yes	Yes****
Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions	Yes	No
COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions	Yes	Yes



Virginia Department of
Emergency Management
COVID-19 RECOVERY

» www.vaemergency.gov
f facebook.com/VAemergency
t @VDEM

Description of Costs	CARES ACT Treasury Eligibility	FEMA PA Eligibility
Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.	Yes	Yes
Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures	Yes	No
Expenditures related to a State, territorial, local, or Tribal government payroll support program	Yes	No
Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.	Yes	No
Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria	Yes	Potentially
Law Enforcement and Security directly related to COVID-19	Yes	Yes
Expenses for the State share of Medicaid	No	No
Damages, work, or costs covered by insurance	No	No
Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency	No	No

* Only applies to non-congregate sheltering of first responder workforce and homeless populations

** Only overtime costs are eligible and must be tied to performing eligible emergency protective measures in response to COVID-19

*** Public Assistance Funding is limited to 30 days with potential for 30 day time extension with FEMA Regional Administrator approval.

**** Only applies to emergency protective measures and at the direction of a public health order

2



Work Session Agenda Form

Item # 2

DATE: June 1, 2020

AGENDA ITEM: Continued Discussion of Local Economic Recovery

SUMMARY: At their May 11, 2020 Regular Meeting Council voted to table action on a budget amendment in the amount of \$1,000,000 to utilize funds from unrestricted general fund reserves to be donated to a non-profit third party organization that will distribute funds to eligible affected businesses and residents from the COVID-19 pandemic. Council is requested to continue discussion on this item.

BUDGET/FUNDING:

1000-3510110	General Fund – Appropriated Funds Forward -	\$1,000,000.00
1206-43002	Community Development – Professional Services -	\$1,000,000.00

STAFF RECOMMENDATION: Council takes desired action.

Work Session

3



Work Session Agenda Form

Item # 3

DATE: June 1, 2020

AGENDA ITEM: Town EDA Discussion

SUMMARY: The General Assembly approved and Governor Northam signed House Bill 1572, which as of July 1, 2020, allows the Front Royal Town council to create its own Town Economic Development Authority (EDA). Councilmen Meza and Gillispie have requested that Council discuss further the creation of its own EDA.

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Council takes desired action.

Work Session

Chapter 16

INDUSTRIAL DEVELOPMENT AUTHORITY

Sections:

16-1 REPEALED.

16.2 REPEALED.

16-3 ESTABLISHMENT

16-4 BOARD OF DIRECTORS; TERMS AND QUALIFICATIONS OF OFFICE

16-5 OFFICERS

16- 6 POWERS, DUTIES, AND LIMITATIONS; DEVELOPMENT AREAS

16-1 REPEALED.

16-2 REPEALED.

16-3. ESTABLISHMENT

16-4 BOARD OF DIRECTORS; TERMS AND QUALIFICATIONS OF OFFICE

16-5 OFFICERS

16- 6 POWERS, DUTIES, AND LIMITATIONS; DEVELOPMENT AREAS

There is hereby created, pursuant to Title 15.2, Chapter 49, the Industrial Development and Revenue Bond Act, of the Code of Virginia, by the Town Council of the Town of Front Royal, Virginia, a political subdivision of the Commonwealth of Virginia ("Town Council") to be known as the Economic Development Authority of the Town of Front Royal, Virginia, also to be known as the "Front Royal EDA".

16-4 BOARD OF DIRECTORS; TERMS AND QUALIFICATIONS OF OFFICE

(A) The Front Royal EDA created in this Chapter shall be governed by a Board of Directors composed of seven (7) Directors to be appointed by Town Council. Appointments shall be for terms of four (4) years, except appointments to fill vacancies which shall be for the unexpired portion of such term. If, at the end of any term of office of any Director, a successor shall not have been appointed or qualified, the Director whose term of office shall have expired shall continue to hold office until his successor shall be appointed and qualified.

