



AMERICAN RESCUE PLAN ACT

The City of Milford

OVERVIEW OF THE AMERICAN RESCUE PLAN ACT

On March 11, 2021, the American Rescue Plan Act (“ARPA”) was signed into law, providing financial relief to state and local entities that have been negatively impacted by the coronavirus pandemic. Included in the \$1.9 trillion package is the Coronavirus State and Local Fiscal Recovery Funds, which provide \$350 billion in emergency funding for eligible state, local, territorial, and tribal governments. The U.S. Treasury Department oversees the Recovery Funds and provides guidelines on their proper use.

The funding objectives of the American Rescue Plan Act are to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control.
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs.
- Support immediate economic stabilization for households and businesses.
- Address systemic public health and economic challenges that have contributed to the inequitable impact of the pandemic on certain populations.

ARPA funds cannot be used to:

- Build a town's savings reserves.
- Fund a town's pension debts.
- Offset loss in tax revenue as a result of a law, regulation or administrative interpretation.

Within these general categories, the City of Milford will have broad flexibility to decide how best to use the Recovery Funds to meet the needs of our community. In order to best coordinate this effort, the City formed the ARPA Working Group, comprised of the Mayor, Aldermen, Chief of Staff, and Department Directors from Public Works, Health and Human Services, IT, Finance, Human Resources, and Economic Development.

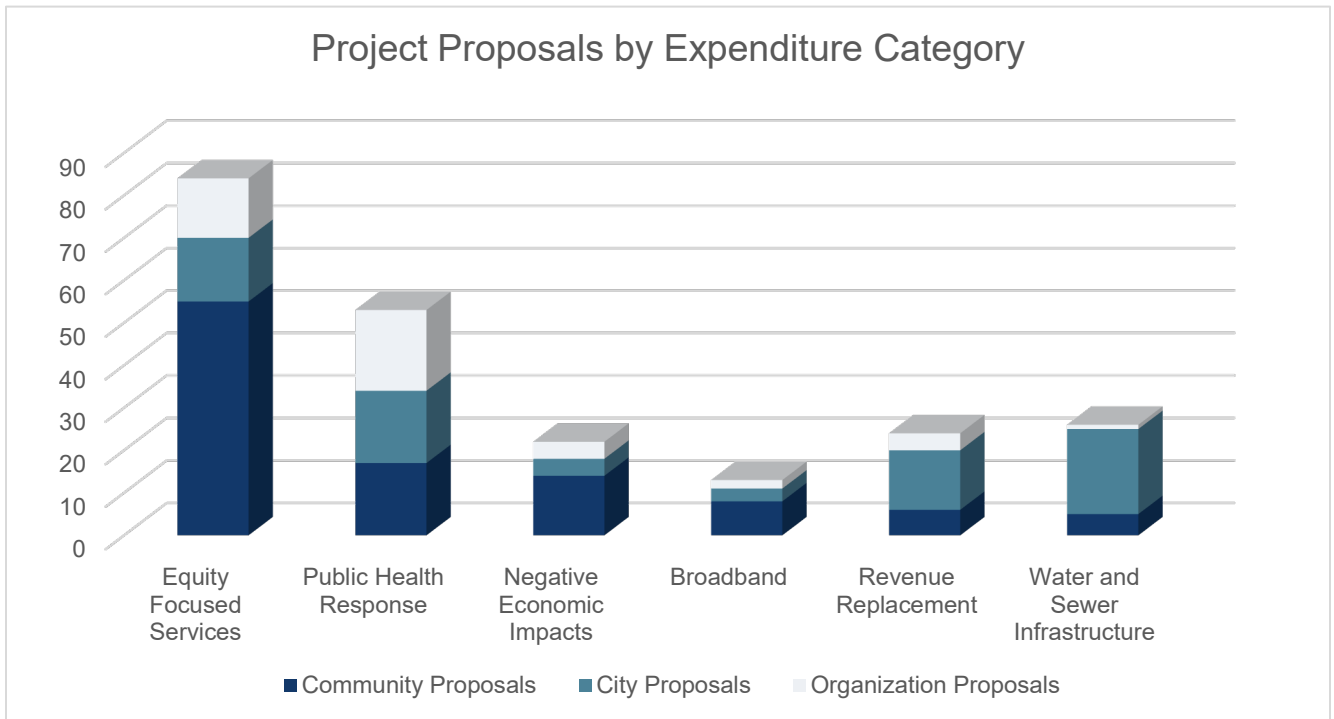
The City expects to receive just over \$29,000,000.00 in Recovery Funds. These funds must be used before December 31, 2024. However, for certain infrastructure projects, funds must be obligated prior to December 31, 2024, with project completion and fund expenditure no later than December 31, 2026.

