El Paso County, Texas
Recovery Plan

State & Local Fiscal Recovery Funds
2024 Report

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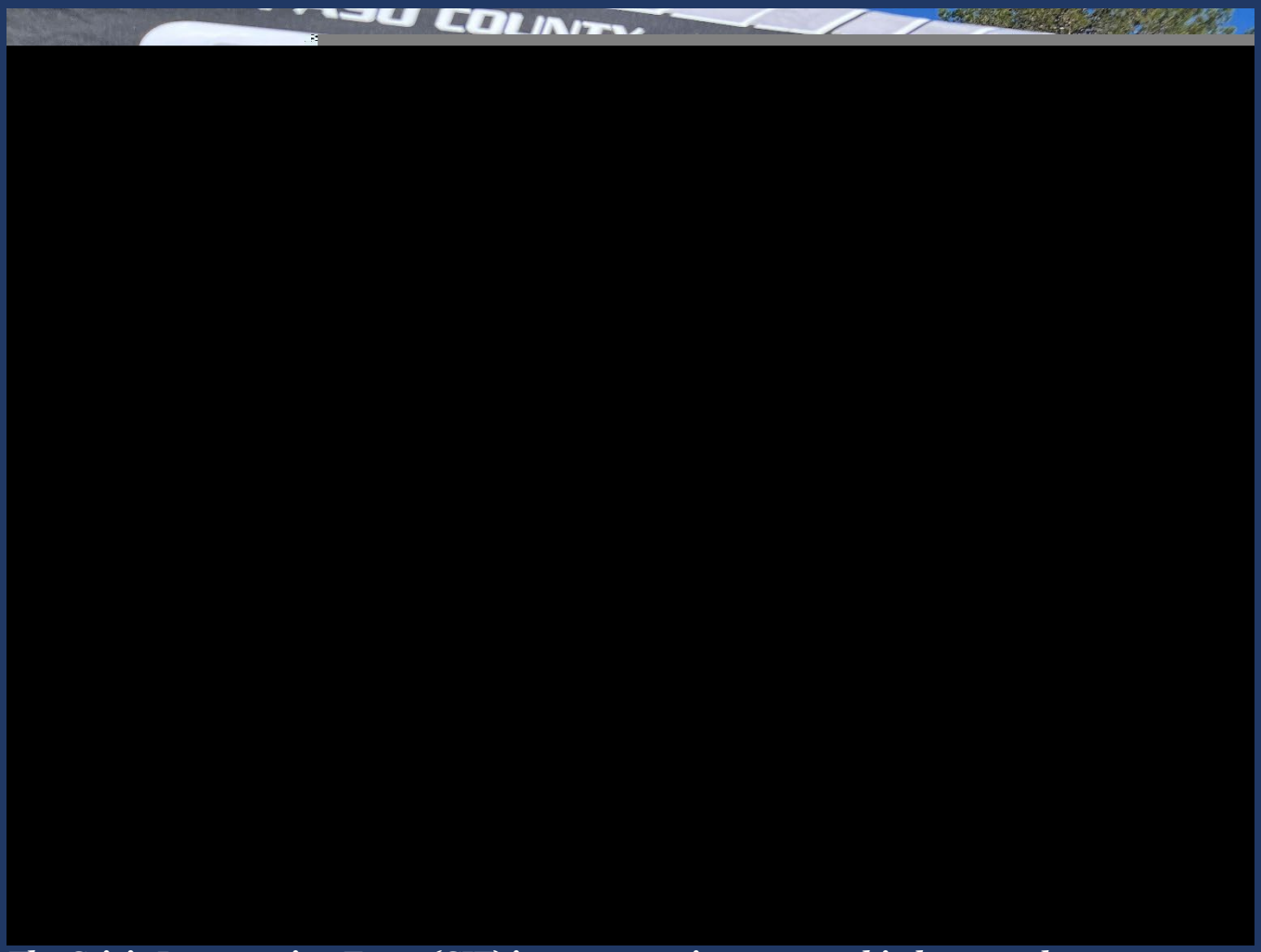
GENERAL OVERVIEW



The Crisis Intervention Team (CIT) is a community partnership between law enforcement and mental health professionals who receive specialized training on mental health crisis-related calls for service. The use of ARPA funding expanded the existing program capacity and added units that may provide 24/7 response beginning in Fiscal Year 2023. (See ARP-1000).

EXECUTIVE SUMMARY

The El Paso County (County) American Rescue Plan Portfolio (Portfolio) was adopted by the Honorable El Paso County Commissioners Court (Court) on October 25, 2021, to strategically appropriate federal funds to a variety of initiatives throughout the county. The Portfolio is guided by a regional perspective on strategic development that introduces sustained investments through various essential service lines and partner agencies. Those strategic areas of investment are:

- Public Health | *$63.2M across 26 Total Projects & Initiatives*
- Critical Infrastructure & Support Services | *$69.3M across 16 Total Projects & Initiatives*
- Economic Recovery Efforts | *$20.8M across 11 Total Projects & Initiatives*
- Administrative Operations | *$9.6M across 13 Total Projects & Initiatives*

Note: The groupings listed above are not necessarily in alignment with individual expenditure categories as defined by US Treasury. Rather, individual projects have been aggregated following reporting guidance from US Treasury stating this is permissible as these projects have been identified to have "substantially similar goals and the same outcome measures."

The County is working diligently with regional stakeholders and internal project management teams to distribute the $163M received in April 2021. These projects aim to provide transformative investments in some of the most underserved and vulnerable populations in the region. To ensure investments of the American Rescue Plan Act (Act) funding assists these targeted communities, the County is working on developing a social vulnerability index (SVI) to understand how ARPA-funded projects help address some of the sociodemographic and institutional barriers faced by disproportionally impacted communities. The County SVI is largely guided by a similar methodology developed by the Center for Disease Control and Prevention/Agency for Toxic Substances and Disease Registry Social Vulnerability Index (CDC/ATSDR SVI). The use of this strategic planning tool will remain a critical component of future public investments made by the County, including federal, state and locally funded initiatives.

The County, like many other units of government across the nation, continues to monitor the volatility of the economy and its effect on labor and material supplies and pricing. As there are various critical public infrastructure projects underway in the Portfolio, there may be a need to adjust the scope of work, identify project phasing opportunities, supplement existing federal funding with other sources or postpone projects to operate within the financial constraints of the Portfolio. The County's early start on some of these projects may minimize some of this disruption, but it remains something actively monitored by the County.

The County is also in the process of distributing direct assistance to nonprofit agencies throughout the region through a competitive notice of funding opportunity (NOFO) that was developed throughout spring 2022. The NOFO received significant interest from a variety of partner agencies and applications underwent a comprehensive review, with award recommendations scheduled sent out to agencies in fall 2022. While the demand far exceeded the amount of funds set aside for this initiative, the County gained an opportunity to identify future collaborating agencies to deliver services efficiently and effectively throughout the region. Additionally, the County continues to evaluate ways to bring together the nonprofit sector in the community to enhance the critical work of each nonprofit agency.

Overall, the County's 2023 Recovery Plan (Plan) outlines a commitment to ensure funding is deployed to support the community, including some of the most vulnerable populations in our region. The Court is working with various departments and other elected officials to fully implement these projects. The Portfolio is a living document and can be amended as the El Paso community continues to evolve and recover from the pandemic.

USES OF FUNDS

The County structured the Portfolio to provide a wide range of critical needs for the community at large, with approximately eighty-two percent of all funds going towards the areas of public health or expanded access to first-time utility services, including water, wastewater, and broadband services. The County has largely structured the funds into four overarching categories that are as follows:

- Public Health
  - *$63.2M across 26 Total Projects & Initiatives*
  - $34.8M in Direct Assistance to El Paso County Hospital District
  - $15.6M in Congregate Setting & Dense Work Site Facility Improvements
- Critical Infrastructure & Support Services
  - *$69.3M across 16 Total Projects & Initiatives*
  - $46.0M in First-Time Utility Connections (Water & Broadband)
  - $12.1M in Critical County Facilities to Enhance Service Delivery
- Economic Recovery Efforts
  - *$20.8M across 11 Total Projects & Initiatives*
  - $12.9 in Direct Assistance for External Agencies (Non-Commercial)
  - $7.8 in Direct Assistance to Small Businesses
- Administrative Operations
  - *$9.6M across 13 Total Projects & Initiatives*
  - Administrative Support for the County's Management of the Portfolio
  - Investments in Technology or Resources to Maintain or Expand County Service Delivery

The summary amounts listed above are representative of a larger grouping of 51 projects and initiatives within the Portfolio aimed at improving the quality of life and resilience of the El Paso community (*SEE APPENDIX A: EL PASO COUNTY ARPA PORTFOLIO PROJECT LISTING*). The pandemic outlined several disparities throughout the nation, including accessing foundational levels of service regarding infrastructure, healthcare and other related needs. The County's investment of ARPA funding is guided by promoting equity and improved outcomes for residents throughout the County, especially in communities that are rural, geographically isolated or disproportionately impacted.

Through the County's previous use of both federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and local general funding aimed at providing community assistance, the County has continued to evaluate and improve project development and implementation to remain effective and efficient in the distribution of funding. This experience has allowed the County's process to provide tailored assistance to various sectors of the economy given some of the unique hardships faced by small businesses along the US-Mexico Border. Additionally, the distribution of vital public health information to communities with high levels of limited-English proficiency also requires a focused public outreach and engagement strategy.

The Court's actions to structure this Portfolio reflect a desire to provide transformative investment throughout the region to help improve the quality of life and resilience of El Paso County. The County also moved swiftly to structure the Portfolio, the first local government to do so in the Greater El Paso Region, to expedite project delivery for the community. While moving aggressively, the use of the funds also provides resources for the County to manage performance and ensure compliance with all applicable rules, guidelines and best practices to further enhance project delivery and promote transparency and accountability.

PROMOTING EQUITABLE OUTCOMES

In the interest of upholding and implementing the principle of promoting equitable outcomes, the County continues to develop accountability measures for tracking the County's progress in delivering equitable benefits using ARPA funding. The County conducted a literature review of the tools and approaches being used in a variety of agencies and municipalities including the Center for Disease Control, Los Angeles County, and Harris County. These three agencies were chosen due to their individual credibility in practicing evidence-based decision-making and the technical prowess with which this information has been subsequently communicated to the public. The County seeks to emulate those practices in the development of its tool to serve local government policymakers and inform constituencies of ongoing efforts to support underserved communities.

The information presented in the literature review presents a strong list of variables that could be utilized by the County—the CDC/ATSDR SVI provides a strong foundation for the development of this index. One drawback of this information is its relevance, as the most recent information was published in 2020, and the CDC indicates that the tool is typically updated every two years. The update to the tool may be delayed given the onset of the pandemic as well as the finalization of the Decennial Census datasets which may help contribute to and inform the update. With significant changes to various facets of life during the pandemic, this data would fail to capture a current view of social vulnerability in the region. However, this information is enough to foster the County's research effort (Center for Disease Control & Prevention 2023).

Additionally, the LA County model provides insight into how variables can be selected or modified to best fit their region (Los Angeles County 2022). Additionally, evidence of Harris County's use of the CDC/ATSDR SVI strengthens the argument for its foundation within the County's social vulnerability index (Harris County 2018). Potential El Paso County variables may include those that measure populations of at-risk youth and mental health rates. Such an index would provide the foundation for continued data-driven decision-making as it pertains to ARPA funding and any additional future funding.

Medicaid Rates to be submitted for FY2022—the delay harmed the operating budget of the hospital by approximately $3 million per month in reduced Medicaid. Additionally, UMC continues to incur contract labor costs at about $6 million per month to cover approximately 210 contract agency nurses due to staffing shortages and existing care demand. The cumulative FY2022 Contract Labor costs through January 31, 2022, are approximately $21 million.

Provision of First-Time Water & Wastewater Service

The County has programmed $39.2M toward the provision of first-time water and wastewater service projects for various vulnerable communities across the County via strategic partnerships with El Paso Water – Public Service Board and the Lower Valley Water – Municipal Utility District, making this the single largest project outlined within the Portfolio. The County is funding the design and construction of centralized wastewater management systems for existing communities that have lacked access to this fundamental utility since they were originally developed nearly 40 years ago. Additionally, while most of the funding will go toward the management of wastewater and sewer infrastructure, some communities will be provided first-time water service (outlined in the tables below). The overall investment has been organized into two regional projects, the Northwest Area Project and the Lower Valley/Far East Area Project. Upon completion of each project, management of the system and the constructed assets will be dedicated to each respective water utility organization.

Beginning in the 1950's, landowners took relatively worthless land, with no access to basic infrastructure or utilities, and churned out small lots that were then sold to individuals seeking the American Dream. Individuals would often purchase lots through contract deeds, where the individual effectively "rents to own" their lot and would face steep penalties, including complete default on their contract, if any payments were missed. Individuals with limited financial resources would often live in a manufactured housing unit while a brick-and-mortar home was constructed in phases. Additionally, the lack of building and fire codes for residential development led to unsafe and substandard housing structures, that continue to pose significant threats to the safety and welfare of many of these communities, described as *colonias* throughout the state. The County is home to 300 *colonias*, which represents nearly one out of every five *colonias* throughout the Texas-Mexico Border. The County's investment works to rectify the substandard living conditions present throughout the community.

The tables that follow outline some foundational data elements for each project's service area to speak to some of the socio-economic hardships faced by these residents. Once the County's SVI is complete, an analysis of all projects within the Portfolio will be completed to analyze how the Portfolio serves marginalized communities, which in turn, aims to promote equitable outcomes throughout the region.