- (B) The seven (7) Directors of the Front Royal EDA shall be appointed initially for terms of one (1) , two (2), three (3) and four (4) years, two (2) being appointed for one-year terms; two (2) being appointed for two-year terms; two (2) being appointed for three-year terms and one (1) being appointed for a four (4)-year term. Subsequent appointments shall be for terms of four (4) years, except appointments to fill vacancies, which shall be for the unexpired terms.
- (C) Each Director shall, before entering upon his duties, take and subscribe the oath prescribed by Va. Code § 49-1, or its successor provision.
- (D) No Director shall be an officer or employee of the Town of Front Royal or the County of Warren.
- (E) Each Director shall be a resident of the Town of Front Royal when appointed as a Director the Front Royal EDA. When a Director ceases to be a resident of the Town of Front Royal, that Director's office shall become immediately vacant and a new Director may be appointed for the remainder of the term.
- (F) The Directors shall receive no salary but may be compensated such amount per regular, special, or committee meeting or per each official representation as may be approved by Town Council, not to exceed \$200.00 per meeting or official representation, or such other amount as may from time to time be set by the Code of Virginia, and shall be reimbursed for necessary traveling and other expenses incurred in the performance of their duties.
- (G) Four (4) members of the Board of Directors of the Front Royal EDA shall constitute a quorum of the Board of Directors for the purposes of conducting its business and exercising its powers and for all other purposes, except that no facilities owned by the Front Royal EDA shall be leased or disposed of in any manner without a majority vote of all members of the Board of Directors. No vacancy in the membership of the Board of Directors shall impair the right of a quorum to exercise all the powers and perform all the duties of the board.
- (H) The Board of Directors of the Front Royal EDA shall keep detailed minutes of its proceedings, which shall be open to public inspection at all times. It shall keep suitable records of its financial transactions and, unless exempted by Va. Code § 30-140 or its successors provision, it shall arrange to have the same audited annually. Copies of such audit shall be furnished to Town Council annually and shall be open to public inspection.
- (I) As a condition to service of office, each Director of the Front Royal EDA shall timely complete and file, in accordance with all requirements of the Code of Virginia, the Statement of Economic Disclosure and comply with all requirements of the State and Local Government Conflicts of Interests Act as provided in Title 2.2, Chapter 31, of the Code of Virginia, or its successor provisions.
- (J) The Board of Directors of the Town EDA shall, upon its formation, promptly promulgate and execute Bylaws, which shall not become effective until ratified by Town Council; and

upon ratification by Town Council, shall be binding upon the Town EDA and its Board of Directors and each of its Directors in each Director's official position as such.

16-5 OFFICERS

The Board of Directors of the Front Royal EDA shall elect from its membership a Chairman, a Vice-Chairman, and from its membership or not, as they desire, a Secretary and a Treasurer, or a Secretary-Treasurer, who shall continue to hold such office until their respective successors are elected.

16-6 POWERS, DUTIES, AND LIMITATIONS; DEVELOPMENT AREAS

- (A) In general and except as expressly set forth in this Chapter, the Front Royal EDA, its Board of Directors, and its individual Directors shall have and exercise all powers and duties and be subject to all duties and responsibilities and shall enjoy all exemptions from liability, as shall be set forth in the Industrial Development and Revenue Bond Act, Code of Virginia, 1950, §§ 15.2-4900 *et seq.*, as amended, or its successor provisions.
- (B) Town Council hereby exercises its power and discretion, under the Industrial Development and Revenue Bond Act of the Code of Virginia and under this Chapter, to limit the type and number of facilities that the Front Royal EDA may finance or assist with financing or facilitate for development under this Chapter. Within any development or redevelopment area or facility the Front Royal EDA or Town Council or a developer proposes for promotion, development, redevelopment, financing, or assist with financing using the Front Royal EDA as a development or redevelopment promoter or facilitator, it may do so only (i) under the authority of this Chapter and under the authority of the Industrial Development and Revenue Bond Act; and further, (ii) the Front Royal EDA may only cause, promote, finance, assist with financing, or facilitate such development or redevelopment such facilities as may be provided for in an economic development, redevelopment, financing, financing assistance, and/or or performance agreement or other similar agreement or agreements as may from time to time be jointly agreed in writing upon between the Front Royal EDA's Board of Directors and Town Council prior to the Front Royal EDA entering into any agreement or memorandum of understanding or similar type agreement or arrangement with any third party. Any Town EDA development, redevelopment, promotional, or financing or similar type agreement or arrangement not in conformity with this provision shall be null and void.
- (C) All agreements, arrangements, and instruments which purports to be legally binding and to which the Town EDA is a party shall be reviewed by a qualified and licensed