INPUT OPPORTUNITIES

The City of Milford solicited and received many submissions for American Rescue Plan Act project ideas. City department heads and employees weighed in with suggestions specific to their areas of expertise and daily business activities. Local partners and non-profit organizations also submitted Milford specific proposals, as did organizations with a more national reach. Community members provided a unique perspective as to how needs might be addressed from their point of view – as residents, environmentalists, parents of Milford children, people concerned about the well-being of our vulnerable populations, as well as many other distinct viewpoints.

Project ideas came in for all six American Rescue Plan Act areas of focus:

- Support for the Public Health Response.
- Addressing the Negative Economic Impacts of COVID-19.
- Replacement of Lost Public Sector Revenue.
- Water and Sewer Infrastructure.
- Broadband Infrastructure.
- Equity Focused Services.



GUIDING PRINCIPLES

In addition to facilitating the City of Milford's response to the COVID-19 pandemic and addressing its negative impacts on residents, ARPA funds provide a unique opportunity for Milford to complete projects and programs that will have a transformative and lasting impact on City services and the community.

In this spirit, the American Rescue Plan Act Working Group established the following principles to guide the allocation and use of ARPA funds.

- **Be Transformational.** Pursue projects or programs that solve an ongoing problem and make a long-term and sustainable difference in the community.
- **One-Time Uses.** Allocate one-time ARPA dollars to projects or programs with a defined funding period that do not create an ongoing fiscal obligation for the City.
- **Health & Safety.** Support the public health and safety response to COVID-19, which includes addressing the pandemic's ongoing health and safety impacts and building resiliency to better prepare the City for future disasters.
- **Equitable Outcomes.** Prioritize projects or programs that aim to increase equitable recovery and future resilience for disadvantaged or unincorporated communities.
- **Shovel-Ready.** Prioritize shovel-ready infrastructure projects that can be completed within the defined funding period.
- **Avoid Duplication.** Ensure funded projects or programs do not duplicate services approved or administered by the State or Federal government.

EVALUATION CRITERIA

The ARPA Working Group met weekly to review the projects proposed by the community, local organizations, and by municipal employees.

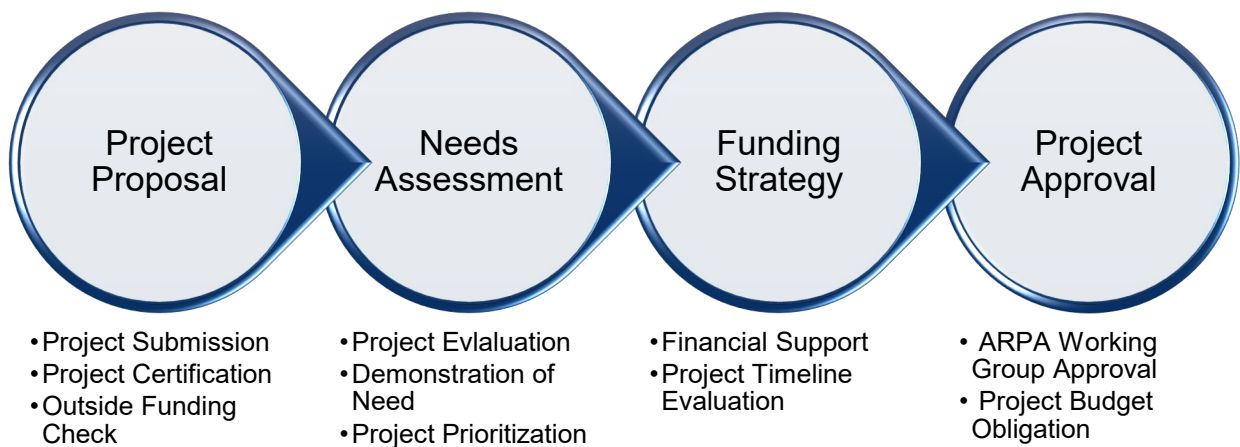
The Working Group adopted evaluation criteria for the proposed projects to ensure uniformity from proposal to approval.

