

# American Rescue Plan Act of 2021 (ARPA)

## Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

### Proposed Project Details

Please select a category from the Eligible Uses of Funding:

To learn more about how funds can be used, go to

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

- ☐ Support Public Health Response
- ☐ Replace Public Sector Revenue
- ☐ Water & Sewer Infrastructure
- ☐ Address Negative Economic Impacts
- ☐ Broadband Infrastructure
- ☒ Premium Pay for Essential Workers

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Estimated Cost of Proposed Project:

\$ 11,550

Provide a detailed description of your proposed project below:

- See attached

Projected Timeline for Proposed Project:

30 days from approval and funding

Is this project a one-time expense?

☒ Yes

☐ No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Jackie Prime, Community Services Director

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

CS Director stepped up to fill a critical role in the Senior Services Department and Food Pantry-well beyond the scope of duties outlined in her job description.

As a result, the CS Director was in constant direct contact with the public during the pandemic, and continually at high risk for exposure to Covid-19.

Discuss the estimated budget for your proposed project:

Bonus based on number of added responsibilities throughout the state of emergency (66 weeks total)

\$200 X 33 weeks = \$ 6,600

\$150 X 33 weeks = \$ 4,950

                      
\$ 11,550

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## Contact Information

Name:

Jackie Prime

Address:

Boynton Public Library PO Box 296  
Templeton, MA 01468

Phone:

(978) 939-5582

Email:

jprime@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)

Provide premium pay to employee who was declared an essential employee by the Town of Templeton. Community Services Director was required to oversee projects at the library during the state of emergency closure, including providing recorded programs for young patrons. In addition, she stepped up to staff the Senior Center and Food Pantry when the staff and volunteers refused to work on site and resigned. For the Senior Center, this entailed (for the 17 weeks with no staff) : overseeing Meals on Wheels deliveries & drivers (when GAAMHA transportation shut down), staffing the building, returning phone messages all Center phones were forwarded to personal (not town provided) cell phone, producing and distributing (via email) monthly newsletter with critical information re: covid-19 and local resources. Heavily involved in interviews for new Senior Center staff, and extensive work to orient them. For the Food Pantry this entailed (for the 33 weeks prior to the New Hope Bible Chapel assuming operations): complete re-organization of pantry area, implementation of new process for visitors, gathering and overseeing of over 30 volunteers, food/supply shopping 3 times a week, using personal vehicle (did not submit for mileage reimbursement), responding to phone calls to the pantry- calls were forwarded from this line to personal (not town provided) cell phone, creating partnerships with Heywood Hospital, Growing Places and Gardner CAC, deliveries to Templeton and Phillipston residents who were homebound, processing over \$30,000 in monetary donation (turnovers to Treasurer and Accountant, and thank-you letters to donors), point of contact for Block Grant with the town of Athol (\$8,000), and related quarterly reports, organized town-wide food drive. After transfer of food pantry operations to New Hope Bible Chapel in November 2020, CS Director continued to handle pantry expenses (warrants) until town-held funds were expended, and continued work on Block Grant reports through the end of the contract period.