attorney-at-law selected by Town Council and shall have affixed there to the signature and date of such signing by such attorney with the notation “Approved as to Legal Form” prior to execution thereof by the Town EDA. Any Town EDA agreement, arrangement, or instrument development, redevelopment or financing agreement or arrangement not in conformity with this provision shall be null and void.

- (D) The Front Royal EDA and its Board of Directors shall have all powers, duties, liabilities, immunities from liabilities, and shall have such limitations upon its authority as set forth in the Industrial Development and Revenue Bond Act of the Code of Virginia and as set forth in in this Chapter, particularly 16-6 (A) and (B) herein.

DRAFT

4



Work Session Agenda Form

Item # 4

DATE: June 1, 2020

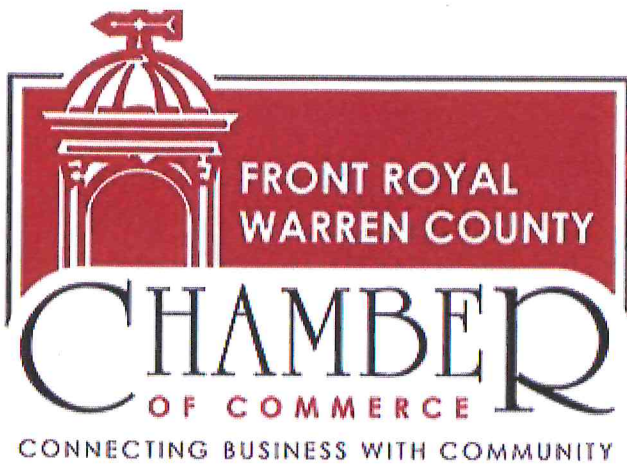
AGENDA ITEM: Chamber of Commerce Request for Funding

SUMMARY: Since the beginning of the COVID-19 crisis the Front Royal-Warren County Chamber of Commerce has seen a significant drop in membership renewals and forced to postpone their largest fundraiser (Virginia Wine/Craft Festival), and other events. They have laid off administrative staff to cut back on expenses. Since the Chamber of Commerce's monthly operating expenses average \$10,000, Chairman Ray Bramble and President Niki Foster are requesting the Town of Front Royal and the County of Warren each consider immediate funding of the Chamber for \$5,000 a month through the end of 2020.

BUDGET/FUNDING: Unfunded

STAFF RECOMMENDATION: Council takes desired action.

Work Session



May 22, 2020

Town of Front Royal
102 E. Main Street
Front Royal, VA 22630

Mayor and Council,

The Front Royal-Warren County Chamber of Commerce will celebrate its 80th year on June 4th. The Chamber has been an integral part of the community over the last eight decades.

Since the beginning of the COVID-19 crisis the Chamber has seen a significant drop in membership renewals. We have been forced to postpone our largest fundraiser, the Virginia Wine & Craft Festival as well as our golf event, and our Annual Dinner and Awards. This has left us in a difficult financial position. We have taken measures to cut as many expenses as possible to include laying off our administrative staff while still offering services to all businesses and future businesses for the benefit of our community. At the Chamber we have the passion and heartbeat of local business and see the need to have a vibrant business community within Front Royal and Warren County.

At this time, we are respectfully requesting that both the town and county consider immediate funding of the Chamber through this difficult time so that we may continue to provide support to the local business community and help businesses navigate recovery from COVID-19 and beyond. Our current monthly operating expenses average \$10,000. We'd like to propose that the County and Town each consider funding the Chamber at \$5000 a month through the end of 2020.