Table 1: Northwest First-Time Water Service Household Measures

Project Area	Project Type	Estimated Population	Median HH Income (2020)	Share of Aggregate HH Income (2020-By Quintile)
Laura E. Mundy Survey	Water	115	$35,648	2.6
Laura E. Mundy Survey	Wastewater	115	$35,648	2.6
Willoughby	Wastewater	38	$35,648	2.6
Mayfair	Wastewater	579	$35,648	2.6
Nuway	Wastewater	186	$35,648	2.6
Serene Acres	Water	30	$35,648	2.6
State of Texas	-	-	***$48,292***	***3.22***
United States	-	-	***$64,994***	***3.14***

Source: United States Census Bureau 2022 | Accessed April 2022

The Northwest Area Project will provide new utility connections for approximately 1,000 residents. Each of these communities is located within the 79835 Zip Code, an area of the County which begins the transition from suburban/urban development to rural/agrarian homesteads. As noted above, the median household income is only 55 percent of the same measure for the entire county and is still well below the state's median household income.

Table 2: Lower Valley & Far East First-Time Water Service Household Measures

Project Area	Project Type	Estimated Population	Median HH Income (2020)	Share of Aggregate HH Income (2020-By Quintile)
Panorama Village	Wastewater	350	$38,753	3.67
Athena West	Wastewater	288	$42,979	6.08
Angels Park	Wastewater	970	$42,979	6.08
Wildhorse	Wastewater	320	$42,979	6.08
Hacienda Real	Wastewater	135	$42,979	6.08
Valle Bonito	Wastewater	547	$42,979	6.08
Tiera de Oro	Water	95	$24,132	4.2
State of Texas	**-**		***$48,292***	***3.22***
United States	**-**		***$64,994***	***3.14***

Source: United States Census Bureau 2022 | Accessed April 2022

The Lower Valley Water Project stretches across three different zip codes in the eastern portion of the County, 79927, 79938 and 79836. Concerning median household income, these communities are below both the state and national measure, with the Tierra de Oro community being only 37 percent of the national measure. The County's development of a localized SVI will help to accurately measure the impact on the specific census tracts being served by these infrastructure investments instead of relying on zip code geography-based data. This will be helpful given the geographic footprint of the zip codes listed above being significantly larger than others in the community, which may then include specific census tracts with differing vulnerability measures.

Economic Recovery Programs (Loan Forgiveness & Upcoming Technical Assistance)

When the pandemic transformed how we live and how we work, the County acted swiftly to provide support to struggling businesses. In Fall 2020, El Paso became the national epicenter of the pandemic, and the use of CARES Act funds was quickly redirected to provide for the sizeable public health costs associated with a sustained response to the pandemic. The use of these resources limited the County's ability to provide financial assistance to local businesses, especially those in more rural and isolated areas, who primarily serve a binational customer service base.

With the economic effects of the pandemic still looming throughout the region, the Court declared a mid-year budgetary emergency to utilize $10M in budget reserves to provide locally funded economic relief to businesses. Using these funds, the County deployed the Financial Assistance for Safety, Technology and Economic Resilience, or FASTER Program, which continues to provide help for businesses through grants, loans and technical assistance, also targeting assistance to small, minority and women-owned businesses. To date, more than 830 business owners have relied on the FASTER Program to help keep El Pasoans employed, make their locations safer for workers and the public, and learn new and resilient ways to operate, including creating an online presence and achieving digital transformation.

The existing funding allocated toward economic recovery efforts within the Portfolio aims to expand on the FASTER Program's foundation to continue to provide critical assistance to further strengthen small businesses throughout the community, largely providing emphasis to businesses who may traditionally lack access or familiarity with such programs in outlying rural and unincorporated communities. Targeted use of these funds, when coupled with the County's SVI, will ensure that the businesses most in need of assistance are served using these funds.

COMMUNITY ENGAGEMENT

The County worked diligently to identify potential projects upon passage of the American Rescue Plan Act in the spring of 2021. An internal call for projects was initiated throughout the County's leadership, including over 50 independently elected officials as well as 33 appointed executive administrators, to identify program and project ideas for inclusion in the final Portfolio. Over $700M in requests were received and vetted by the County Administration Department, who after reviewing the proposals, began sharing information with the Court. Throughout several public meetings, including discussion during the Court's annual Fiscal Year 2022 Budget Development hearings, the Court provided direction to County staff on which program areas were to be prioritized for inclusion into the final Portfolio. Throughout this period, members of the Court shared information on the funding with constituent groups, at neighborhood association meetings, via electronic newsletters, and in general meetings conducted in their individual capacities.

On October 25, 2021, after a public meeting workshop, the Court voted to approve and adopt the final Portfolio. As the County evaluated how to prioritize the distribution of funding to assist nonprofit agencies, the Court also directed staff to implement a series of community listening sessions to distribute information on the final Portfolio as well as solicit feedback on which services should be prioritized for funding utilizing the nonprofit agency NOFO. The County successfully held bilingual listening sessions across the community, all of which were in US Census Tracts identified by the CDC/ATSDR SVI as "highest vulnerability" per the latest index values (Center for Disease Control & Prevention 2023). In addition to engaging the community in an in-person setting, online presentations corresponding to each meeting were conducted, which included an online survey tool to solicit input electronically. The results of these surveys, comments and general feedback from the community were summarized in a report shared with the Court ahead of the final decision-making sessions related to external agency funding. (*SEE APPENDIX B: COMMUNITY LISTENING SESSIONS FINDINGS & APPENDIX C: NONPROFIT ASSISTANCE FUNDING – BENCHMARK FINDINGS*).

The sites selected for these meetings were deliberately chosen to try to foster engagement in areas that have traditionally lacked access to policymakers and government program information. Each member of the Court shared information on these sessions with their respective constituencies in addition to sharing information with local media, County social media networks as well as social media accounts of critical community partner agencies. The information gained from these sessions continues to be utilized by the County to further develop other initiatives within, and external to, the Portfolio.

LABOR PRACTICES

The Davis-Bacon Act requires that all laborers and mechanics employed on the site of federally funded project be paid not less than the wages and fringe benefits determined by the Department of Labor to be prevailing in the area. Additionally, per Chapter 2258 of the Texas Government Code, any public entity that uses state dollars to fund a state procurement contract must include a wage rate requirement for workers in the contract. The County's history of managing a variety of federally and state funded projects has provided the agency with significant experience and capacity to ensure compliance with all applicable federal and state rules and regulations with respect to prevailing wages.

The County has also routinely completed a local prevailing wage rate study, most recently in 2020, to ensure that rates are consistent with general market conditions and operations within the region. Additionally, a localized wage survey provides the County and other units of government with an opportunity for direct and thorough engagement with affected industries. The most recent study updated the findings of the 2016 study and will remain in effect through 2024. Through a robust multi-jurisdictional survey process that included other local units of government and municipalities, the County sought to compile data from local industries based on actual wages received by classes of laborers who have been employed on projects 1) of a character similar to the contract work done with the County and 2) based within the County limits. Completion of the 2020 survey was challenged by the onset of the COVID-19 pandemic; however, the County worked diligently to provide notice of the electronic survey as well as directly engage various trade and labor organizations in the community to solicit a robust level of input from the industry. The adopted study is included in its entirety as Appendix D of this Plan.

Current Texas state law prohibits local governments, including the County, from utilizing other practices and processes outlined by US Treasury in the Reporting Guidance. However, the County's existing efforts seek to ensure that transformative investments in critical infrastructure and capital projects provide a positive economic impact throughout the region by providing high-paying and quality employment opportunities for those in the construction industry.

USE OF EVIDENCE

The County has identified 11 projects that require the incorporation of an evidence-based intervention or program evaluation. The determination was made to conduct internal program evaluations based on the dearth of evidence-based research related to these projects. These evaluations will utilize, to the greatest extent possible, any relevant information found in the research clearinghouses as a foundation for developing appropriate mechanisms for assessment. The projects that were identified are the following:

- ARP-1000 Expand El Paso County Sheriff's Office Crisis Intervention Team Unit
- ARP-1091 COVID Space Planning for the County Courthouse
- ARP-1093 County CIT Program Evaluation
- ARP-1161 Small Business Assistance
- ARP-1162 Mission Trail Assistance
- ARP-1165 Universal Income Project
- ARP-1170 Workforce Solutions Borderplex (Workforce Training)
- ARP-1171 Workforce Solutions Borderplex (Childcare)
- ARP-1210 Indigent Defendant Electronic Monitoring
- ARP-1220 Annex Courtroom II Buildout – Remote Hearings
- ARP-1260 Virtual Courthouse Kiosks
- ARP-1320 Re-Entry Facility
- ARP-1330 Downtown First-Floor Jail Remodel
- ARP-1360 Juvenile Justice Center Improvements
- ARP-4020 Rescue Mission of El Paso

Descriptions of each program evaluation being conducted can be found in the Program Inventory section of the Plan. Overall, the County remains heavily committed to the use of qualitative and quantitative data to make informed decisions regarding County operations, projects, and initiatives. The overall evaluation of the Portfolio, outlined in the Performance Management Section of the Plan below, expands on the County's approach to evaluating the effectiveness of all major projects identified within the Portfolio.

PERFORMANCE REPORT

To successfully manage the implementation and tracking of the various initiatives identified within the Portfolio, there were various staffing resources included in the Portfolio to assist with the performance management of all identified projects.

Project Management Structure & Processes

The County created the Office of Capital Planning & Performance Management through a combination of ARPA and local funding to help lead the County's management of strategic financial investments and programs, including the entire ARPA Portfolio. The Office is charged with providing elected leadership, appointed officials and the public with timely, relevant and actionable details and information regarding the County's use of ARPA funding. The Office provides accountability regarding the management of these projects while also providing solution design and implementation assistance to various projects. As the Office has continued to develop its role and scope of work within the County, there are various initiatives underway that speak to County's performance management practices concerning ARPA.

The Office aggregated various project milestones and narrative data from all project leads and teams once the Portfolio was adopted. Then, through monthly reporting and updating, the Office has worked to share up-to-date information regarding the status of projects via the ARPA Project Readiness Report (*SEE APPENDIX E: JUNE PROJECT READINESS REPORT*). The report aims to identify issues that may affect a project's ability to remain fiscally constrained and on schedule. If a project has shown little progress or issues need to be addressed, the project is flagged via various alert levels to help inform any future actions that may be taken regarding the project. In Fiscal Year 2023, this process transitioned to a fully electronic web application for this project monitoring.

The County has utilized the Envisio Wed-Based Platform for management of the County's Strategic Plan for several years. This medium has proven effective at promoting public accountability and transparency by providing the County with a dedicated public-facing dashboard while also having robust project tracking abilities, including the ability to measure various key-performance indicators on an individual project basis. The County has appropriated funding to acquire additional licenses and expand the use of the web app to include project management and tracking of the Portfolio's project listing. This has streamlined reporting and increased the ability of decision-makers and residents of the community alike to evaluate the County's progress on implementing the entire Portfolio. With the public-facing dashboard, members of the community can now track monthly updates to each project within the Portfolio submitted by project managers, the spenddown of allocated funds, and progress through a project's individual major milestones.

A direct link to the public dashboard is provided below and is also available via the El Paso County website: https://performance.envisio.com/dashboard/EPCountyARPA

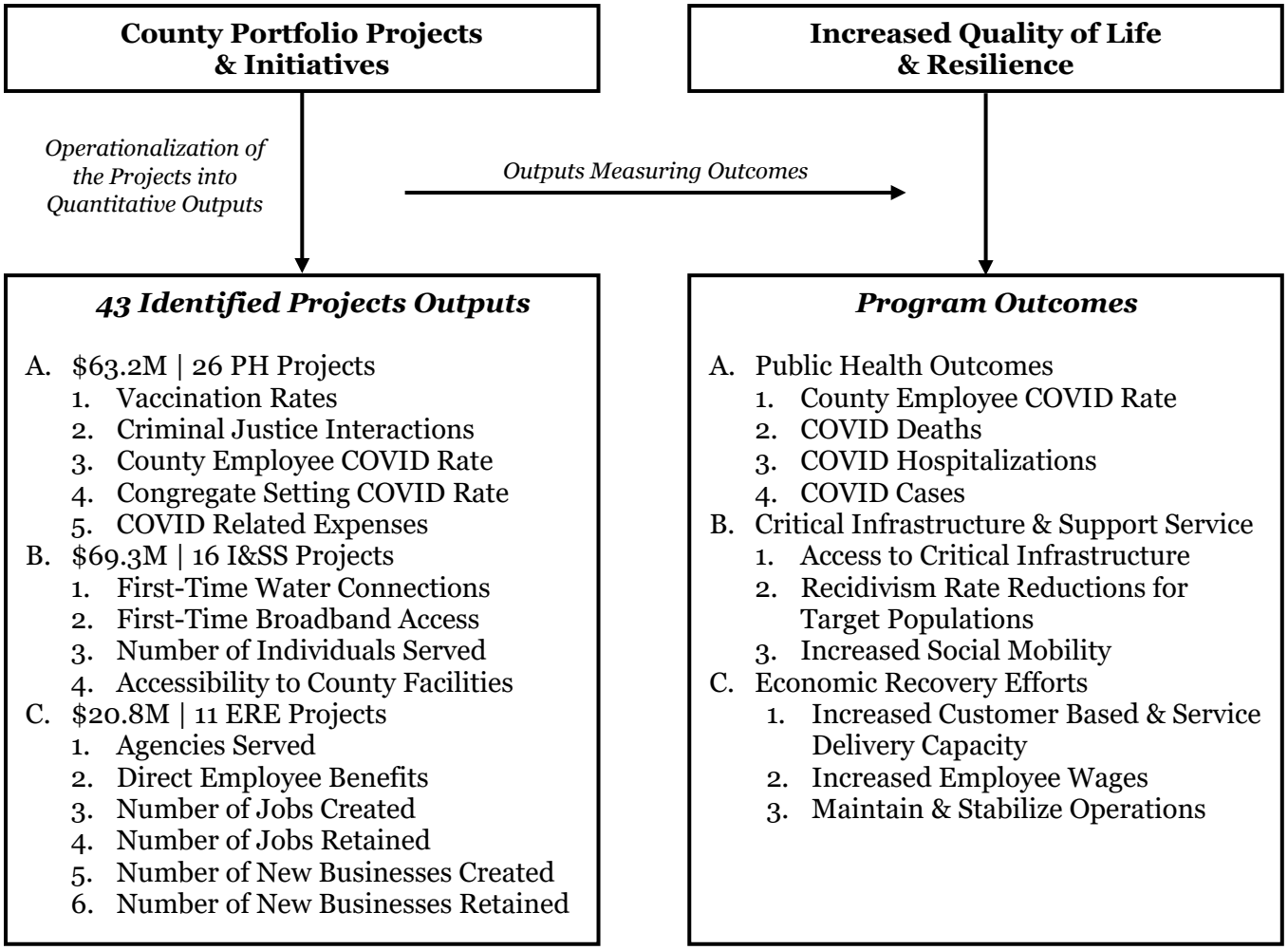
Performance & Outcome Analysis Methods & Structure

