



# ARPA FUNDS REQUEST FORM

Requesting Department: PUBLIC WORKS

Contact Person Name: Andrew Jinks Phone: 703 235 6381

Email: andrew.jinks@viennava.gov

Item/Project: Glen Ave SW Sidewalk

ARPA Spending Category: 9601 - PROVISION OF GOVERNMENT SERVICES  
*(See page 3 for reference)*

U.S. Treasury Interim Rule FAQ Reference Number: 4.2 and 6.14

Strategic Plan Initiative: EFFICIENTLY MOBILE COMMUNITY

Description of the item & explanation how it qualifies for the requested ARPA category:  
 Design Services for adding sidewalk on both sides of Glen Ave from Courthouse Road SW to Liberty Ln SW. The project includes adding sidewalk, curb/gutter, and drainage/Stormwater improvements.

Total funds requested: \$ 142,450.00

Please list each budgeted area for the Item/Project:

Expenditure Description	Requested Amt.	Account No.(FINANCE ONLY)
Design Services	\$ 142,450.00	130-340-9601-39920-48801
	\$	
	\$	
	\$	
	\$	
	\$	

Expected Start Date: May 2023 Expected End Date: Dec 2024



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Is this a Capital Project?  YES  NO

If YES, please input the project name: Glen Ave SW Sidewalk

Project Number (FOR FINANCE USE ONLY): ARPA4-GLEN

Notes:



DocuSigned by: Andrew Jinks 02/21/23 | 11:52 AM EST  
Requestor Signature Date

DocuSigned by: Christine Horner 02/21/23 | 11:54 AM EST  
Department Head Signature Date

DocuSigned by: Marion Serfass 03/02/23 | 11:22 AM EST  
Finance Director Signature Date

DocuSigned by: Mary Tudy 03/02/23 | 12:23 PM EST  
Finance Operations Manager Signature Date

DocuSigned by: Mary Tudy 03/02/23 | 12:23 PM EST  
Project/Grant Accountant Signature Date

DocuSigned by: Mercy Peyton 03/02/23 | 2:22 PM EST  
Town Manager Signature Date

## FOR FINANCE DEPARTMENT USE ONLY

Expense Account Created in MUNIS Date: \_\_\_\_\_

Project Account Created in MUNIS (if applicable) Date: \_\_\_\_\_

Budget Amendment Created/Submitted Date: 3/3/23

Budget Amendment Approved/Posted Date: \_\_\_\_\_