Our Chamber, like most, functions as a 501c6 organization. Currently, 501c6 organizations are not eligible for the Payroll Protection Program (PPP). Many politicians including Senators Warner, Kaine, and Cruz and Congressman Pappas and Fitzpatrick have pushed to have 501c6 organizations included in the PPP, but that has not come to fruition.

We work to benefit our local business community and enhance the quality of life for residents in a variety of ways. Here are just a few:

- Networking: Business After Hours, Business IQs, Coffee Break Check Ins

- Legislative: Wrap Ups and Previews, Candidates Forums
- Education: New Teacher Reception, Ethics Workshop, Leadership Program
- Tourism: Virginia Wine & Craft Festival, River & Brews Festival, Christmas Fest & Parade
- Community Awareness & Recognition: State of the Community, Realtor Forums, and Annual Dinner & Awards where we present business, citizen, entrepreneur, non-profit, education contributor, and public safety contributor of the year.

Most recently, we've launched a Facebook group "Front Royal To Go" to assist our local businesses who are offering delivery, online ordering, curb side pickup, and personal shopping in getting the word out to the community. This group has been wildly successful and has over 4000 members to date. We've worked with many local businesses to connect them with the correct resources for applying for the EIDL Loans and PPP and have launched several virtual meetings to connect with the business community.

The festivals bring thousands of tourists to our community each year. Nearly 85% of the attendees of the Wine & Craft festival are visitors from Northern Virginia, DC, and Maryland. The event committees work diligently to attract a larger attendance each year to the festivals, as we understand the vital role tourism plays to our local community and the businesses who operate within Front Royal and Warren County.

Our areas of focus include member vitality, community development/quality of life, economic/tourism development, and advocating for a positive business climate and healthy community.

Aside from events and programs Chamber staff and volunteers spend considerable time advising and mentoring potential, new, and existing businesses as well as connecting them with resources to further their success. While we are a membership organization, we never turn away a business and work with many non-members especially during our current crisis.

Both the County of Warren and the Town of Front Royal are long-standing members of the Chamber of Commerce and have been supporters of many of our programs and events.

The Chamber board and staff welcome the opportunity to discuss this request further and answer any questions you may have.

Sincerely,



Ray Bramble, Chairman



Nicole Foster, President

5



Work Session Agenda Form

Item # 5

DATE: June 1, 2020

AGENDA ITEM: NSVRC Non-Elected Representative Term Expires

SUMMARY: Council is requested to appoint a non-elected representative to a three-year term on the Northern Shenandoah Valley Regional Commission (NSVRC) as a non-elected representative, said term to expire June 30, 2023.

Note: Former Planning & Zoning Director Jeremy Camp was the Town's non-elected representative, said term expiring June 30, 2020. Councilman Thompson is the Town's elected representative, said term expiring December 31, 2022.

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Staff recommends for Town Council to appoint Acting Director of Planning & Zoning Chris Brock to this position until such time a new Director is hired.

Work Session

6



Work Session Agenda Form

Item # 6

DATE: 6/1/20

AGENDA ITEM: Closing Drive Thru on Saturdays

SUMMARY: Staff would like Town Council to consider closing the Department of Finance drive through lane on Saturdays.

The Department of Finance drive through has been open Saturdays since 2013, with the exception of holidays and festivals. The usage of the drive thru on Saturdays has not been a large demand since the Town began in 2013. Recently, usage of the Saturday drive thru hours has significantly decreased. Following this coversheet is a graph showing the usage from 2015-2020 and below are some relevant statistics.