The County's overall objective in structuring the ARPA Portfolio is to increase the quality of life and resilience of the community. As listed above in the Executive Summary section of the Plan, the Portfolio includes four main program areas that will also be used to measure performance, as allowed by the latest reporting guidance from US Treasury. The following areas are:

- Improved Public Health Operations & Outcomes (PH)
- Increased Access to Critical Infrastructure & Support Services (I&SS)
- Increased Economic Recovery Efforts (ERE)
- Effective Administrative Operations (ADM)

The performance analysis, which will include the key performance indicators identified in the following section, Project Inventory, will aim to measure the various project outputs that ultimately inform the Portfolio's outcomes. The operationalization of these measures remains a working draft that is subject to change in Fiscal Year 2024 as additional projects progress towards completion. A complete project listing, and how each project relates to the County's Four Program Areas, is included in Appendix A in the Resources Section of the Plan. It is important to note that the final project grouping listed above, Effective Administrative Operations, is not considered to be a major grouping of projects under the County's Portfolio given the use of funding to provide administrative and compliance support for the entire Portfolio, operating reserves for contingency planning as well as projects identified under the 6.1, Provision of Government Services, Expenditure Category. Given the direction provided by US Treasury under the Reporting Guidelines to "include key performance indicators for your jurisdiction's major SLFRF funded projects," there are no measurable outputs associated with these positions within this Plan.

Figure 1: El Paso County Performance & Outcome Analysis & Operationalization



PROJECT INVENTORY

El Paso County leaders have celebrated a transformative milestone for our four communities/colonias with the groundbreaking of the first wastewater collection system. This project highlights our commitment to progress, equity, and resilience. By utilizing ARPA funds and partnering with the Lower Valley Water District, El Paso County is addressing long-standing infrastructure issues in southeast El Paso County. This initiative is crucial for public health, as it reduces waterborne diseases and environmental contamination, while also stimulating economic growth by attracting businesses and creating jobs. (ARP-1010 & ARP-1011).

PROJECT ARP-1040: ESD/SO REGIONAL MOBILE COMMAND UNITS (2)
Original Funding Amount: $2,258,506.29 (Project Completed)
Project Expenditure Category: COVID-19 Vaccination| 1.1

Project Overview
This project involved 25DC 6002

Use of Evidence Based-Practice or Individual Program Evaluation
A 2017 article published in *Behavioral Sciences & the Law* outlined the various aspects of evidence-based information related to the implementation of CIT programs across the county, including a thorough literature review discussing five specific elements of quantitative analysis available for CIT programs: Officer-Level Cognitive & Attiduninal Outcomes, Officer-Level Behavioral Outcomes, Subject-Level Outcomes, Agency-Level Outcomes and Community/Society-Level Outcomes. The intent of the article is aimed at discussing and evaluating which independent research efforts could lead to determining if CIT units should be considered an evidence-based practice.

The authors conclude "with regard to officer-level cognitive and attitudinal outcomes (e.g., knowledge, self-efficacy, attitudes, stigma) and officer-level behavioral outcomes (skills and decision-making, based on both self-report and more objective measures), there is substantial evidence—not from randomized experimental research (RCTs) per se, but from studies with comparable control (non-CIT officer) groups—of positive effects, even after many months, if not years, since training. With regard to these outcomes, we believe that CIT can be deemed "evidence based"; i.e., there is published, compelling evidence that CIT benefits officer-level outcomes (Watson, Compton and Draine 2017)."

The training underway for the County's CIT Unit, in partnership with the local mental health authority, is the foundation of this project. This training provides the unit with the skills and abilities to properly de-escalate crises as well as divert individuals into the appropriate community resources instead of incarceration. The County has determined the existing program structure, training and objectives are strongly evidence-based for mental health crisis response services.

PROJECT ARP-1070: JAIL MEDICAL TESTING & SUPPLIES (UMC)
Original Funding Amount: $1,625,000.00
Project Expenditure Category: COVID-19 Testing| 1.2

Project Overview
Since 2018, the County has utilized the County Hospital District (University Medical Center) to provide quality healthcare services to inmates held in the County's detention facilities. The goal of the agreement remains to control and provide quality, effective care, including mental healthcare, in a cost-effective manner to meet jail standards and address issues that contribute to incarceration. All services are provided in compliance with applicable standards including Texas Commission on Jail Standards.

Throughout the pandemic, the County has seen increased costs associated with the prevention, treatment, and management of COVID-19 in the County's two detention facilities. These funds ensure the County can fund any additional COVID-19 testing costs specifically associated with the management of the pandemic for inmates within the County's detention facilities. The County continues to coordinate with the Federal Emergency Management Agency (FEMA) and the Texas Department of Emergency Management (TDEM) regarding previously submitted claims for costs dating back to March 2020 at the onset of the pandemic. This project will provide funding for any eligible costs not directly reimbursed by FEMA through June 30, 2022. As the federal reimbursement for eligible expenses has been reduced to 90 percent as of July 1, 2022, and is tentatively scheduled to end on September 30, 2023, the project will also fund any eligible expenses not covered by the federal government during the entirety of Fiscal Year 2023 and beyond.

Performance Management
Key Performance Indicators

- Vaccination Rates – Local data collected by the City of El Paso Public Health Department stopped being tracked in Summer 2023, but what was collected until then showed that the rate of fully vaccinated individuals within the County had more than doubled from 36% to 78% since May 2021 to July 2023 (EPStrong 2023).
- County Congregate Setting COVID Rate – This information is currently being collected and the data will be published in an upcoming report as the County partners with an agency to conduct a robust program evaluation.
- COVID Related Expenses – Based on data provided by the County health insurance provider, the total expenses in COVID-related claims by County employees decreased by nearly 69 percent over the last year. Whereas the claim expenses totaled $99,760 in 2023 from January to June, these expenses totaled $31,382 over the same monthly period in 2024.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1091: COVID-19 SPACE PLANNING FOR THE COUNTY COURTHOUSE
Original Funding Amount: $39,500.00 (Project Completed)
Project Expenditure Category: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc) | 1.4

Project Overview
The study aims to evaluate existing workspaces across the County, beginning with the County Courthouse, and identify additional steps or measures that the County may take to help mitigate the spread of COVID-19 throughout County facilities, providing a more resilient and safe environment for the public and County employees alike. The report will identify needs and find patterns within County workspaces (square footage counts, employee counts, teams/ processes, etc.) as well as examine current ventilation systems and operations. After directly soliciting input from employees and department administrators, the report will suggest a range of modifications to meet social distancing and safety guidelines, while also recommending additional steps that may be taken to provide safer circulation patterns for walkways, stairwells, shared spaces and other focus areas.

Performance Management
Key Performance Indicators

- County Employee COVID Rate – Based on data provided by the County health insurance provider, the number of unique employees submitting claims for COVID-19 healthcare costs has decreased by nearly half over the last year. Whereas the total claims in 2022 from January to June amounted to 1,234, these claims totaled 670 over the same monthly period in 2023.

Use of Evidence Based-Practice or Individual Program Evaluation
This report was finalized and published on August 11th, 2022. The report, which was subsequently presented to the Court, includes a full description of the design approach that was developed using CDC guidelines, Business and Institutional Furniture Manufacturers Association's (BIFMA) standards and Building Owners and Managers Association International (BOMA) standards. The full report has been included in Appendix F of this Recovery Plan.

PROJECT ARP-1220: ANNEX COURTROOM II BUILDOUT - REMOTE HEARINGS
Original Funding Amount: $1,800,000.00
Revised Funding Amount: $2,800,000.00
Project Expenditure Category: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc) | 1.4

Project Overview
Technology has vastly changed the landscape of how government business can be accomplished. During the COVID-pandemic, the remote conferencing opportunity with inmates from both the Downtown Detention Facility and the Jail Annex became instrumental in processing inmates without endangering staff, inmates, or other persons by transporting detainees to the downtown area. Through this, many courts have found videoconferencing to be fast and efficient, and the consensus is that many proceedings can continue to be held remotely between the County Courthouse and these facilities. By creating a new courtroom at the Jail Annex with remote access capability, the proper facility to support these functions can be constructed without hindering the current operations at the facility. This new courtroom will be located adjacent to the current facility while maintaining the appropriate required secure perimeter.

Performance Management
Key Performance Indicators
- From January 2023 to date, 8,651 inmates have been transported to the County Courthouse.
- County Employee COVID Rate – Based on data provided by the County health insurance provider, the number of unique employees submitting claims for COVID-19 healthcare costs has decreased by nearly half over the last year. Whereas the total claims in 2023 amounted to 1,208, and the total claims in 2024 from January to June is 733.
- County Congregate Setting COVID Rate – This information is currently being collected and the data will be published in an upcoming report.

Use of Evidence Based-Practice or Individual Program Evaluation
As project construction is ongoing and slated for completion January 2025, the County is pending development of an accompanying program evaluation. This evaluation will likely consist of the County contracting services from an appropriate research-based organization to study the impact of the entire ARPA portfolio, with particular focus on projects requiring an individual program evaluation like this one. The decision to conduct an internal evaluation is due to the lack of early research specifically

Use of Evidence Based-Practice or Individual Program Evaluation
Given that this project has not yet begun construction, but is slated to begin August 2024 and end March 2026. The County is developing an accompanying program evaluation and plans to leverage any existing evidence base to form the basis of the program evaluation, which will be tailored to regional and cultural needs and considerations. This evaluation will likely consist of the County contracting services from an appropriate research-based organization to study the impact of the entire ARPA portfolio, with particular focus on projects requiring an individual program evaluation like this one.

PROJECT ARP-1360: JUVENILE JUSTICE CENTER IMPROVEMENTS
Original Funding Amount: $85,000.00
Project Expenditure Category: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc) | 1.4

Project Overview
This project aims to mitigate and prevent COVID-19 and other infectious diseases from spreading throughout the County Juvenile Detention Facility by procuring and installing plexiglass dividers in vehicles, workstations, and at locations of face-to-face interactions where social distancing is not possible. This will also include the implementation of equipment such as touchless water faucets and disinfectant chemical spray machines to provide a sanitary environment for employees as well as clients of the Department. All working in tandem, these efforts seek to help preserve the health, safety, and welfare of the site personnel and the greater community by reducing pathogen spread.

Performance Management
Key Performance Indicators

- County Employee COVID Rate – Based on data provided by the County health insurance provider, the number of unique employees submitting claims for COVID-19 healthcare costs has decreased by nearly half over the last year. Whereas the total claims in 2022 from January to June amounted to 1,234, these claims totaled 670 over the same monthly period in 2023.
- County Congregate Setting COVID Rate – This information is currently being collected and the data will be published in an upcoming report.

Use of Evidence Based-Practice or Individual Program Evaluation
Like the previous project, the County is developing an accompanying program evaluation. This evaluation will likely consist of the County contracting services from an appropriate research-based organization to study the impact of the entire ARPA portfolio, with particular focus on projects requiring an individual program evaluation like this one. This is due to the lack of early research specifically about safe spacing protocols related to the COVID-19 pandemic. Still, the County plans to utilize research found related to safety considerations for disabled individuals to form the basis of program development and evaluation (Clearinghouse for Labor Evaluation and Research 2021).

PROJECT ARP-1100: COUNTY PPE – SOCIAL DISTANCING EQUIPMENT
Original Funding Amount: $ 1,000,000.00
Revised Funding Amount: $400,000.00
Project Expenditure Category: Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)| 1.7

Project Overview
This is a single part of a series of projects aimed at providing County employees with the resources for a safer work environment as they manage day-to-day interactions with members of the public. These purchases are intended to provide an active and consistent inventory of various components of personal

PROJECT ARP-1030: COUNTY EMPLOYEES PUBLIC HEALTH (HEALTH & LIFE FUND MEDICAL EXPENSES)
Original Funding Amount: $3,000,000.00
Revised Funding Amount: $1,643,329.00 (Project Complete)
Project Expenditure Category: Medical Expenses (including Alternative Care Facilities) | 1.6

Project Overview
The County's Health & Life Fund provides the County's ability to self-insure and provide insurance benefits to all employees and dependents. Since the onset of the pandemic, the Fund has processed multiple claims related to COVID-19, which has greatly reduced the fund and directly affects the ability of the County to provide health coverage to thousands of members of the El Paso community. Through November 2021, approximately 25 percent of all claims processed for payment from the Fund have been identified as eligible COVID-19 claims. The Human Resources Department and County Risk Pool Board continue to evaluate subsequent claims for repayment as necessary. As these claims are identified, the Fund is reimbursed by ARPA funding. Additionally, the fund has been identified as the funding source for on-demand testing throughout the County if a surge in the future creates such a demand.