First, each proposed project was presented to the Working Group. Each submission was then checked against the Treasury's Final Rule to certify that the project was eligible under the ARPA guidelines and regulations. The project was then cross checked with available and planned State and Federal grants to ensure no duplication of funds.

Certified projects were then evaluated and ranked for their level of need. Certain projects were deemed time sensitive and were classified as high priority for a start date. Other projects were deemed lower priority and were not given an immediate start date.

Next, project timelines were considered, and funding plans were set.

Finally, projects were approved by the ARPA Working Group, and the budgets were obligated from the ARPA funding.



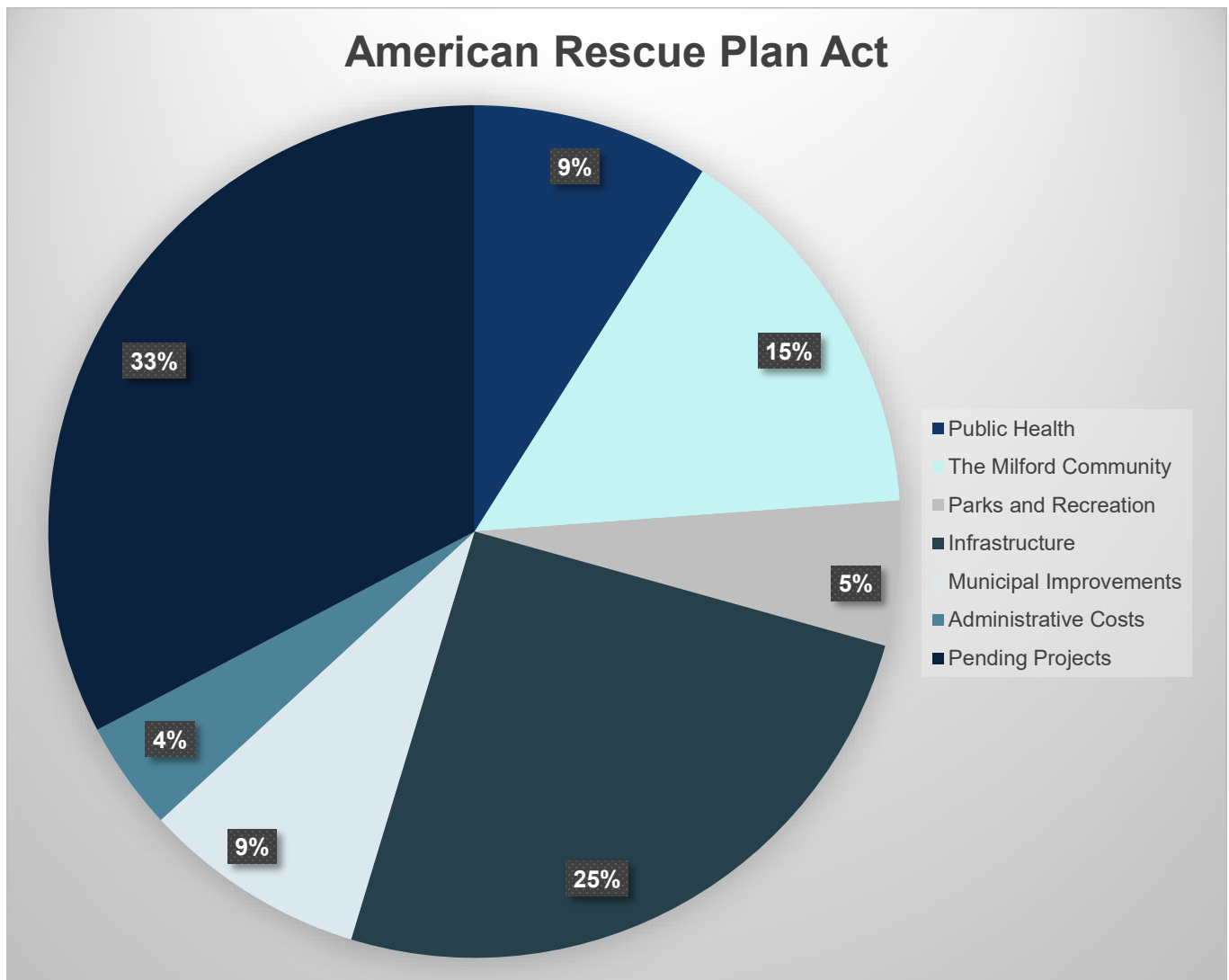
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PLANNED USE OF FUNDS