2013 Average Saturday Payments	23
2020 (May) Average Saturday Payments	15
2020 Average # Weekday Payments	543
2020 Average # Weekday Drive Thru	124

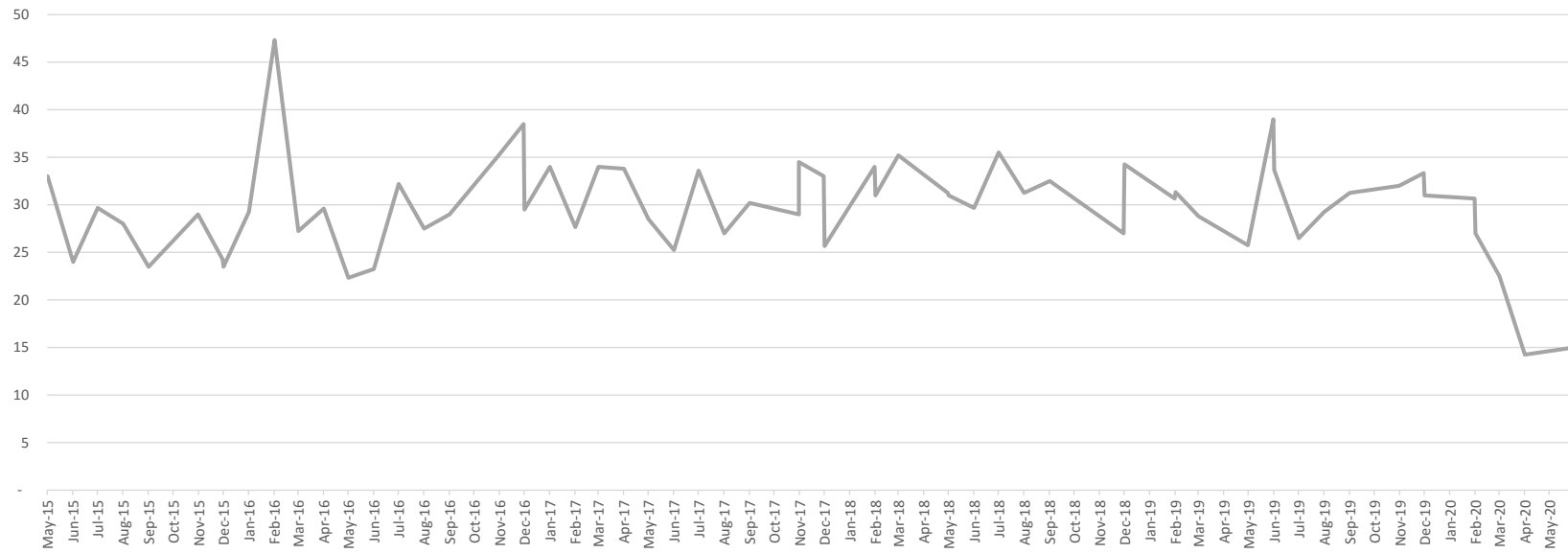
Approximately 67% of payments received on Saturday are made by check, which could be placed in the Town Hall dropbox; located in the drive-thru lane. The drive-thru is only open for payments on Saturdays; service changes, business licenses, and other services are not able to be processed on Saturdays.

The Town has two cashiers working Saturdays (for safety reasons) and a supervisor is on-call if needed. In order to avoid paying overtime, the two cashiers working on Saturdays leave early during the week.