Performance Management
Key Performance Indicators

- County Employee COVID Rate – Based on data provided by the County health insurance provider, the number of unique employees submitting claims for COVID-19 healthcare costs has decreased by nearly half over the last year. Whereas the total claims in 2022 from January to June amounted to 1,234, these claims totaled 670 over the same monthly period in 2023.
- COVID Related Expenses – Based on data provided by the County health insurance provider, the total expenses in COVID-related claims by County employees decreased by nearly 76 percent over the last year. Whereas the claim expenses totaled $418,859 in 2022 from January to June, these expenses totaled $99,760 over the same monthly period in 2023.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1060: JAIL MEDICAL STAFFING (UMC)
Original Funding Amount: $5,875,000.00
Revised Funding Amount: $5,342,775.00
Project Expenditure Category: Medical Expenses (including Alternative Care Facilities) | 1.6

Project Overview
Since 2018, the County has utilized the County Hospital District (University Medical Center) to provide quality healthcare services to inmates held in the County's detention facilities. The goal of the agreement remains to control and provide quality, effective care, including mental healthcare, in a cost-effective manner to meet jail standards and address issues that contribute to incarceration. All services are provided in compliance with applicable standards including Texas Commission on Jail Standards.

Throughout the pandemic, the County has seen increased costs associated with the prevention, treatment, and management of COVID-19 in the County's two detention facilities. These funds ensure the County can fund any additional medical expenses specifically associated with the management of the pandemic for inmates within the County's detention facilities. The County continues to coordinate with the Federal Emergency Management Agency and the Texas Department of Emergency Management regarding previously submitted claims for costs dating back to March 2020 at the onset of the pandemic. This project will provide funding for any eligible costs not directly reimbursed by FEMA through June 30, 2022. As the federal reimbursement for eligible expenses has been reduced to 90 percent as of July 1, 2022, and is tentatively scheduled to end on September 30, 2023, the project will also fund any eligible expenses not covered by the federal government during the entirety of Fiscal Year 2023 and beyond.

Performance Management
Key Performance Indicators

- County Congregate Setting COVID Rate – This information is currently being collected and the data will be published in an upcoming report.
- COVID Related Expenses – Based on data provided by the County health insurance provider, the total expenses in COVID-related claims by County employees decreased by nearly 76 percent over the last year. Whereas the claim expenses totaled $418,859 in 2022 from January to June, these expenses totaled $99,760 over the same monthly period in 2023.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1090: COMMUNICATION, OUTREACH, & STUDIES (PDN)
Original Funding Amount: $1,200,000
Revised Funding Amount: $728,665.00
Project Expenditure Category: Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) | 1.7

Project Overview
The project provides a general contingency fund for any public outreach campaigns, studies or initiatives aimed at reducing the risk of transmitting COVID-19 through public health measures, including testing and vaccination efforts. The

PROJECT ARP-1110: CLEANING SUPPLIES & EQUIPMENT
Original Funding Amount: $400,000.00
Revised Funding Amount: $150,000.00
Project Expenditure Category: Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) | 1.7

Project Overview
The Facilities Maintenance Department purchased equipment and necessary disinfectant solutions to sanitize workstations throughout all County facilities to prevent the spread of COVID-19 and other infectious diseases. These sprayers will be deployed by the Facilities custodial staff to sanitize work areas consistently, high-traffic public areas, customer lobbies or upon request by a Department to accommodate case-by-case situations. The investment provides the Department with the initial set of equipment and related chemical disinfectant and allows the County to continue to provide safer working conditions via this custodial service moving forward.

PROJECT ARP-1290: LANGUAGE ACCESS FOR RESIDENTS (INTERPRETERS & ISPEAK915)
Original Funding Amount: $420,000.00
Project Expenditure Category: Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) | 1.7

Project Overview
In our efforts to continue to be safe, engaged, and inclusive where everyone can contribute and thrive through civic, economic, and cultural integration; the implementation of iSpeak915 would ensure that all constituents, including those that have disabilities or with Limited English Proficiency, have meaningful access to information, programs, and services. Additionally, health communication and outreach strategies during a pandemic or other disruptive conditions should not be hampered by language proficiencies in populations. Communication from local government should reach all El Pasoans in an effective and timely manner so residents are fully informed and able to risk assess, mitigate, prepare for, adapt to, and recover from future disruptive conditions. With the creation of iSpeak915 El Paso's Language Access Solution, comes the development of policies, County-wide internal training, purchasing of tablets to facilitate service, creation and printing of language access cards and posters, and lastly, procurement of interpretation services and translation of vital County documents.

Performance Management
Key Performance Indicators

- County Employee COVID Rate – Based on data provided by the County health insurance provider, the number of unique employees submitting claims for COVID-19 healthcare costs has decreased by nearly half over the last year. Whereas the total claims in 2022 from January to June amounted to 1,234, these claims totaled 670 over the same monthly period in 2023.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1300: VIRTUAL COURT TECHNOLOGY
Original Funding Amount: $100,000.00
Revised Funding Amount: $200,000.00
Project Expenditure Category: Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) | 1.7

Project Overview
The purpose is to promote and improve remote participation in hearings and other court proceedings by (1) improving the quality of sound and video transmission, and (2) improving the reliability and compatibility of equipment. Judges and attorneys see the value in remote work, but they are frustrated by poor sound and video quality. To the extent that the County can maintain quality communications for the courts, the judiciary remains committed to supporting the continued use of remote hearings. Remote work in turn promotes social distancing by allowing us to conduct court work without assembling groups of people in our confined courtrooms. Additionally, the local judiciary is exploring the use of recorded court proceedings to overcome local shortages with certified court reporters to ensure critical transcripts of hearings and other court events are preserved.

Performance Management
Key Performance Indicators

- County Employee COVID Rate – Based on data provided by the County health insurance provider, the number of unique employees submitting claims for COVID-

PROJECT ARP-1371: EXTERNAL AGENCY FUNDING ASSISTANCE VIA NOFO
Original Funding Amount: $10,638,987.00
Revised Funding Amount: $10,083,780.13
Project Expenditure Category: COVID-19 Assistance to Non Profits| 1.9

Project Overview
The project is a general fund to provide the community with an economic relief program providing access to funding for local nonprofits who have experienced challenges in their ongoing operation throughout the pandemic. The County developed a competitive Notice of Funding Opportunity (NOFO) for eligible agencies throughout the community and ultimately funded 17 organizations. Projects selected for funding had subrecipient agreements developed and recategorized into the most appropriate expenditure category, based on the final rule from US Treasury, beginning in Fiscal Year 2023.

Performance Management
Key Performance Indicators

- Agencies Served – The County has provided funding for 20 external non-profit agencies to provide community aid across a variety of focus areas such as non-emergency medical transportation, social services, and small business technical assistance.
- Direct Employee Benefits – This information is currently being collected and the data will be published in an upcoming report.
- Number of Jobs Created – Based on data provided by our regional public workforce development board, there have been a total of 130,257 new jobs created since March 2021.
- Number of Jobs Retained – This information is currently being collected and the data will be published in an upcoming report.
- Number of New Businesses Created – Based on data provided by our regional public workforce development board, there have been a total of 4,445 new businesses created since March 2021.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1370: EXTERNAL AGENCY FUNDING ASSISTANCE VIA NOFO-PDNF CONSULTING
Funding Amount: $64,130.00 (Project Completed)
Project Expenditure Category: COVID-19 Assistance to Non Profits| 1.9

Project Overview
To facilitate the development and management of the County Notice of Funding Opportunity for Outside Agencies and Nonprofits, the County contracted with a local nonprofit foundation with significant experience in grant-making. The agreement included a robust public outreach component to inform the community of the opportunity as well as provide them with a summary of relevant actions taken by the Court to structure the ARPA funding received by the County. The Paso del Norte Foundation was selected based on its significant experience in grant-making to administer this process to ensure a fair, competitive, transparent and efficient process is deployed by the County.

Performance Management

Research 2021). As such, the County may be required to deviate from the established research to tailor this program more appropriately to the region's specific circumstances. If such a decision is made, the County still plans to utilize research to form the basis of program development and evaluation.

PROJECT ARP-1171: WORKFORCE SOLUTIONS BORDERPLEX (CHILDCARE)
Original Funding Amount: $931,250.00
Revised Funding Amount: $1,690,550.00
Project Expenditure Category: Healthy Childhood Environments: Child Care| 2.11

Project Overview
This project provides funds to subsidize childcare worker wages without passing the recent cost increases to economically disadvantaged families. This is a result of the current labor shortage of childcare providers. This would provide aid in addressing the issue of families subsequently being left without childcare access. Additionally, the project would provide funding to assist existing childcare providers to become "early education" providers via investments in staff development, curriculum, books, supplies and equipment. Non-quality providers will receive a $,2500 starter kit to enroll in the early education system.

Performance Management
Key Performance Indicators

- Agencies Served – Over the course of this program's life, a total of 38 small businesses have been served.
    - 3 HUB designated businesses have been served.
    - 7 Minority Women-Owned businesses have been served.
- Direct Employee Benefits – This information is currently being collected and the data will be published in an upcoming report.
- Number of Jobs Created – Based on data provided by our regional public workforce development board, there have been a total of 130,257 new jobs created since March 2021.
- Number of Jobs Retained – This information is currently being collected and the data will be published in an upcoming report.
- Number of New Businesses Created – Based on data provided by our regional public workforce development board, there have been a total of 4,445 new businesses created since March 2021.

Required Programmatic Data

- Number of Children Served by Childcare & Early Learning Services (Pre-School, Pre-K, Ages 3-5) – This information has been reported through the Project & Expenditure report as required.
- Number of Families by Home Visiting – This information has been reported through the Project & Expenditure report as required.

Use of Evidence Based-Practice or Individual Program Evaluation
The County is currently developing an internal program evaluation, including the methodology, scope, and identifying a potential partner for these services Preliminary research indicates there is an existing disparity between unemployed individuals with childcare considerations compared to those without, exacerbated further by the COVID-19 pandemic (Clearinghouse for Labor Evaluation and Research 2021). Still, this body of research is also in its early stages of development

19. This agreement will be for 30 months while the County Re-Entry Facility is completed and comes online.

Performance Management
Key Performance Indicators

- Number of Individuals Served – This information is currently being collected and the data will be published in an upcoming report.

Required Programmatic Data

- Number of Households Receiving Eviction Prevention Services Including Legal – This information has not yet been collected as this program is still in early development.
- Number of Affordable Housing Units Preserved or Developed – This information has not yet been collected as this program is still in early development.

Use of Evidence Based-Practice or Individual Program Evaluation
The County is developing a program evaluation for this project. There is a body of research that does support the effectiveness of temporary housing combined with other support services, which aligns with the scope described in the project overview (Aubry, et al. 2020). The County plans to leverage this strong evidence base to form the basis of the program evaluation, which will be tailored to regional and cultural needs and considerations. The program is being continued and expanded upon given the recently awarded request for proposals outlined in Project 1320: Re-Entry Facility. Staff will work on measuring outcomes and determining how to accurately measure the incremental impact made through this partnership.

PROJECT ARP-1140: ECONOMIC DEVELOPMENT - PHASE I (LOAN FORGIVENESS)
Original Funding Amount: $4,178,750.00
Revised Funding Amount: $3,578,750.00
Project Expenditure Category: Loans or Grants to Mitigate Financial Hardship| 2.29

Project Overview
In Fiscal Year 2021, the County declared a budget emergency mid-year and utilized operating reserve funding to fund the development of an economic recovery program for the community titled the Financial Assistance for Safety, Technology and Economic Resilience (FASTER). The FASTER business program included a series of forgivable loans intended to aid businesses in their efforts of business continuity, recovery and resilience. To continue expanding the County's assistance to small businesses, the County is seeking to convert the FASTER-originated loans into grants

- Number of New Businesses Created – Based on data provided by our regional public workforce development board, there have been a total of 4,445 new businesses created since March 2021.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1210: INDIGENT DEFENDANT ELECTRONIC MONITORING
Original Funding Amount: $250,000.00
Project Expenditure Category: Housing Support: Other Housing Assistance| 2.18

Project Overview
The County processes thousands of defendants assigned to electronic monitoring, both through pretrial bond or sentencing conditions, upon their release from the County's detention facilities. Many of these conditions are statutorily required. As a consequence, the defendants are required to pay for their monitoring, which is very costly, depending on the type of service. El Paso represents some of the poorest zip codes in the United States. Consistently 84 percent of defendants booked into the County's jail are identified by the Office of Criminal Justice Coordination as being indigent. Incarceration often exasperates poverty as many who had a job, lost it due to the incarceration. Some defendants may also lose benefits while in jail.

The onset of COVID-19 saw the highest unemployment rates in recent history, particularly in the service sectors of El Paso. The project aims to fund the costs of court-ordered electronic monitoring for indigent defendants who have been negatively impacted by the pandemic. The program helps manage the population at local detention facilities while promoting better outcomes for the criminal justice-involved individuals. If a defendant has a COVID-19 related financial hardship and is unable to afford electronic monitoring, they may violate their terms and conditions and could face re-incarceration for poverty-based reasons. The project aims to improve outcomes for vulnerable members of the community who are justice-involved to minimize the economic and social harm brought to them and the community at large.