The needs of the City of Milford continue to change as the COVID-19 pandemic unfolds. In order to address these needs, the City has planned to use the funding for projects that help combat the public health emergency, assist the Milford community, improve our outdoor spaces, enhance our City’s wastewater and broadband infrastructure, as well as those that upgrade or improve our municipal functions.

Currently, the approved projects fall into the following categories:



PUBLIC HEALTH - \$2,622,500.00 APPROVED

1. Temporary Vaccination Clinic Space - \$200,000.00

The presence of a viable, established, semi-permanent clinic space would afford the opportunity to continue the local public health pandemic response moving forward in a manner that significantly minimizes logistics staffing and supplies, while increasing capacity to respond through additional clinical expertise and assistance. This clinic space will be utilized for at least one year with the possibility of extending the time period to be responsive to the need for Covid-19 vaccination booster doses amongst the eligible population, while continuing to promote vaccination to those who are most vulnerable or remain unvaccinated. The vaccination clinic will be funded primarily through reimbursed expenses from FEMA; however, this allocation was created to cover any vaccination clinic expenses that occur after FEMA ends their reimbursement eligibility period.

2. Police Department Safety Equipment - \$66,500.00

The Police Department will procure and issue Millennium Gas Masks and filter/canisters to all sworn personnel for protection from chemical, biological, radiological, and nuclear (CBRN) environments. Millennium Gas masks are rated to protect the wearer from non-deadly gasses and can be used to “escape” a Chemical, Biological, Radiological, Nuclear (CBRN) environment. The equipment is compatible with the equipment used and in stock by the fire department which would make the agencies interoperable during an incident involving a CBRN environment. The Millennium mask has no expiration.

3. Health and Human Services Feasibility Study - \$100,000.00

The pandemic has highlighted the challenges of routine and public health emergency operations with the current Health Department building. Additionally, as the Milford Department of Human Services now falls under the direction of the Health Director, it has been a goal to physically consolidate both departments under one roof. While the Milford Department of Human Services building has available office space, the facility needs extensive renovation and significant expansion in order to accommodate the space requirements for both agencies to provide routine and clinical services to Milford residents. Building a new facility that consolidates Health, Human Services, and possibly certain Emergency Management Services affords the opportunity to streamline operations. Specific to COVID-19 response, such a facility would provide a space to be responsive to this and future pandemics through provision of an appropriate mass vaccination or mass dispensing clinic space for the community, while utilizing the space for routine services during non-emergency times. Finally, the pandemic and several other natural disasters have demonstrated the need for all services to coordinate closely for an effective response and recovery.

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This proposal seeks to implement a feasibility study to determine the most efficient manner by which to achieve optimal provision of health & human services assistance.

4. Fire Department Communications Equipment - \$165,000.00

The Fire Department responds to community medical emergencies and supports the Health Department's efforts in managing Milford's COVID-19 response. The Fire Department needs improved technology to better the communication between dispatch and the response personnel, which in turn improves the service that the first responders can provide to the community. This project will update the communications systems in 18 Fire Department vehicles.

