



American Rescue Plan Application Policy & Procedures

Barbour County Commission | Barbour County, WV

About the ARP Funding Application

American Rescue Plan Act provides the Barbour County Commission with \$3.19 million in direct federal aid to assist our community in its recovery from the COVID-19 pandemic. Barbour County Commission received the first round of funding, approximately \$1.5 million, in June 2021. In general, the American Rescue Plan Funds can be used to respond to the ongoing COVID-19 pandemic, to replace lost public revenues, to support economic stabilization, and to make necessary investments in water, sewer and broadband infrastructure. For additional information, please refer to the [U.S. Treasury Guidance](#) at the following link:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

Purpose

The purpose of this application is for the Barbour County Commission to receive funding requests under the American Rescue Plan in an organized and consistent manner.

Application Period

The Barbour County Commission will be accepting applications for American Rescue Plan funding in two rounds.

Round 1: September 20, 2021 and close on March 31, 2022.

Round 2: September 12, 2022 and close on October 12, 2022.

Application Process

Step 1: Submit an ARP application online: <https://barbourcountywv.org/covid-19/>.

Paper submissions will NOT be accepted.

Step 2: Application checked for completeness.

Step 3: Application enters a review phase.

Step 4: Individual Informational meetings.

Step 5: Commission Meeting agenda notice

Step 6: Award Notice

Reporting Requirements

Funds Requests:

Funding requests may be submitted at any time during the project and must include a progress report and a copy of all invoices applicable to the request. The check will be made payable to the applicant. The applicant will process payment to the vendor.

Quarterly Report:

Quarterly progress and financial reports are required to show progress on your project. Quarterly reports are due by the 20th of the month following each calendar quarter. All quarterly financial reports must include a proof of payment (check copy, receipt, credit card statement) for all requests within that quarter.

Final Report:

A Final Report and Financial report is due upon project completion.

Compliance

The Barbour County Commission is responsible for all funds allocated through the American Rescue Plan and is required to submit reports to the US Treasury. Failure to supply requested information will delay the release of funds.

Contact Information

Barbour County Administrator

Phone: 304-457-0025

Email: sfrey@barbourcountywv.org

Barbour County Commission

American Rescue Plan SUBMISSION COVER SHEET

Project FY: _____

Internal Document

Organization Name:	ARP Submission ID #:
Mailing Address:	Submission Date:
Project Name:	Funds Requested:

Barbour County Commission

American Rescue Plan

APPROVAL

Project FY: _____

Internal Document

Organization Name:	ARP Submission ID #:
Mailing Address:	Submission Date:
Project Name:	Approval Date:
Funds Requested:	Funds Approved:

Funds Request Required Documents

- Funds Request Form
- Invoice copies
- Progress Report

Directions:

It is recognized that organizations may not be able to support up front payments, therefore funds can be requested from your project at any time. A complete request includes a "Funds Request" form, "Progress Report" and a copy of invoices that totals the amount requested. A request will not be submitted for payment until all documents are received.

Proof of payment is required with your **Quarterly Report** submission.

Barbour County Commission

American Rescue Plan

Progress Report

Project FY: _____ Funds Request FY: _____

Describe your activity, progress, achievements, and difficulties encountered below. PLEASE BE DESCRIPTIVE. A progress report is due with each funds request. Email submission of this report is preferred. Send to sfrey@barbourcountywv.org

Organization Name:	ARP Submission ID#
Mailing Address:	Date of report:
Report Completed By: Title: Telephone #: Email Address:	

Barbour County Commission

American Rescue Plan

Funds Request

Project FY: _____ Funds Request FY: _____

Submit to: sfrey@barbourcountywv.org

Funds Request #: _____

Organization Name:	Grant ID #:																		
Mailing Address:	Request date:																		
Funds Allocated: \$ Funds Requested on this report: \$ Funds Requested to date: \$ Funds Available: \$	Drawdown details: <table border="1"><thead><tr><th><i>Vendor</i></th><th><i>Invoice #</i></th><th><i>Amount</i></th></tr></thead><tbody><tr><td></td><td></td><td>\$</td></tr><tr><td></td><td></td><td>\$</td></tr><tr><td></td><td></td><td>\$</td></tr><tr><td></td><td></td><td>\$</td></tr><tr><td colspan="2" style="text-align: right;">Total</td><td>\$</td></tr></tbody></table> <p style="text-align: center; color: red;">Include copies of Invoices</p>	<i>Vendor</i>	<i>Invoice #</i>	<i>Amount</i>			\$			\$			\$			\$	Total		\$
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Internal Use:

<i>Date Received:</i>	<i>Account Number:</i>	<i>Amount:</i>

Quarterly Report Required Documents

- Progress Report for the Period
- Financial Report for the Period
- Proof of payment copies for all funds requested within the period

Directions:

Quarterly progress reports are due on the following schedule:

April 20th: Activity that occurred in January, February and March.

July 20th: Activity that occurred in April, May, June.

October 20th: Activity that occurred in July, August, September

January 20th: Activity that occurred in October, November, December

Quarterly reports are meant to explain progress on the project over a three month period. Each submission should include a "Quarterly Progress Report", "Quarterly Financial Report" and proof of payment for all invoices that were included on funds requests during the reporting period. Proof of payment includes a check copy, credit card statement, ect.

No project activity should be reported on the same schedule.

Barbour County Commission

American Rescue Plan Quarterly Progress Report

Project FY: _____ Funds Request FY: _____

Describe your activity, progress, achievements, and difficulties encountered below. PLEASE BE DESCRIPTIVE. At a minimum, reports are due by the 20th of the month following each quarter. Therefore, a progress report is due by April 20th, July 20th, October 20th and January 20th. Email submission of this report is preferred. Send to sfrey@barbourcountywv.org

Organization Name:	ARP Submission ID#
Mailing Address:	Report Period: Jan, Feb, Mar Jul, Aug, Sep Apr, May, Jun Oct, Nov, Dec
Report Completed By: Title: Telephone #: Email Address: Date:	

Barbour County Commission

American Rescue Plan Quarterly Financial Report

Project FY: _____ Funds Request FY: _____

At a minimum, reports are due by the 20th of the month following each quarter. Therefore, a quarterly financial report is due by April 20th, July 20th, October 20th and January 20th. Please report \$0.00. Email submission of this report is preferred. Send to sfrey@barbourcountywv.org

Organization Name:		ARP ID#:	
Mailing Address:		Report Period: Jan, Feb, Mar July, Aug, Sep Apr, May, Jun Oct, Nov, Dec	
Report Completed By: Title: Telephone #: Email Address: Date:			
(1) Approved Funding	(2) Funds Request <i>(this period)</i>	(3) Total Project Request <i>(including this period)</i>	(4) Remaining Funds <i>(Box 1 minus Box 3)</i>

Proof of payment is required for all invoices within this reporting period.

Final Report Required Documents

- Final Project Report
- Final Financial Report

Project close out will occur when the Final Project report and Final Financial report is received verified correct and complete.

Upon project completion, the County Commission may publish a press release.

Barbour County Commission

American Rescue Plan

Final Report

Project FY: _____ Funds Request FY: _____

Describe your activity, progress, achievements, and difficulties encountered below. PLEASE BE DESCRIPTIVE. Include photos, testimonies, ect. A press release may be published on your project upon/prior to completion. The Final Report is due within 30 days of completeness. Email submission of this report is preferred. Send to sfrey@barboucountywv.org

Organization Name:	ARP Submission ID#
Mailing Address:	Report Date:
Report Completed By: Title: Telephone #: Email Address:	

Barbour County Commission

American Rescue Plan Final Financial Report

Project FY: _____ Funds Request FY: _____

A Final Financial report is due at the completion of the project. Email submission of this report is preferred.

Send to sfrey@barbourcountywv.org

Organization Name:		ARP ID#:			
Mailing Address:		Report Date:			
Report Completed By: Title: Telephone #: Email Address:					
(1) Approved Funding		(2) Total Funds Request		(3) Remaining Funds (Box 1 minus Box 2)	