Performance Management
Key Performance Indicators
- Number of Individuals Served – To date, this project has served 864 people with the CheckUps virtual supervision and LifeSafer alcohol monitoring applications.

Use of Evidence Based-Practice or Individual Program Evaluation
A 2013 study commissioned by the Laura & John Arnold Foundation evaluated the relationship between pretrial detention and both pretrial outcomes as well as post-disposition recidivism. Specifically, the study explores the relationship "between the number of days spent in pretrial detention and the defendant's community stability (e.g., employment, finances, residence, family), especially for lower risk defendants. Specifically, the defendant's place in the community becomes more destabilized as the number of days of pretrial detention increases. This destabilization is believed to lead to an increase in risk for both failure to appear and new criminal activity."

The study posed the following research premise: investigate the relationship between pretrial detention, as well as the length of pretrial detention, and new criminal activity post-disposition (which can be restated as the act of recidivating into the criminal justice system). The study evaluated data from 153,407 defendants throughout the Commonwealth of Kentucky using multivariate models which controlled for relevant factors including risk levels, supervision status, offense type, offense level, time at risk in the community and demographics. The authors concluded that "when other relevant statistical controls are considered, pretrial detention had a statistically significant and positive [meaning increasing] effect" on recidivism within the first two years of an individual's detention. Defendants detained pretrial were 1.3

times more likely to re-offend and enter the criminal justice system than those released at some point before their respective trial (Lowenkamp, VanNostrand and Holsinger 2013).

The project intends to remove financial barriers associated with being released from pretrial detention for local defendants. The Office of Management & Budget goes on to define strong evidence-based practices as those that "can support causal conclusions for the specific program proposed with highest level of confidence [based on] one or more well-designed and well-implemented experimental studies (Epstein 2021)." The County has determined efforts to facilitate pretrial release for individuals in the County's jail facilities, when appropriate and following existing statutory requirements, are strong evidence-based practices.

PROJECT ARP-4010: PANDEMIC RELATED FUNERAL ASSISTANCE
Original Funding Amount: $120,000.00
Revised Funding Amount: $0.00 (Project Discontinued)
Project Expenditure Category: Household Assistance: Cash Transfers| 2.3

Project Overview
This project was discontinued due to a lack of use from potential residents. Notably, FEMA released a benefit to the public that satisfied this same need in the community in larger financial amounts that likely impacted the lack of activity for this project. These funds were then strategically reprogrammed for some of the newer projects in this inventory that were developed in the last year and not part of the previous Recovery Plan project inventory.

PROJECT ARP-1160: INDUSTRY SPECIFIC PROGRAM DEVELOPMENT
Original Funding Amount: $4,500,000.00
Revised Funding Amount: $1,541,325.00
Project Expenditure Category: Aid to Other Impacted Industries| 2.36

Project Overview
An economic relief program that provides access to funds and assistance to small businesses who are working to operate safely, responsibly and following all federal, state and local health guidelines, directives and orders. This program will consist of a variety of initiatives that will be further defined by the Court in FY2024. As such, the overall program will likely be recategorized into the most appropriate expenditure category with the appropriate reporting and evaluation updated as needed.

Performance Management
Key Performance Indicators
- Agencies Served – This information is currently being collected and the data will be published in an upcoming report.
    - HUBs
    - Minority Women-Owned
- Direct Employee Benefits – This information is currently being collected and the data will be published in an upcoming report.
- Number of Jobs Created – Based on data provided by our regional public workforce development board, there have been a total of 130,257 new jobs created since March 2021.
- Number of Jobs Retained – This information is currently being collected and the data will be published in an upcoming report.
- Number of New Businesses Created – Based on data provided by our regional public workforce development board, there have been a total of 4,445 new businesses created since March 2021.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1230: DETENTION STAFFING FOR VIRTUAL COURTROOM -JAIL ANNEX
Original Funding Amount: $861,591.00
Project Expenditure Category: Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers| 3.1

Project Overview
As local courts continue to adapt and rely on both virtual and in-person hearings, additional staffing at the County detention facilities is necessary to provide coverage for both operational demands. This project provides the necessary staffing for the existing virtual courtroom at the County Jail Annex.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1240: DETENTION STAFFING FOR VIRTUAL COURTROOM -DOWNTOWN JAIL
Original Funding Amount: $1,088,202.00
Project Expenditure Category: Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers| 3.1

Project Overview
As local courts continue to adapt and rely on both virtual and in-person hearings, additional staffing at the County detention facilities is necessary to provide coverage for both operational demands. This project provides the necessary staffing for the existing virtual courtroom at the County Downtown Detention Facility.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1340: CANUTILLO WAREHOUSE
Original Funding Amount: $2,255,400.00
Project Expenditure Category: Public Sector Capacity: Effective Service Delivery| 3.4

Project Overview
The Infrastructure Services Department proposes to construct a new County facility to serve the Northwest Area of the County to house staff, equipment, and materials associated with the responsibilities the Department is tasked with in the County's Emergency Response Plan. These services include items such as maintaining and/or reconstructing roads during natural disasters, staging and/or storing debris to be properly disposed of during disaster recovery programs and providing adequate materials and equipment to maintain the western portion of the County during hazardous weather events. The facility will also provide a possible centralized location to stage during emergency response plans for the protection of life, health and safety during events as portrayed in the County's Hazard Mitigation Action Program and Emergency Response Plans for this area of the County.

Performance Management
Key Performance Indicators

- 2/5/10-Mile Radius Population Distribution from Proposed v. Existing Facility – The previous warehouse facility serves a population of approximately 14,415/92,599/246,465 within a 2/5/10-mile radius based, respectively, on data collected by the Global Human Settlement Layer, an initiative developed by the European Commission to develop geospatial tools to track the

movement of people. It's important to note that these estimates include individuals within the city of Juarez, Mexico as the radial boundaries from the Medical Examiner's office includes that geographic area across the international boundary. By comparison, the proposed facility would serve a population of approximately 10,999/87,034/263,098 within a 2/5/10-mile radius.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1350: OFFICE OF MEDICAL EXAMINER
Original Funding Amount: $626,359.00
Project Expenditure Category: Public Sector Capacity: Effective Service Delivery| 3.4

Project Overview
The Office of the Medical Examiner (OME) is seeking to construct a new facility as existing operational demands can no longer be housed in the existing facility. Cases under the jurisdiction of the OME increased sharply from 2019 to 2020. The future needs of the County's medicolegal death investigation would be better served in a new facility that can house an increased number of bodies and is better prepared for significant loss of life events.

Performance Management
Key Performance Indicators

- 2/5/10-Mile Radius Population Distribution from Proposed v. Existing Facility –The current medical examiner's office serves a population of approximately 64,264/444,498/1,480,22 within a 2/5/10-mile radius based on data collected by the Global Human Settlement Layer, an initiative developed by the European Commission to develop geospatial tools to track the movement of people. It's important to note that these estimates include individuals within the city of Juarez, Mexico as the radial boundaries from the Medical Examiner's office includes that geographic area across the international boundary. By comparison, the proposed facility would serve a population of approximately 35,022/271,303/883,175 within a 2/5/10-mile radius where crossover of individuals would exist only at the 10-mile radius range.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1351: EASTSIDE HEALTHCARE MASTER PLAN
Original Funding Amount: $187,295.00
Project Expenditure Category: Public Sector Capacity: Effective Service Delivery| 3.4

Project Overview
The location of the new OME facility (ARP-1350) is within a large parcel of land owned by the County in the eastern portion of the community. As part of the pre-construction activities associated with the project, the Planning & Development Department is working to master plan the 75-acre site to ensure future development in the area, which may include complementary healthcare facilities, is thoughtfully developed and accounted for. Additionally, this planning process ensures the land is legally zoned and subdivided as required by the City of El Paso's local ordinances.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1011: WATER & WASTEWATER PROJECTS - CONSTRUCTION
Original Funding Amount: $29,373,550.96
Revised Funding Amount: $34,655,780.20
Project Expenditure Category: Clean Water: Decentralized Wastewater| 5.3

Project Overview
The County has programmed $34M, to include design and construction services, toward the provision of first-time water and wastewater service projects for various vulnerable communities across the County via strategic partnerships with El Paso Water – Public Service Board and the Lower Valley Water – Municipal Utility District. The County is funding the design and construction of centralized wastewater management systems for existing communities that have lacked access to this fundamental utility since they were originally developed nearly 40 years ago. The overall investment has been organized into two regional projects, the Northwest Area Project and the Lower Valley/Far East Area Project. Upon completion of each project, management of the system and the constructed assets will be dedicated to each respective water utility organization. Additionally, the Lower Valley Water District has also provided funding from its capital budget to complement the County's ARPA investment to expand service delivery within abutting communities identified by the County as a priority.

Climate Change & Justice40 Initiative
The Federal Government has committed to ensuring that 40 percent of the overall benefit of various programs and investments work to serve disadvantaged communities that have been historically marginalized, underserved and overburdened by pollution. Title the Justice40 Initiative, the Federal Government has identified that a variety of investments, including the development of "critical clean water and wastewater infrastructure," work to serve a variety of communities across the country (The White House 2022). In defining disadvantaged communities, federal agencies are directed to evaluate a wide array of data points, indices and screening tools, to determine whether the target community is disadvantaged, which may include a variety of common measures for socioeconomic status, including measures of income, unemployment, racial and ethnic markers, linguistic isolation, high housing costs, limited water and sanitation access, and distressed neighborhoods, among other factors (Young, Mallory and McCarthy 2021).

The County's investment to provide first-time water and wastewater service to over 3,600 individuals across 12 different communities, many of which have been defined as colonias due to their traditional lack of critical infrastructure (United States Census Bureau 2022). As displayed in Tables 1 & 2 within the Promoting Equitable Outcome section of this Plan, both project areas also have lower median incomes than that of the County, State of Texas and United States measures. Additionally, 11 of the 12 project areas are located within Census Tracts which are defined by the CDC SVI tool as having a high level of vulnerability. The Tierra de Oro Project is located within Census Tract 103.41, which is stated to have a "moderate to high level of vulnerability (Center for Disease Control & Prevention 2023)."

Based on this information, the County's investment in this critical infrastructure serves some of the most vulnerable and disadvantaged communities across the county. By expanding access to clean drinking water and modern wastewater infrastructure, the project is clearly in line with the Federal Government's Justice40 Initiative goals and objectives.

Performance Management
Key Performance Indicators
First-Time Water & Wastewater Connections – This project expected to begin construction in the Fall 2023, but current estimates indicated ten first-time wastewater connections and two water connections.

These numbers may be subject to change after contraction begins.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1010: WATER & WASTEWATER PROJECTS - DESIGN
Original Funding Amount: $5,429,064.00
Revised Funding Amount: $4,626,449.04
Project Expenditure Category: Clean Water: Decentralized Wastewater| 5.3

Project Overview
The County has programmed $34M, to include design and construction services, toward the provision of first-time water and wastewater service projects for various vulnerable communities across the County via strategic partnerships with El Paso Water – Public Service Board and the Lower Valley Water – Municipal Utility District. The County is funding the design and construction of centralized wastewater management systems for existing communities that have lacked access to this fundamental utility since they were originally developed nearly 40 years ago. The overall investment has been organized into two regional projects, the Northwest Area Project and the Lower Valley/Far East Are Project. Upon completion of each project, management of the system and the constructed assets will be dedicated to each respective water utility organization. Additionally, the Lower Valley Water District has also provided funding from its capital budget to complement the County's ARPA investment to expand service delivery within abutting communities identified by the County as a priority.

Climate Change & Justice40 Initiative
The Federal Government has committed to ensuring that 40 percent of the overall benefit of various programs and investments work to serve disadvantaged communities that have been historically marginalized, underserved and overburdened by pollution. Title the Justice40 Initiative, the Federal Government has identified that a variety of investments, including the development of "critical clean water and wastewater infrastructure," work to serve a variety of communities across the country (The White House 2022). In defining disadvantaged communities, federal agencies are directed to evaluate a wide array of data points, indices and screening tools, to determine whether the target community is disadvantaged, which may include a variety of common measures for socioeconomic status, including measures of income, unemployment, racial and ethnic markers, linguistic isolation, high housing costs, limited water and sanitation access, and distressed neighborhoods, among other factors (Young, Mallory and McCarthy 2021).

The County's investment to provide first-time water and wastewater service to over 3,600 individuals across 12 different communities, many of which have been defined as colonias due to their traditional lack of critical infrastructure (United States Census Bureau 2022). As displayed in Tables 1 & 2 within the Promoting Equitable Outcome section of this Plan, both project areas also have lower median incomes than that of the County, State of Texas and United States measures. Additionally, 11 of the 12 project areas are located within Census Tracts which are defined by the CDC SVI tool as having a high level of vulnerability. The Tierra de Oro Project is located within Census Tract 103.41, which is stated to have a "moderate to high level of vulnerability (Center for Disease Control & Prevention 2023)."

Based on this information, the County's investment in this critical infrastructure serves some of the most vulnerable and disadvantaged communities across the county. By expanding access to clean drinking water and modern wastewater infrastructure, the project is clearly in line with the Federal Government's Justice40 Initiative goals and objectives.