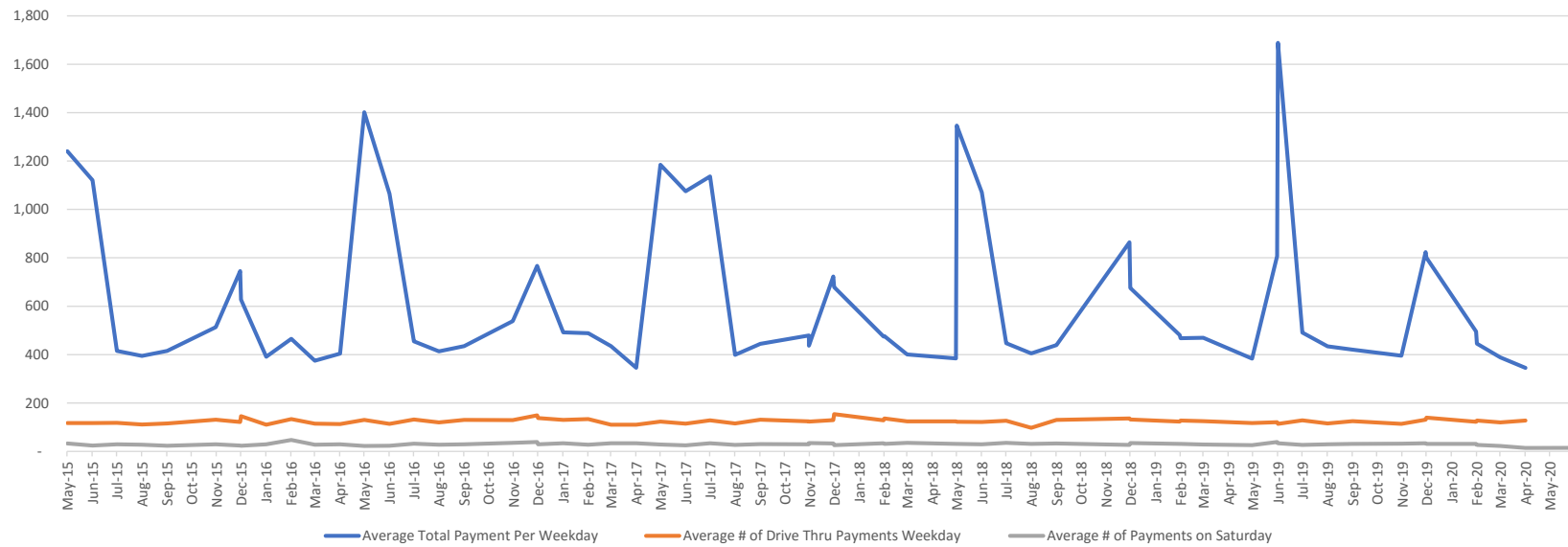
BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: Staff recommends closing the drive thru on Saturdays. Staff feels that a better use of the cashier's time would be to work during the weekdays and would allow better service to our citizens during the weekdays.

Average Number of Saturday Payments



Average Number of Payments Received



7



Work Session Agenda Form

Item # 7

DATE: 5/27/20

AGENDA ITEM: 2020 FR-5, 6, & 7 Basins Manhole Frame & Cover Replacements (IFB #09-2020)

SUMMARY:

This request for Council to review is based on work to include the replacement of approximately 180 sanitary sewer manhole frame and covers, sealing of approximately 50 sanitary sewer manhole frame and covers, and associated appurtenances.

Urgency is given to this request based on the timeliness in hiring the recommended contractor to complete the work and satisfy the requirements of the Town's responsibilities in Inflow & Infiltration (I&I) Abatement under the Consent Order.

Provided for review are the recommendation letters from CHA Consulting, Inc., Robbie Boyer, Public Works Director, and Alisa Scott, Purchasing Manager. CHA will assist the Town during contract administration. A Notice of Intent to Award is provided as the lowest bid from American Contractors, Inc. was non-responsive. Pursuant to Va. Code § 2.2-4301, American Contractors, Inc.'s bid did not include unit pricing on its bid form and therefore, did not 'conform in all material aspects to the Invitation for Bids'.

CHA and Staff recommend awarding the 2020 FR-5, 6, & 7 Basins Manhole Frame & Cover Replacements Contract to Bushong Contracting Corporation, in the amount of \$439,732.00 for the successful completion of this project.

Sewer fund balance reserves could be used for the project and would be eligible for reimbursement if the Town were to obtain financing to advance I&I. Council would not need to hold a public hearing but will need to approve the budget amendment to allocate funds from reserves for the project and to review and approve the contract award. As of June 30, 2019, the Town's unrestricted sewer fund balance exceeding 3-month reserves was \$10,120,565.

BUDGET/FUNDING:

9801-3510110 – Waste Water Treatment Appropriated Funds Forward \$439,732.00

STAFF RECOMMENDATION: Staff has reviewed the use of sewer fund reserves with Stantec Consulting during the cost of service study and the use of sewer fund balance was incorporated into Stantec's modeling system to ensure adequate reserve levels could be maintained for the sewer fund based on rate recommendations. In an effort to comply with DEQ's consent order & move forward with correcting the Town's inflow and infiltration abatement, staff recommends for Council to approve as presented.

