

# MEMO

Date: December 15, 2021

To: Matthew Strugis, Town Manager

From: John Quartararo, Finance Director



Re: Cape Care - American Rescue Plan Act of 2021 grant

CC: Debra Lane, Town Clerk; and Kathy Raftice, Director Community Services

On December 6, 2021, the Town received a grant payment of \$10,000 from ARPA funding through Maine Department of Health and Human Services. In following up with DHHS, we determine that this is not a single payment but the first payment for the period October 1, 2021 through August 31, 2022. According to DHHS, they do not issue a letter of award, merely a statement that we will receive \$10,050 per month, which we did receive. . Therefore, the total of the award is \$110,550.00.

The recipient agency is required to pay a bonus of \$200.00 per month to employees who are member of the DHHS "Quality". Cape Care has nine such employees and is adding a 10<sup>th</sup> employee. To properly track the use of these funds we created a new department 0639 – Cape Care – ARPA, which will be used until the funding is exhausted. We anticipate using \$19,800 to pay these bonuses. The balance of the funds will pay Cape Care personnel costs and estimate that there is sufficient funding to cover nearly eight payroll periods starting in January. When the grant funding is exhausted, excluding the remaining bonus payments, personnel expenses will be charged to the original appropriation in department 0638 – Cape Care.

I am requesting that the Town Council accept the grant award of \$110,550 and appropriate those funds into department 0639 – Cape Care ARPA.

I suggest the following Council order:

*The Council accepts and appropriates to department 0639 – Cape Care – ARPA a grant award of \$110,550 from the American Rescue Plan Act of 2021 administered by the Maine Department of Health and Human Service for the period October 1, 2021 through August 31, 2022.*