PROJECT ARP-1050: DEPUTY CONSTABLES & OPERATING SUPPORT
Original Funding Amount: $3,977,761.02
Revised Funding Amount: $4.232.797.86
Project Expenditure Category: Provision of Government Services| 6.1

Project Overview
The project funds temporary Deputy Constable positions throughout the County's seven precincts to provide ongoing operational support to each office. These offices have aided in COVID-19 related activities in the past, including traffic control of major testing and vaccination sites, security at sensitive sites and events and other critical services. To provide these offices with the most flexibility, these positions are funded under the Revenue Loss Replacement. The positions are evaluated on an annual basis and funding is re-appropriated by the Court as part of the County's annual budget development process.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1130: SO FLEET VEHICLE REPLACEMENT
Original Funding Amount: $780,000.00
Project Expenditure Category: Provision of Government Services| 6.1

Project Overview
This project is for the purchase of ten patrol utility vehicles for the Sheriff's Office. Since the pandemic started the vehicles were used for enforcement, security at the ME office, testing sites and vaccines sites. Due to the added wear and tear on these vehicles, they need to be replaced to ensure the department can continue to respond and provide sustained response throughout the remainder of the pandemic.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1560: RESERVE - OTHER CONSTABLE OPERATIONAL SUPPORT
Original Funding Amount: $574,150.98
Revised Funding Amount: $0.00 (Project Discontinued)
Project Expenditure Category: Provision of Government Services| 6.1

Project Overview
The project serves as an operational contingency for ARP-1050 in the event of unforeseen circumstances or challenges as the County continues to navigate the pandemic.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1200: LAW OFFICE ZOOM ENTERPRISE SUBSCRIPTION
Original Funding Amount: $25,000.00
Project Expenditure Category: Administrative Expenses| 7.1

Project Overview
The project ensures the County Law Offices, including the District Attorney's Office, County Attorney's Office and County Public Defenders Office, have access to Zoom Enterprise subscriptions for virtual court hearings.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1250: TEMPORARY COURT DOCKET (CASE DISPOSITION)
Original Funding Amount: $600,000.00
Project Expenditure Category: Administrative Expenses| 7.1

Project Overview
The Council of Judges and District Clerk's Office anticipates increased usage of visiting judges to reduce the increase in pending cases and potentially to help with the predicted "surge" of family and civil cases once the pandemic enters its next phase. The project provides funding for various staffing within each office to support the additional proceedings with funding for the visiting judge provided by the State of Texas. The project ensures effective justice-service delivery for the community once court activity begins to pick up to pre-pandemic levels.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1460: COUNTY ADMIN - PORTFOLIO MANAGEMENT POSITIONS
Original Funding Amount: $921,660.00
Revised Funding Amount: $1,256,244.99
Project Expenditure Category: Provision of Government Services| 6.1

Project Overview
The project provides personnel funding for the administrative oversight of the entire County SLFRF Portfolio.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1480: PURCHASING - STAFFING SUPPLEMENTS
Original Funding Amount: $362,311.00
Revised Funding Amount: $331,898.09
Project Expenditure Category: Provision of Government Services | 6.1

Project Overview
The project provides personnel funding for additional procurement responsibilities directly related to projects within the County SLFRF Portfolio.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1490: COUNTY ATTORNEY - GENERAL COUNSEL SERVICES
Original Funding Amount: $706,504.00
Revised Funding Amount: $403,426.98
Project Expenditure Category: Provision of Government Services | 6.1

Project Overview
The County Attorney General Counsel Ramp-Up project provides corresponding legal support and consultation for the significant increase in the volume and complexity of ARPA-based infrastructure and economic development projects throughout El Paso County. The funding provides for additional

personnel in the County Attorney's Office as well as a fund for outside legal services if they should be required to help manage the various projects and initiatives outlined within the Portfolio.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1500: COUNTY ADMIN - GRANT MANAGEMENT & CONSULTING SERVICES
Original Funding Amount: $225,000.00
Project Expenditure Category: Provision of Government Services | 6.1

Project Overview
These funds are to be used for the management and administration of expenses supporting the federal funding such as documentation support, status reporting, coordination support between the County and relevant agencies, and more. The hiring of a contractor will be used to provide services to aid in determining and maximizing grant funding opportunities.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1510: AUDITOR - GRANT AUDIT ACCOUNTANT
Original Funding Amount: $267,782.00
Revised Funding Amount: $321,026.10
Project Expenditure Category: Provision of Government Services | 6.1

Project Overview
The $163,012,143 ARPA SLFRF funds allocated to El Paso County will require over three years of contract review, processing, reporting and ongoing monitoring which will necessitate an additional audit accountant position to augment current inadequate grant staffing resources to ensure compliance with Federal and US Treasury Guidelines. In addition to the direct County SLFRF expenses, it is estimated that 35-40 subrecipient agreements will be executed. Compliant monitoring requires extensive time for risk assessments, monitoring audits and follow through with subrecipients. This position will serve the ongoing efforts related to COVID-19 challenges by providing the accounting support required for evaluating, disbursing and tracking the SLFRF funds allocated to the County while maintaining appropriate controls regarding the required usage of such funds.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1520: BUDGET - GRANT ANALYST
Original Funding Amount: $228,012.00
Revised Funding Amount: $173,745.29
Project Expenditure Category: Provision of Government Services | 6.1

Project Overview
The $163,012,143 ARPA SLFRF funds allocated to El Paso County will require over three years of contract review, processing, reporting and ongoing monitoring which will necessitate an additional grant analyst position to ensure compliance with Federal and US Treasury Guidelines. This position will serve the ongoing efforts related to COVID-19 challenges by providing the accounting support required for evaluating, disbursing and tracking the SLFRF funds allocated to the County.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1530: RESERVE - UNALLOCATED UNAPPROPRIATED FUND BALANCE
Original Funding Amount: $2,179,711.00
Revised Funding Amount: $898,826.69
Project Expenditure Category: Administrative Expenses| 7.1

Project Overview
The unallocated and unappropriated fund balance is a financial contingency within the County SLFRF Portfolio. Unforeseen circumstances or emergencies may require additional funding in the future.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1020: UNIVERSITY MEDICAL CENTER OPERATIONAL SUPPORT
Original Funding Amount: $34,752,896.00
Project Expenditure Category: Transfers to Other Units of Government| 7.2

Project Overview
University Medical Center serves some of the most vulnerable members of the community as the County Hospital District. The transfer of funds facilitates ongoing and sustained operations at the main campuses and clinics in direct response to needs brought on by the pandemic.

Performance Management
Key Performance Indicators

- COVID Related Expenses – Based on data provided by the County health insurance provider, the total expenses in COVID-related claims by County employees decreased by nearly 76 percent over the last year. Whereas the claim expenses totaled $418,859 in 2022 from January to June, these expenses totaled $99,760 over the same monthly period in 2023.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1080: ESD #2 STAFFING & SUPPLIES
Original Funding Amount: $170,000.00
Revised Funding Amount: $0.00 (Project Discontinued)
Project Expenditure Category: Transfers to Other Units of Government| 7.2

Project Overview
County Emergency Services District #2 provides fire and emergency medical services to various communities throughout the region, including some of the most outlying and disproportionally impacted communities in the region. These funds will assist the ESD with staffing or supplies as demand for testing, vaccine or other pandemic responses fluctuate throughout the pandemic.

Performance Management
Key Performance Indicators

- Vaccination Rates – Local data collected by the City of El Paso Public Health Department stopped being tracked in Summer 2023, but what was collected until then showed that the rate of fully vaccinated individuals within the County had more than doubled from 36% to 78% since May 2021 to July 2023 (EPStrong 2023).

- COVID Related Expenses - – Based on data provided by the County health insurance provider, the total expenses in COVID-related claims by County employees decreased by nearly 76 percent over the last year. Whereas the claim expenses totaled $418,859 in 2022 from January to June, these expenses totaled $99,760 over the same monthly period in 2023.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1081: ESD #1 STAFFING & SUPPLIES
Original Funding Amount: $103,373.30 (Project Complete)
Project Expenditure Category: Transfers to Other Units of Government| 7.2

Project Overview
County Emergency Services District #1 provides fire and emergency medical services to various communities throughout the region, including some of the most outlying and disproportionally impacted communities in the region. These funds will assist the ESD with staffing or supplies as demand for testing, vaccine or other pandemic responses fluctuate throughout the pandemic.

Performance Management
Key Performance Indicators
- Vaccination Rates - Local data collected by the City of El Paso Public Health Department stopped being tracked in Summer 2023, but what was collected until then showed that the rate of fully vaccinated individuals within the County had more than doubled from 36% to 78% since May 2021 to July 2023 (EPStrong 2023).
- COVID Related Expenses - – Based on data provided by the County health insurance provider, the total expenses in COVID-related claims by County employees decreased by nearly 76 percent over the last year. Whereas the claim expenses totaled $418,859 in 2022 from January to June, these expenses totaled $99,760 over the same monthly period in 2023.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1092: COVID-19 EFFECTS ON ADULT JUVENILE RECIDIVISM RATES
Original Funding Amount: $185,000.00
Project Expenditure Category: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc) | 1.4

Project Overview
The County has partnered with the University of Texas at El Paso to evaluate the County's implementation of the pretrial risk assessment tool. This research evaluation will provide the County with valuable information regarding the utility of this tool utilized by the El Paso County Criminal Justice and Community Support Department in predicting pretrial defendant outcomes while taking into consideration the COVID-19 impacts towards pretrial procedures.

Use of Evidence Based-Practice or Individual Program Evaluation
This report is in development and will be published and shared as part of an upcoming Recovery Plan submission.

PROJECT ARP-4030: DOWNTOWN DETENTION FACILITY SECURITY SYSTEM
Original Funding Amount: $3,951,349.77
Project Expenditure Category: Public Sector Capacity: Effective Service Delivery |3.4

Project Overview
This project is for the replacement of wastewater infrastructure that serves the Downtown Jail Facility to provide the general health, safety, and welfare of the public, County employees, and detained individuals within this congregate facility. This project would ensure the County is able to maintain existing wastewater service levels for this public facility that is cost-effective, as the Public Works Department has determined that a no-build scenario or alternative would result in a significant failure.

Performance Management
Key Performance Indicators

- County Employee COVID Rate – Based on data provided by the County health insurance provider, the number of unique employees submitting claims for COVID-19 healthcare costs has decreased by nearly half over the last year. Whereas the total claims in 2022 from January to June amounted to 1,234, these claims totaled 670 over the same monthly period in 2023.
- County Congregate Setting COVID Rate – This information is currently being collected and the data will be published in an upcoming report.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-4040: DOWNTOWN DETENTION FACILITY SANITARY SEWER INFRASTRUCTURE
Original Funding Amount: $3,025,728.00
Project Expenditure Category: Clean Water: Other Sewer Infrastructure |5.5

Project Overview
The project scope of work includes the modernizing of cameras, intercoms, touchpads, and doors throughout the jail facility that have met their end of life as many are original pieces of equipment when the jail was constructed approximately 30 years ago. These security and administrative needs, related to repair and maintenance needs of this technology infrastructure, have been largely affected by the pandemic. The failures of various elements of the system, including the security cameras, may require additional staffing and closer interaction with inmates of the facility to provide security monitoring throughout the jail. Additionally, the Sheriff's Office was unable to dedicate the staffing resources and capacity to manage this initiative as they continued their response to the public health crisis in the congregate facility.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-4050: DISASTER TRANSPORTATION SERVICE
Original Funding Amount: $158,500.00 (Project Complete)
Project Expenditure Category: Assistance to Impacted Nonprofit Organizations |2.34

Project Overview
This project is for a beneficiary agreement to the non-profit organization, Project Amistad, for their continued provision of non-medical emergency transportation to individuals in the rural areas of the County. During the peak of the pandemic, this organization provided this transportation for individuals

needing to make medical appointments or reach COVID testing sites. This grant is to help mitigate the financial and economic harm that was incurred by this level of service at their own expense.

Performance Management
Key Performance Indicators

- Agencies Served – The County has provided funding for 20 external non-profit agencies to provide community aid across a variety of focus areas such as non-emergency medical transportation, social services, and small business technical assistance.
- Direct Employee Benefits – This information is currently being collected and the data will be published in an upcoming report.
- Number of Jobs Created – Based on data provided by our regional public workforce development board, there have been a total of 130,257 new jobs created since March 2021.
- Number of Jobs Retained – This information is currently being collected and the data will be published in an upcoming report.
- Number of New Businesses Created – Based on data provided by our regional public workforce development board, there have been a total of 4,445 new businesses created since March 2021.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1161: SMALL BUSINESS ASSISTANCE
Original Funding Amount: $1,407,656.00
Project Expenditure Category: Technical Assistance, Counseling, or Business Planning| 2.30

Project Overview
This project is to provide aid to small businesses affected by the COVID-19 pandemic in El Paso County. This includes the provision of financial literacy workshops, organizational management guidance, customer service stewardship, and tax compliance.

Performance Management
Key Performance Indicators

- Agencies Served – This information is currently being collected and the data will be published in an upcoming report.
    - HUBs
    - Minority Women-Owned
- Direct Employee Benefits – This information is currently being collected and the data will be published in an upcoming report.
- Number of Jobs Created – Based on data provided by our regional public workforce development board, there have been a total of 130,257 new jobs created since March 2021.
- Number of Jobs Retained – This information is currently being collected and the data will be published in an upcoming report.
- Number of New Businesses Created – Based on data provided by our regional public workforce development board, there have been a total of 4,445 new businesses created since March 2021.

Required Programmatic Data

- Number of small businesses served – This data will be collected once the project has begun.

Use of Evidence Based-Practice or Individual Program Evaluation
Given that this project has not yet begun, the County is pending development of an accompanying program evaluation. The County plans to leverage any existing evidence base to form the basis of the program evaluation, which will be tailored to regional and cultural needs and considerations.

PROJECT ARP-1162: MISSION TRAIL ASSISTANCE
Original Funding Amount: $845,000.00
Project Expenditure Category: Aid to Tourism, Travel, or Hospitality| 2.35

Project Overview
This project is to provide aid to the tourism, travel, and hospitality sector for the El Paso Mission Trail, a nine-mile historical trail with a variety of businesses previously impacted financially by the COVID-19 pandemic. This aid will will include a marketing analysis to identify service and industry gaps and assess opportunities for economic growth along this trail. Additionally, a program will be developed to bolster current tourism and marketing efforts to support economic recovery of the area. This includes a marketing campaign and new tourism programming development.