Work Session



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: May 27, 2020
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add Consent Agenda item to Town Council's Regular Meeting

The Purchasing Department coordinated the solicitation of manhole frame and cover replacements for FR-5, 6 & 7 sections of Town as required to comply with the Town's DEQ's consent order. Invitations for Bids were sent out on April 13th, 2020 and the Town received five responses.

The low bidder, American Contractor, Inc. did not include unit pricing on the bid form. Pursuant to Va. Code § 2.2-4301, American Contractors, Inc.'s bid as non-responsive as it did not 'conform in all material respects to the Invitation to Bid'.

Bushong Contracting Corporation was the next low bid. Bushong's bid is acceptable and both CHA Consulting, Inc. and Robbie Boyer, Director of Public Works recommend awarding the contract to them for \$439,732.00.

Council is requested to review and approve the award. Attached to this memo is a Notice of Intent to Award, a recommendation memo from Mr. Boyer and CHA, along with the bid tabulation. Please add this item under consent to the June 8th, 2020 Regular Meeting.

Funding for this contract is available in the sewer fund reserves and will be made available after budget amendment form 9801-3510110 – Waste Water Treatment Appropriated Funds Forward \$439,732.00.

Purchasing, Department of Finance
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889



Town of Front Royal, Virginia

Purchasing, Department of Finance

NOTICE OF INTENT TO AWARD

TOWN OF FRONT ROYAL VIRGINIA, DEPARTMENT OF PUBLIC WORKS

PROJECT NAME: 2020 FR-5, 6 & 7 BASINS MANHOLE FRAME AND COVER REPLACEMENTS IFB #09-2020

Notice is hereby given that the Town of Front Royal has determined and rejected, pursuant to Va. Code § 2.2-4301, American Contractors, Inc.'s bid as non-responsive as it did not include unit pricing on its bid form.

The next lowest bid has been accepted and the Town intends to award the contract for work referenced above to Bushong Contracting Corporation in the amount of \$439,732.00.

Owner: The Town of Front Royal

Authorized Signature: _____

Alisa Scott 5/26/2020

Title: Purchasing Manager

Purchasing, Department of Finance
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

Memo



Town of Front Royal Public Works

TO: Alisa Scott, Manager of Purchasing
FROM: Robert Boyer, Public Works Director
CC:
DATE: May 26, 2020
RE: Recommendation for Manhole frame & cover replacement project

Alisa,

I have reviewed the bids we received for the manhole frame & cover replacement project in basin areas FR-5, 6 & 7 to replace 180 existing frame & covers to help remove I&I from the sanitary sewer system. The low bidder American Contractors, Inc did not meet the necessary bid requirements so their bid should not be accepted. I recommend moving forward with the second lowest bidder Bushong Contracting Corporation for this project in the amount of \$439,732.00. This project is part of the new DEQ Consent Order and will need to be completed to stay in compliance with the Department of Environmental Quality.



May 20, 2020

Mr. Robert B. Boyer
Director of Public Works
Town of Front Royal
P.O. Box 1560
Front Royal, VA 22630

**Re: Award Recommendation
Town of Front Royal – 2020 FR-5, 6 & 7 Basins Manhole Frame and Cover Replacements
(IFB #09-2020); CHA Project No. 031133**

Dear Robbie:

On Thursday, May 14, 2020, the Town received bids for the 2020 FR-5, 6 & 7 Basins Manhole Frame and Cover Replacements contract. This contract includes replacement of approximately 180 sanitary sewer manhole frame and covers, sealing of approximately 50 sanitary sewer manhole frame and covers, and associated appurtenances.

The Town received five bids as summarized below. A detailed bid tabulation is also enclosed.