5. Police Department Licensed Clinical Social Workers - \$520,000.00

This pilot program adds Licensed Clinical Social Workers to the Police Department staff to provide social services in assisting with the triage of calls for service and developed intervention strategies to address needs during and post incident. Further, LCSW's would work in partnership with other social service agencies to establish a two-way bridge to meet the needs of our community. Those needs have been elevated because of the pandemic crisis that we are still experiencing. Issues such as mental health, substance abuse, homelessness, elderly and child abuse, family problems and disputes are all on the rise, based in part on these unprecedented times. The Police Department will hire two LCSW's to work with police officers in responding to and managing critical incidents where our citizens are in crisis and can better be served by a social service response, instead of a law enforcement response. An important, but nevertheless missing, component to the work of police departments is the need for follow-up social service intervention after the call. LCSW's can work with citizens to bridge that gap and help Milford re-define what public safety should look like. Partnering social workers with police officers is the evolution of policing. This is an opportunity to develop a trial program and measure those results against a cost-benefit analysis.

6. EMS Sustainability Equipment - \$246,000.00

Milford's Fire Department and EMS emergency response to COVID-19 produced an overwhelming amount of wear and tear on much of its medical equipment. Certain types of equipment have been aged at an accelerated rate due to the amount of decontamination required after treating and transporting COVID-19 patients. The pandemic created an increase in critical patient transports and the application of disinfectant solutions required after each has depreciated the equipment. The deterioration has significantly reduced the service life of the equipment, hastening the need for replacement. This project will fund three new hydraulic stretchers, three defibrillators, and three CPR compression devices.

7. Municipal Remote Capabilities - \$875,000.00

When City employees were required to quarantine, the City's IT Department had a very difficult time locating and configuring equipment to allow for remote work. Much of the equipment was obsolete, resulting in poor performance and compromised productivity. Remote support was specially challenging due to the variety of legacy equipment deployed. By replacing all City desktop computers with laptops, not only will computer performance improve, but employees will be able to productively work at home and maintain government operations remotely with very little interruption. Police Department desktop computers will be replaced with updated desktops that enable the officers to attend virtual meetings from the Police Department without the need for additional equipment. This upgrade also includes a three-year contract extension to Microsoft Office.

8. Health Department Community Health Coordinator - \$100,000.00

This project increases the staff time of the currently part-time Community Health Coordinator. This position will serve to more effectively and efficiently meet the administrative needs of clinics including patient scheduling, staff/volunteer scheduling, vaccine inventory, data entry and management in the Vaccine Administration Management System (VAMS) as well as clinical support to the Director of Nursing during clinic operations and contact tracing efforts.

9. Parsons Government Building Gymnasium HVAC - \$350,000.00

This project will replace the two Air Handler HVAC Units with two high efficiency Roof Top Units that have electric cooling and hot water heat. This is a necessary upgrade that will provide adequate ventilation with filtration to the heavily utilized space.

THE MILFORD COMMUNITY - \$4,339,500.00 APPROVED

1. Recovery Coordinators - \$52,000.00

Two Business and Community Recovery Ambassadors were hired to coordinate with the City to implement a comprehensive communications and public relations program related to the City of Milford's economic recovery from the COVID-19 pandemic. These part-time employees will increase the flow of information related to the American Rescue Plan Act and serve as a liaison between the City, the public, and the local business community.

2. School HVAC - \$1,000,000.00

The City of Milford has entered into a matching funds agreement with the Milford Public Schools to provide a total of \$2,000,000.00 in American Rescue Plan Act funding for additions of and improvements to the HVAC systems in the schools. Milford Public Schools will work with HVAC contractors to design and install appropriate upgrades to the existing HVAC systems with the goal of striving for/achieving ventilation standards consistent with those outlined in the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) standard 62.1. To the extent possible, these upgrades will include the installation of central air conditioning systems.

3. Real Estate Audit – \$87,500.00

The City of Milford is planning to conduct a commercial real estate audit to use in the retention and recruitment of business. The audit will include all commercial buildings in the City of Milford. The audit will create a comprehensive and exhaustive list of commercial buildings in the City to include information related to ownerships, lease, vacancy/occupancy, pictures of the property, location, business type, square footage, zone, employees, tax assessment and obligation and related information.