Performance Management
Key Performance Indicators
- Agencies Served – This information is currently being collected and the data will be published in an upcoming report.
    - HUBs
    - Minority Women-Owned
- Direct Employee Benefits – This information is currently being collected and the data will be published in an upcoming report.
- Number of Jobs Created – Based on data provided by our regional public workforce development board, there have been a total of 130,257 new jobs created since March 2021.
- Number of Jobs Retained – This information is currently being collected and the data will be published in an upcoming report.
- Number of New Businesses Created – Based on data provided by our regional public workforce development board, there have been a total of 4,445 new businesses created since March 2021.

Required Programmatic Data
- For each subaward: This data will be collected once the project has begun.
    - Sector of Employer
    - Purpose of Funds

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1165: UNIVERSAL INCOME PROJECT (UPTOGETHER)
Original Funding Amount: $500,000.00
Project Expenditure Category: Household Assistance: Cash Transfers| 2.3

Project Overview
This program will assist vulnerable populations by providing direct cash assistance to households on a monthly basis for 12 months and improve household economic mobility.

Required Programmatic Data
- Number of households served – This data will be collected once the project has begun.

Use of Evidence Based-Practice or Individual Program Evaluation
Given that this project has not yet begun, the County is pending development of an accompanying program evaluation. The County plans to leverage any existing evidence base to form the basis of the program evaluation, which will be tailored to regional and cultural needs and considerations.

PROJECT ARP-1168: CREATIVE PLACEMAKING & ART INDUSTRY SUPPORT
Original Funding Amount: $600,000.00
Project Expenditure Category: Aid to Other Impacted Industries| 2.36

Project Overview
This project is to provide aid to other impacted industries, primarily focusing on small and microbusinesses in the art industry. There has been little formal assistance structure to this particular industry despite the various impacts felt by the industry throughout the pandemic. The proposal includes identifying a community-based organization as a subrecipient to help establish a creative placemaking program for the County to introduce grants and technical assistance opportunities for the local art industry.

Performance Management
Key Performance Indicators
Number of Individuals Served – This information has not yet been collected as this program is still in early development

Required Programmatic Data
- If aid is provided to industries other than travel, tourism, and hospitality, described if the industry experienced at least 8 percent employment loss from pre-pandemic levels, or the industry is experiencing comparable or worse economic impacts as the national tourism, travel, and hospitality industries as of the date of the 2022 final rule, and rationale for providing aid to the industry
    - This project is in early development and this information will be provided in a future report.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-4060: COUNTY GUN BUYBACK PROGRAM
Original Funding Amount: $300,000.00
Project Expenditure Category: Provision of Government Services| 6.1

Project Overview
This program will coordinate and launch multiple gun buyback events aimed at collecting unwanted firearms in exchange for gift cards. The goal of the program is to reduce the number of firearms that could lead to injury or death and to educate the community about gun violence prevention strategies. The project will consist of at least two gun buyback events and cover expenses related to personnel from the El Paso County Sheriff's Office and other related County personnel, gift cards for up to 500 firearms per event, communications and community outreach expenses, weapons testing and destruction-related expenses, and incidental expenses.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-4070: COTTON VALLEY COMMUNITY SOLAR
Original Funding Amount: $555,2006.87
Project Expenditure Category: Public Sector Capacity: Effective Service Delivery |3.4

Project Overview
The purpose of the project is for a partnership with El Paso Electric in which they are to develop and deploy a dedicated solar photovoltaic ("PV") generating system coupled with a battery energy storage system ("Project") on Fabens Airport land to generate and provide solar power to El Paso County facilities. This project will result in a renewable energy source that can store and dispatch renewable power specifically to meet increasing energy demands.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-4080: CORBIN SAMBRANO COMMUNITY CENTER
Original Funding Amount: $1,550,000.00
Project Expenditure Category: Public Sector Capacity: Effective Service Delivery |3.4

Project Overview
This project is to provide funding for the design and remediation of a new community wellness center located in County Precinct 2 focused on mental health and drug services, training and education.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

PROJECT ARP-1093: COUNTY CIT PROGRAM EVALUATION
Original Funding Amount: $200,000.00
Project Expenditure Category: Mental Health Services| 1.12

Project Overview
This analysis is intended to measure the impacts of the El Paso County Sheriff's Office Crisis Intervention team. The impacts will include the COVID-19 pandemic distinctives as well as overall program performance. In recent years, the United States has seen a sharp rise in mental health related disorders. In addition, some communities have seen an increase in violence and a strong need for more targeted mental health response strategies in law enforcement. Crisis intervention teams have risen across the country to enhance law enforcement responses when dealing with mental health concerns. Both the El Paso Police Department and El Paso County Sheriff's Office have implemented a crisis intervention team. In the past several years, Provider has evaluated the El Paso Police Department program. Pursuant to the County's strategic plan which requires an analysis of the impacts of the investment and C.I.T. Program on the County, the parties wish to build off the research previously conducted.

Performance Management
Key Performance Indicators
- Number of CIT Interactions – This information is currently being collected and the data will be published in an upcoming report.
- Number of CIT Interactions Resulting in Referral – This information is currently being collected and the data will be published in an upcoming report.
- County Congregate Setting COVID Rate – This information is currently being collected and the data will be published in an upcoming report.

Use of Evidence Based-Practice or Individual Program Evaluation
A 2017 article published in *Behavioral Sciences & the Law* outlined the various aspects of evidence-based information related to the implementation of CIT programs across the county, including a thorough literature review discussing five specific elements of quantitative analysis available for CIT programs: Officer-Level Cognitive & Attiduninal Outcomes, Officer-Level Behavioral Outcomes, Subject-Level Outcomes, Agency-Level Outcomes and Community/Society-Level Outcomes. The intent of the article is aimed at discussing and evaluating which independent research efforts could lead to determining if CIT units should be considered an evidence-based practice.

The authors conclude "with regard to officer-level cognitive and attitudinal outcomes (e.g., knowledge, self-efficacy, attitudes, stigma) and officer-level behavioral outcomes (skills and decision-making, based on both self-report and more objective measures), there is substantial evidence—not from randomized experimental research (RCTs) per se, but from studies with comparable control (non-CIT officer) groups—of positive effects, even after many months, if not years, since training. With regard to these outcomes, we believe that CIT can be deemed "evidence based"; i.e., there is published, compelling evidence that CIT benefits officer-level outcomes (Watson, Compton and Draine 2017)."

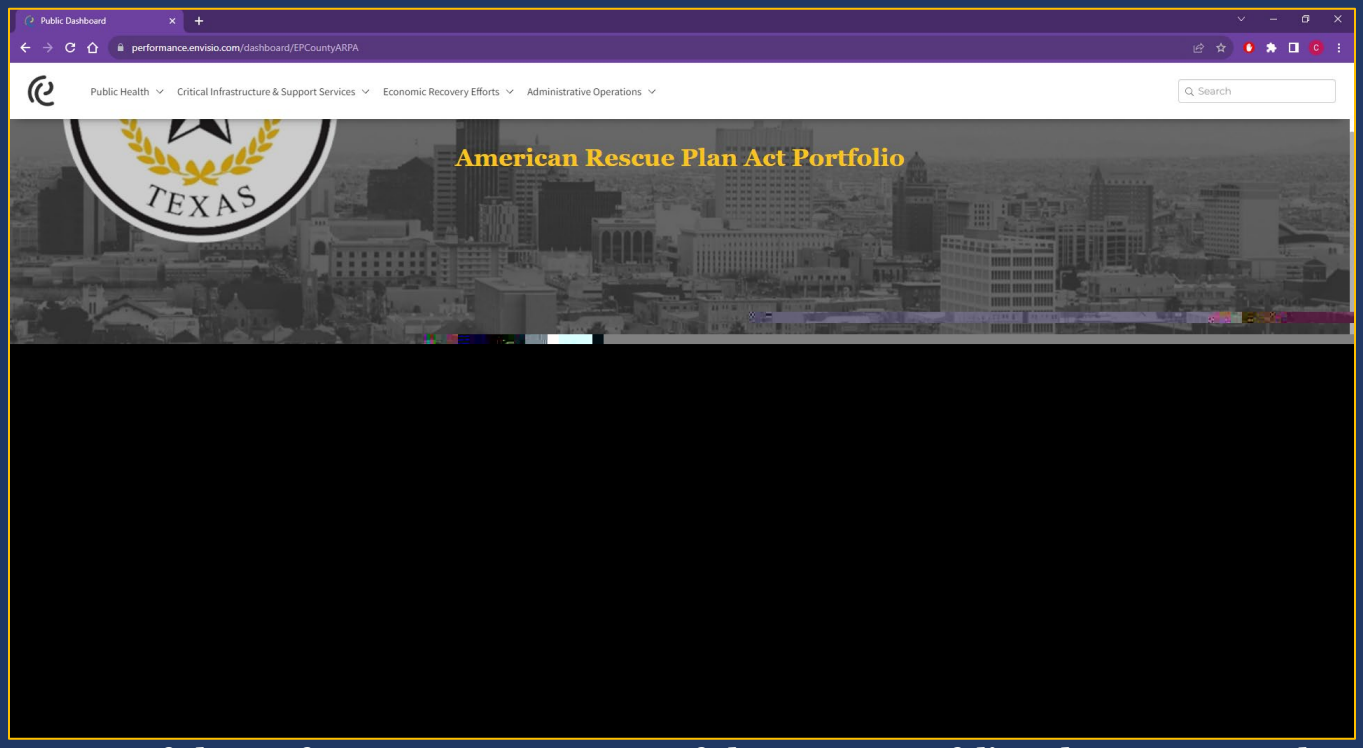
The research aim of this project will help build on the existing literature above with El Paso's local cultural and unique social contexts.

PROJECT ARP-1094: PUBLIC HEALTH IMPACT ASSESSMENT
Original Funding Amount: $200,000.00
Project Expenditure Category: Strong Healthy Communities: Neighborhood Features that Promote Health and Safety| **2.22**

Project Overview
The purpose of this project is to facilitate the limited-scope Community-Centered Environmental Health Risk Assessment through Sequential Exploratory Design in selected neighborhoods in El Paso, TX. Specifically, the University of Texas at El Paso will conduct a focused environmental health risk assessment using a community-based participatory approach and a sequential exploratory design, aimed at identifying and addressing key environmental hazards in selected communities, both perceived and estimated, using a combination of community-based research approach to identify the main environmental health concerns in the population of the selected neighborhoods, and health-risk based estimation based on monitoring of selected but not limited to air, water, and soil pollutants, and climate variables in the vicinities of communities neighboring the Bridge of the Americas (BOTA) International Point of Entry, Insterstate Highway 10 (I-10), and Marathon Petroleum Refinery (MPR), with the purpose to explore the communities' concerns regarding environmental pollutants and potential health outcomes.

Use of Evidence Based-Practice or Individual Program Evaluation
Reporting from US Treasury does not require this data for this specific expenditure category.

RESOURCES



As part of the performance management of the ARPA Portfolio, El Paso County has published a public-facing dashboard for residents to monitor the progress of all ARPA-funded projects. The dashboard provides information on the portfolio strategic areas, a list of all projects and their status, and funds spent from those allocated to projects.

The link to the public-facing dashboard is: https://performance.envisio.com/dashboard/EPCountyARPA.

RECOVERY PLAN REVISION LOG

Version	Date Published	Summary of changes
1.0	August 31, 2021	Initial Publication (2021)
2.0	July 31, 2022	Second Publication (2022)
3.0	July 31, 2023	Third Publication (2023)
4.0	July 31, 2024	Fourth Publication (2024)

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APPENDICES

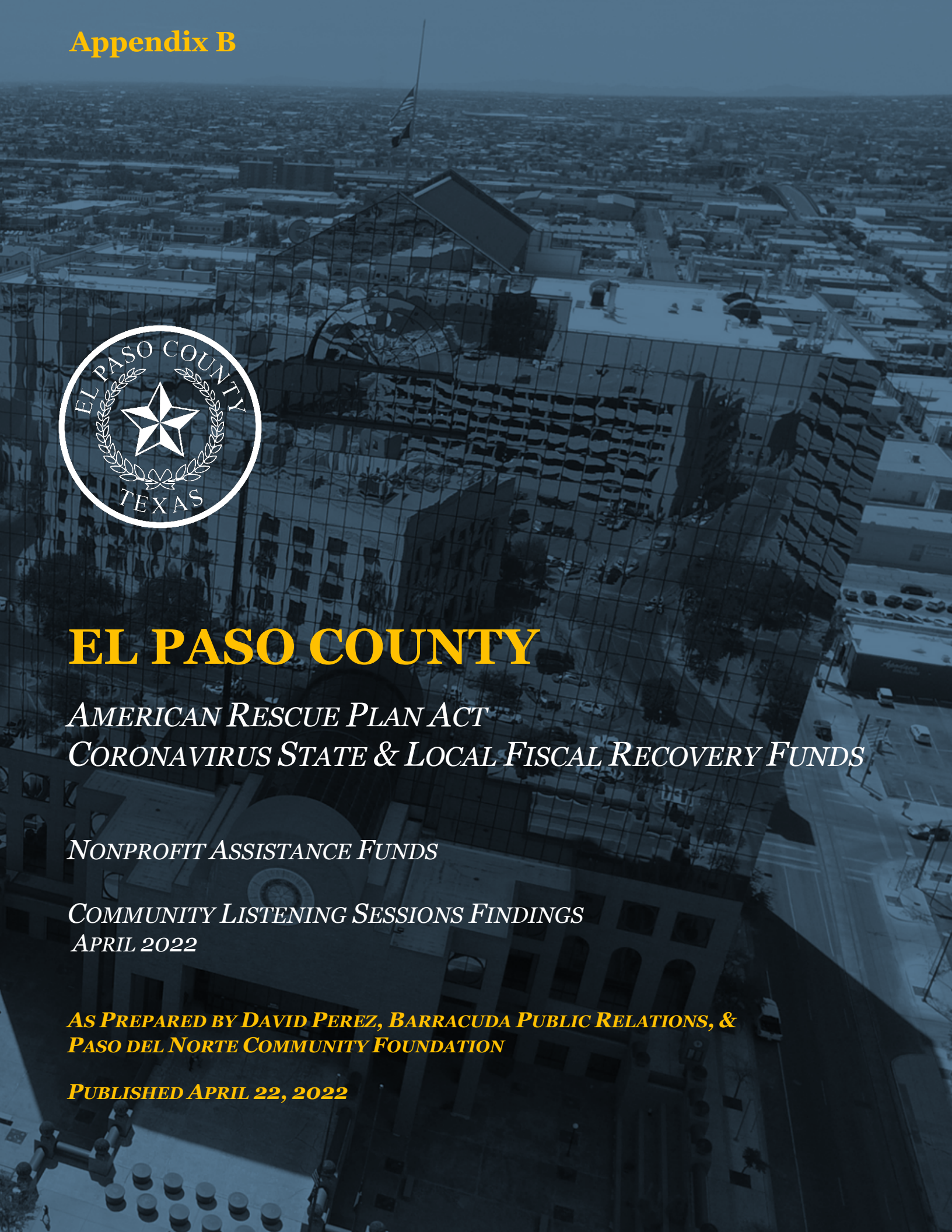
The following appendices, references throughout the report, are included for reference and expansion of major topics and ideas relevant to the County's implementation of the Portfolio.