Bidder Name	Total Base Bid
American Contractors, Inc.	\$390,000.00
Bushong Contracting Corporation	\$439,732.00
AM-Liner East, Inc.	\$498,859.00
Kee Construction Services, Inc.	\$614,500.00
Shirley Contracting Company, LLC	\$793,150.00

While American Contractors, Inc. was the apparent low Bidder, their bid lacked the required unit prices, which rendered their bid non-responsive as confirmed by the Town's attorney. Therefore, Bushong Contracting Corporation was the lowest responsive and responsible Bidder for the contract.

Since Bushong Contracting Corporation has successfully completed many similar utility projects for the Town in the past, CHA recommends award of the 2020 FR-5, 6 & 7 Basins Manhole Frame and Cover Replacements contract to Bushong Contracting Corporation in the amount of \$439,732.00.

We appreciate the opportunity to work with the Town on this project. If you should have any question with respect to this recommendation, please do not hesitate to contact me.

Sincerely,

Earl Smith, P.E.
Senior Engineer

EES\ees
Enclosure

BID TABULATION SUMMARY

Owner: Town of Front Royal

Project: 2020 FR - 5, 6 & 7 BASINS MANHOLE FRAME AND COVER REPLACEMENTS (IFB #09-2020)

Bid Date: Thursday, May 14, 2020 2:00 PM

CHA Project Number: 031133

BIDDER				AMERICAN CONTRACTORS, INC.		BUSHONG CONTRACTING CORP.		AM-LINER EAST, INC.		KEE CONSTRUCTION SERVICES, INC.		SHIRLEY CONTRACTING COMPANY, LLC	
Item	Description	Unit	Est Qty	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price
1	Bonds, Insurance, and Mobilization	LS	1	Not Provided	Not Provided	\$38,185.00	\$38,185.00	\$83,000.00	\$83,000.00	\$122,990.00	\$122,990.00	\$35,000.00	\$35,000.00
2	Water-Resistant Frame and Cover (Yard)	EA	57	Not Provided	Not Provided	\$1,393.00	\$79,401.00	\$1,443.00	\$82,251.00	\$675.00	\$38,475.00	\$4,900.00	\$279,300.00
3	Water-Resistant Frame and Cover (Pavement)	EA	121	Not Provided	Not Provided	\$1,876.00	\$226,996.00	\$2,410.00	\$291,610.00	\$2,615.00	\$316,415.00	\$3,000.00	\$363,000.00
4	Install Grade Rings, <12" Total Height (Yard)	EA	14	Not Provided	Not Provided	\$573.00	\$8,022.00	\$277.00	\$3,878.00	\$400.00	\$5,600.00	\$850.00	\$11,900.00
5	Install Grade Rings, <12" Total Height (Pavement)	EA	81	Not Provided	Not Provided	\$573.00	\$46,413.00	\$277.00	\$22,437.00	\$1,065.00	\$86,265.00	\$850.00	\$68,850.00
6	Install Grade Rings, >=12" Total Height	IN	6	Not Provided	Not Provided	\$350.00	\$2,100.00	\$444.00	\$2,664.00	\$415.00	\$2,490.00	\$100.00	\$600.00
7	Seal Existing Frame (Yard)	EA	36	Not Provided	Not Provided	\$647.00	\$23,292.00	\$277.00	\$9,972.00	\$375.00	\$13,500.00	\$500.00	\$18,000.00
8	Seal Existing Frame (Pavement)	EA	11	Not Provided	Not Provided	\$1,393.00	\$15,323.00	\$277.00	\$3,047.00	\$2,615.00	\$28,765.00	\$1,500.00	\$16,500.00
Total Base Bid				\$390,000.00**		\$439,732.00		\$498,859.00		\$614,500.00		\$793,150.00	

* Denotes a correction of an arithmetic error present in the Bid Form; the correct sum shall govern per Article 1.15-A.3 of the Instructions to Bidders.

** Denotes non-responsive bid

Apparent Low Bidder: BUSHONG CONTRACTING CORPORATION

Prepared By: Earl Smith, P.E. - CHA Consulting, Inc.