4. Senior Center Outdoor Space - \$200,000.00

The Milford Senior Center operates under the Milford Council on Aging, a not-for-profit organization for the benefit of the senior population of Milford. This project will create an outdoor area at the Senior Center located on Jepson Drive. During the pandemic, the Milford Senior Center was temporarily unable to conduct indoor activities. Due to the lack of suitable onsite greenspace, many seniors would gather under a shady area of the parking lot. This project includes construction of a linear park in the area of the parking lot. This will add value to the Senior Center as well as an additional safe location for seniors to engage outdoors, gather for music events, leisure, fitness, and other activities. The outdoor area will be made easily accessible for all members.

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5. Tudor Road Remediation and Renovation - \$1,500,000.00

This project will remediate and secure the building that was previously St. Gabriel's School on Tudor Road, which was recently purchased by the City. This building will be utilized by the City's Recreation Department and will be the new location of The Boy's and Girl's Club of Milford.

6. Summer Playground Program - \$800,000.00

The Milford Recreation Department requested payroll relief for its six-week summer program for the 2021 - 2024 camp seasons. The Summer Playground Program is one of the most popular programs run by the Recreation Department. This program provides childcare in a safe and enjoyable environment for approximately 165 Milford children each week of the summer. The camp also provides seasonal employment for nearly 75 high school students in Milford. This department utilized additional staffing in order to provide increased safety measures during the COVID-19 public health emergency. The resulting increased payroll depleted the department's seasonal budget.

7. Recovery Grants for Milford Businesses and Non-profits - \$500,000.00

The City of Milford Small Business and Non-profit COVID Assistance Grant Program was established to provide one-time financial assistance to eligible Milford small businesses and non-profit organizations that have been adversely impacted by the COVID-19 pandemic. The Program is funded through the American Rescue Plan Act (ARPA) funds and administered by the City of Milford's Economic and Community Development Department. The Program is intended to help small businesses and non-profits recover from the COVID-19 pandemic to be viable post pandemic.

8. Library Upgrades - \$200,000.00

To accommodate demands for services while maintaining necessary safety protocols, changes to the library are needed. From easy-to-clean furniture to upgrades, to electrical and outdoor areas, these changes would help protect both the staff and the public while providing and utilizing library services. This project will also add solar-powered charging stations and digitize the microfilm, which will help improve remote access to digital literacy resources.

PARKS AND RECREATION - \$1,599,900.00 APPROVED

1. Portable Stage Trailer - \$200,000.00

This project is for the purchase of a portable stage trailer for the Parks and Recreation Department, which could also be utilized by other City departments as well as local civic organizations. The stage trailer will be used for concerts, parades, shows, and special events. The current trailer is antiquated. The new trailer will be safer and more user-friendly, with the proper electrical, sound, and light components necessary for event production.

2. Lisman Landing Resiliency Project - \$420,000.00

This project combines four separate improvements to the area. This project will improve and expand the kayak and dinghy storage located at the City Boat Ramp. A floating dock will be added to assist in launching and retrieving kayaks and dinghies. This will allow for a safe, dedicated area for users to launch and retrieve their vessels. The project will also raise the elevation of the south dock and add power and water to the existing 240' floating dock. Additionally, there will be concrete and paving upgrades to the walkway, stairways, handicap ramp, and parking lot. Not only will this project make the Lisman Landing more accessible, it will also provide an improved and safer space for outdoor events.

3. Eisenhower Park Upgrades - \$475,000.00

This project would combine multiple separate improvements to the park. A new pavilion would be installed that would include electricity, a small storage room, and a covering. The surrounding grass area would be improved to make a more family-friendly picnic and play area. The park's walking trails would be assessed and improved where needed. The park's bathrooms would also be updated. Eisenhower Park is a heavily utilized outdoor space in Milford, and these improvements will increase the park's ability to host outdoor events.

4. Grove Circle Playground - \$109,000.00

The playground at Grove Circle is in need of replacement. This project will enhance the park and playground area for children and turn the park into a destination for families. A playground will be installed with mulch and borders, the picnic area will be bordered off and mulched, a water bottle fountain will be installed, and the basketball court will be repainted.

5. Basketball Lighting Project - \$40,000.00

This project will provide the City with more cost-effective lighting at the basketball courts at Fowler Field. This will ensure a better playing environment for all residents

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using the facility and will allow the basketball courts to be utilized for more hours of the day.

6. Baseball & Softball Safety Fencing - \$355,900.00

This project, which allows for new state-of-the-art stronger fencing to be installed at four playing fields in the City, will create safer experiences for both the players and spectators. All bullpens and on-deck batting areas will be fenced in. The backstops will be reconfigured and replaced. Safety netting will be installed at certain points on fields to keep spectators safe.

INFRASTRUCTURE - \$7,404,000.00 APPROVED

1. Miscellaneous Sewer Pump Station Upgrades - \$3,500,000.00

Many of the City's sewer pump station standby generators and controls need to be updated. Additionally, some of the pump station buildings have deteriorated and need to be replaced. Updates to these pump stations will be completed with sea-level rise protection and will help against flooding during storm events.

2. Emergency Generators - \$1,504,000.00

All of the City's Wastewater generators are exercised under monthly full load, however, due to their age, the older generators are failing during extended power outages. Multiple generators have failed and require emergency replacement. Additionally, a portable generator will be purchased to facilitate a quick connection in emergencies and prevent sewage by-passes during any future generator failures.

3. Municipal Buildings Broadband and Security Updates - \$2,400,000.00

This project will ensure security of municipal buildings, allowing for controlled door access. It will replace building data cabling and fiber where needed and provide wireless access where possible. Proximity card reads will be installed at all external doors at the Parsons Government Building, which will allow for remote or after-hours access to be granted to those authorized to be in the building. There will also be an update to the uninterruptible power supplies and generators to ensure continuity of operations.

MUNICIPAL IMPROVEMENTS – \$2,479,289.80 APPROVED

1. Police Department Boiler - \$309,000.00

Replacement of two oil-fired boilers with three energy efficient gas-fired condensing boilers. This will lower maintenance and operating costs and energy efficiency will increase from 78% to 96%.

2. Police Body Worn Camera Contract Extension - \$1,300,600.00

The Milford Police Department currently utilizes Axon Tasers, Body Worn Cameras and Evidence.com. The proposal is to extend these contracts by five (5) years and to upgrade the current equipment to the next generation Taser 7 and Axon Body 3. The new Axon Body 3 offers “Axon Respond,” which is a program that allows live stream capabilities, enabling the agency to experience real time situational awareness during critical incidents to improve officer safety, effectiveness, and awareness. Along with the equipment upgrade, the extended contract allows for new programs, such as “Axon Performance.” This project also includes a warranty to replace and upgrade equipment.

3. Electric City Vehicles & Charging Stations - \$250,000.00

This project will fund the purchase of electric vehicles for the City fleet and the necessary electrical upgrades necessary for the installation of charging stations. Electric vehicles are environmentally friendly, require lower maintenance due to an efficient electric motor, and offer better performance.

4. Fiscal Year 2021 General Fund Deficits - \$409,689.80

Certain accounts in the general fund and sewer fund operating budgets went into deficit as of 6/30/21 due to end-of-year payments for June 2021 and in some cases May 2021 as well. This project approves the reclassification of these remaining deficits to the ARPA funding under the provision of government services (revenue replacement) provision.

5. Police Department Patrol Vehicles - \$210,000.00

This project will fund the purchase of approximately six patrol vehicles for the Police Department.

ADMINISTRATIVE COSTS - \$1,205,000.00 APPROVED

1. Special Projects Manager - \$400,000.00

A Special Projects Manager was hired to organize and lead all aspects of the implementation of the ARPA funds. Funding for this project covers the multi-year span of the ARPA program. This full-time position includes planning and coordinating the development of the scope of work for numerous projects in addition to establishing and overseeing budgets for all projects, all within the extremely exacting timelines called for under the ARPA. This position is also tasked with ensuring that all projects are in compliance with local, state, and federal laws.

2. Project Manager – Department of Public Works - \$300,000.00

This temporary position is necessary to assist the Department of Public Works in the administration and management of ARPA projects that fall under this department. Duties include facilitating requests for funding, eligibility evaluation, financial compliance, accounting, reporting, account reconciling, and audit preparation. Staff resources are also needed for communications, briefings, presentations, training, and other reporting and procedure development. Funding for this project covers the multi-year span of the ARPA program.

3. Project Assistant - \$200,000.00

Temporary staff is also needed to assist in administration and management of ARPA projects as well as various grant funding received between 2021 and 2024. Duties include facilitating requests for funding, eligibility evaluation, financial compliance, accounting, reporting, account reconciling, and audit preparation. Staff resources are also needed for communications, briefings, presentations, training, and other reporting and procedure development. Funding for this project covers the multi-year span of the ARPA program.

4. Financial Analyst - \$300,000.00

A temporary financial analyst will assist in the tracking, reporting, and analysis of expenditures and revenues for the ARPA funding. Funding for this project covers the multi-year span of the ARPA program. Duties include, but are not limited to, ensuring that expenditures are properly documented and are in compliance with all regulations and guidelines, maintaining files in preparation for audit, reviewing internal policies and procedures and updating them as needed to ensure compliance with ARPA, and strong internal controls, maintain databases and spreadsheets with related data, and ensuring that transactions are charged to the correct accounts in the MUNIS financial system. The financial analyst will also train/guide department

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staff on grant regulations, City procedures, and accounting/audit practices/guidance as well as answer questions from all stakeholders.

5. Fringe Benefits Costs for ARPA Funded Positions - \$5,000.00

This project will cover the cost of fringe benefits associated with the administrative positions that are funded under the American Rescue Plan Act. This includes FICA and Worker's Compensation expenses. This obligation will likely increase pending the cost needs.

PENDING PROJECTS

Not all ARPA funds were immediately obligated to allow for the City of Milford to respond to changing health and economic circumstances over the coming months.

Moreover, the Working Group continues to develop project scopes and budgets before formally obligating the funds and submitting to the United States Treasury.

1. Total Amount Obligated as of January 2022 - **\$19,650,189.80**
2. Remaining Funds for Pending Projects – **\$9,546,535.11**

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	Project List	Obligation
Public Health		
	Temporary Vaccination Clinic Space	\$200,000.00
	Police Department Safety Equipment	\$66,500.00
	Fire Department Communications Equipment	\$165,000.00
	Municipal Remote Capabilities	\$875,000.00
	Police Department LCSW's	\$520,000.00
	Health and Human Services Feasibility Study	\$100,000.00
	EMS Sustainability Equipment	\$246,000.00
	Health Department Community Health Coordinator	\$100,000.00
	Parsons HVAC	\$350,000.00
The Milford Community		
	School HVAC	\$1,000,000.00
	Recovery Coordinators	\$52,000.00
	Real Estate Audit	\$87,500.00
	COVID-19 Recovery Grants	\$500,000.00
	Senior Center Outdoor Space	\$200,000.00
	Summer Playground Program	\$800,000.00
	Tudor Road Remediation and Renovation	\$1,500,000.00
	Library Upgrades	\$200,000.00
Parks and Recreation		
	Portable Stage Trailer	\$200,000.00
	Lisman Landing Resiliency Project	\$420,000.00
	Eisenhower Park Upgrades	\$475,000.00

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	Grove Circle Playground	\$109,000.00
	Baseball and Softball Safety Fencing	\$355,900.00
	Basketball Lighting	\$40,000.00
Infrastructure		
	Misc. Sewer Pump Station Upgrades	\$3,500,000.00
	Sewer Pump Station Emergency Generators	\$1,504,000.00
	Municipal Broadband and Security Upgrades	\$2,400,000.00
Municipal Improvements		
	Police Department Boiler	\$309,000.00
	FY 2021 General Fund Deficits	\$409,689.80
	Police BWC Equipment and Contract Extension	\$1,300,600.00
	Electric City Vehicles and Charging Stations	\$250,000.00
	Police Department Patrol Vehicles	\$210,000.00
Administrative Expenses		
	Special Projects Manager	\$400,000.00
	Project Manager – DPW	\$300,000.00
	Project Assistant	\$200,000.00
	Benefits Coverage for ARPA Funded Positions	\$5,000.00
	Financial Analyst	\$300,000.00