- Appendix A: El Paso County American Rescue Plan Act Portfolio Project Listing
- Appendix B: Nonprofit Assistance Funds – Community Listening Sessions Findings
- Appendix C: Nonprofit Assistance Funds – Benchmark Findings
- Appendix D: El Paso County 2020 Prevailing Wage Rate Study
- Appendix E: June ARPA Portfolio Project Readiness Report
- Appendix F: County of El Paso: Space Planning Guidelines

Appendix A: El Paso County American Rescue Plan Act Portfolio Project Listing

Project ID	County-Designated Project Grouping	Project Name	UST Expenditure Categories	Project Budget
ARP-1000	Public Health	Expand CIT (EHN/SO)	1-Public Health	$2,300,000.00
ARP-1010	Critical Infrastructure & Support Services	Water & Wastewater Projects	5-Infrastructure	$4,626,449.04
ARP-1011	Critical Infrastructure & Support Services	Water & Wastewater Projects (Construction)	5-Infrastructure	$34,655,780.20
ARP-1020	Public Health	University Medical Center Operational Support	1-Public Health	$34,856,269.30
ARP-1030	Public Health	County Employee Public Health Expenses	1-Public Health	$1,643,329.00
ARP-1040	Public Health	ESD/SO Regional Mobile Command Units (2)	1-Public Health	$2,258,506.29
ARP-1050	Administrative Operations	Constable Public Health Support	6-Revenue Replacement	$4,232,797.86
ARP-1060	Public Health	Jail Medical Staffing (UMC)	1-Public Health	$5,342,775.00
ARP-1070	Public Health	Jail Medical Testing, Supplies, Treatment (UMC)	1-Public Health	$1,625,000.00
ARP-1090	Public Health	Communication, Outreach, & Studies (PDN)	1-Public Health	$328,665.00
ARP-1091	Public Health	County Space Evaluation Post COVID	1-Public Health	$39,500.00
ARP-1092	Public Health	COVID-19 Effects on Adult Juvenile Recidivism Rates	1-Public Health	$185,000.00
ARP-1093	Public Health	CIT Program Study	1-Public Health	$200,000.00
ARP-1094	Public Health	Public Health Study	2-Negative Economic Impacts	$200,000.00
ARP-1100	Public Health	County Sanitization	1-Public Health	$121,605.00
ARP-1101	Public Health	County PPE	1-Public Health	$578,395.00
ARP-1110	Public Health	Cleaning Supplies & Equipment	1-Public Health	$150,000.00
ARP-1130	Administrative Operations	SO Fleet Vehicle Replacement	6-Revenue Replacement	$740,564.90
ARP-1140	Economic Recovery Efforts	Economic Development - Phase I (Loan Forgiveness)	2-Negative Economic Impacts	$3,578,750.00
ARP-1150	Critical Infrastructure & Support Services	Broadband Infrastructure	5-Infrastructure	$6,767,775.76
ARP-1160	Economic Recovery Efforts	Industry Specific Program Development	2-Negative Economic Impacts	$1,541,325.00
ARP-1161	Economic Recovery Efforts	Small Business Assistance	2-Negative Economic Impacts	$1,407,656.00
ARP-1162	Economic Recovery Efforts	Mission Trail Assistance	2-Negative Economic Impacts	$845,000.00
ARP-1165	Economic Recovery Efforts	Universal Income Project (Up Together)	2-Negative Economic Impacts	$500,000.00
ARP-1168	Economic Recovery Efforts	Creative Placemaking & Art Industry Support	2-Negative Economic Impacts	$600,000.00
ARP-1170	Economic Recovery Efforts	Workforce Solutions Borderplex (Workforce Training)	2-Negative Economic Impacts	$358,000.00
ARP-1171	Economic Recovery Efforts	Workforce Solutions Borderplex (Childcare)	2-Negative Economic Impacts	$1,690,550.00
ARP-1200	Administrative Operations	Law Office Zoom Enterprise Subscription	7-Administrative and Other	$5,000.00
ARP-1210	Critical Infrastructure & Support Services	Indigent Defendant Electronic Monitoring	2-Negative Economic Impacts	$250,000.00
ARP-1220	Public Health	Annex Courtroom II Buildout - Remote Hearings	1-Public Health	$2,810,854.55
ARP-1230	Critical Infrastructure & Support Services	DO Staffing for Coutroom I (36 Months)	3-Public Health-Negative Economic Impact: Public Sector	$861,591.00
ARP-1240	Critical Infrastructure & Support Services	DO Staffing for Courtroom II (18 Months)	3-Public Health-Negative Economic Impact: Public Sector	$1,088,202.00
ARP-1250	Administrative Operations	Temporary Court Docket (Case Disposition)	7-Administrative and Other	$600,000.00
ARP-1260	Public Health	Virtual Courthouse Kiosks	1-Public Health	$600,000.00
ARP-1270	Administrative Operations	County Internet Bandwidth Increase	3-Public Health-Negative Economic Impact: Public Sector	$393,661.10
ARP-1280	Public Health	VOIP System Upgrade	1-Public Health	$3,557,084.64
ARP-1290	Public Health	Language Access for Residents (Interpreters & i915)	1-Public Health	$420,000.00
ARP-1300	Public Health	Virtual Court Technology	1-Public Health	$200,000.00
ARP-1310	Public Health	Microwave Link Connectivity	1-Public Health	$980,099.00
ARP-1320	Critical Infrastructure & Support Services	Re-Entry Facility	2-Negative Economic Impacts	$8,275,000.00
ARP-1330	Public Health	Downtown First-Floor Jail Remodel	1-Public Health	$4,000,000.00
ARP-1340	Critical Infrastructure & Support Services	Canutillo Warehouse	3-Public Health-Negative Economic Impact: Public Sector	$2,255,400.00
ARP-1350	Critical Infrastructure & Support Services	Office of Medical Examiner	3-Public Health-Negative Economic Impact: Public Sector	$626,359.00
ARP-1351	Critical Infrastructure & Support Services	Eastside Healthcare Master Plan	3-Public Health-Negative Economic Impact: Public Sector	$187,295.00
ARP-1360	Public Health	Juvenile Justice Center Improvements	1-Public Health	$85,000.00
ARP-1370	Economic Recovery Efforts	Grant-Making Process via NOFO	1-Public Health	$64,130.00
ARP-1371	Economic Recovery Efforts	NOFO Development Professional Services	1-Public Health	$10,083,780.13
ARP-1460	Administrative Operations	County Admin	6-Revenue Replacement	$1,256,244.99
ARP-1480	Administrative Operations	Purchasing - Staffing Supplements	6-Revenue Replacement	$331,898.09
ARP-1490	Administrative Operations	County Attorney - General Counsel Rampup	6-Revenue Replacement	$403,426.98
ARP-1500	Administrative Operations	County Admin - Grant Management & Consulting Services	6-Revenue Replacement	$225,000.00
ARP-1510	Administrative Operations	Auditor - Grant Audit Accountant	6-Revenue Replacement	$321,026.10
ARP-1520	Administrative Operations	Budget - Grant Analyst	6-Revenue Replacement	$173,745.29
ARP-1530	Administrative Operations	Reserve - Unallocated Unappropriated Fund Balance	7-Administrative and Other	$898,826.69
ARP-1540	Public Health	Reserve - Technology Equipment Deployment	1-Public Health	$409,055.45
ARP-4000	Public Health	Testing & Vaccination Traffic Control	1-Public Health	$59,985.00
ARP-4020	Critical Infrastructure & Support Services	Rescue Mission-Services for Unhoused Persons	2-Negative Economic Impacts	$675,000.00
ARP-4030	Critical Infrastructure & Support Services	Downtown Detention Facility Security System	3-Public Health-Negative Economic Impact: Public Sector	$3,951,349.77
ARP-4040	Critical Infrastructure & Support Services	Downtown Detention Facility Sanitary Sewer Infrastructure	5-Infrastructure	$3,025,728.00
ARP-4050	Economic Recovery Efforts	Disaster Transportation Service (Beneficiary Agreement-Project Amistad)	2-Negative Economic Impacts	$158,500.00
ARP-4060	Public Health	Gun Buyback	6-Revenue Replacement	$300,000.00
ARP-4070	Critical Infrastructure & Support Services	Cotton Valley Community Solar (Design Services)	3-Public Health-Negative Economic Impact: Public Sector	$555,206.87
ARP-4080	Critical Infrastructure & Support Services	Corbin Sambrano Community Center	3-Public Health-Negative Economic Impact: Public Sector	$1,550,000.00

Appendix B



EL PASO COUNTY

American Rescue Plan Act
Coronavirus State & Local Fiscal Recovery Funds

Nonprofit Assistance Funds

Community Listening Sessions Findings
April 2022

As Prepared by David Perez, Barracuda Public Relations, & Paso del Norte Community Foundation

Published April 22, 2022

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Introduction & Summary

El Paso County's (County) American Rescue Plan (ARPA) funds distribution structure is designed to meet the County's needs and comply with federal regulations. As a result, El Paso County set aside $9.7 million of these funds to support the County's nonprofit organizations. Before making funding decisions, the County contracted the Paso del Norte Community Foundation (Foundation) to research, review, and advise the County on best practices and funding recommendations. In turn, the PdNCF contracted Barracuda Public Relations (BPR) to coordinate community listening sessions.

With help from BPR, the County held community listening sessions in each of its four precincts to engage the public in identifying our community's high-priority needs and developing a Notice of Funding Opportunity (NOFO). This report identifies the data gathered from these sessions, which may help make better-informed decisions and to include the public in these decisions.

Methods

Between March 24 and April 18, 2022, community input was gathered through listening sessions and an online survey. These sessions and the survey were designed to listen to El Pasoans and use their input to help develop the NOFO. The listening sessions were open to the public and addressed specific topics relevant to the ARPA funds and El Paso County.

Topics and Themes Covered in Listening Sessions and Online Survey

Before the data collection, BPR and County representatives identified four topics and 4 themes within each topic. These topics and themes were used to create facilitator guides and questions, comment cards, and an online survey.

Topic 1: Health

Health encompassed all physical and mental health interventions that improve people's length and quality of life within El Paso County. Specific themes were: 1) maintaining a healthy lifestyle, 2) prevention and mitigation of COVID-19, 3) reducing morbidities, and 4) financing medical treatment.

Topic 2: Business Development

Business development encompassed services and programs improving the economic well-being and quality of life, including business retention and expansion programs, business support services, and long-term initiatives addressing the impact COVID-19 has had on the local economy. Specific themes were: 1) educational resources and training, 2) business assistance programs, 3) workforce development and placement, and 4) business retention and expansion.

Topic 3: Community Assistance

Community Assistance encompassed all interventions that support and/or improve community services within El Paso County. Specific themes were: 1) housing security, 2) food security, 3) child care**,** and 4) animal welfare programs.

Topic 4: Capital and Government Projects

Capital and Government Projects encompassed all topics regarding purchasing of buildings, land, plus construction, and other topics not covered explicitly at different tables. Specific themes were: 1) floodwater improvement, 2) broadband, 3) capital improvement projects, and 4) building acquisitions.

Listening Sessions

Listening sessions were held from March 24 through April 7, and all were between the hours of 5:30 PM to 8:00 PM. Locations were based on the precinct, availability, and ease of access.

Table 1. Listening Session Locations and Dates

Precinct	Location	Date
1	Montana Vista Fire Station	March 29th, 2022
2	El Paso County Coliseum	March 24th, 2022
3	San Elizario High School	March 30th, 2022
4	Canutillo High School	April 7th, 2022

With input from Mr. Perez (Foundation Consultant) and the Foundation, BPR determined that a "charrette" style would be most appropriate, where one topic at a time is covered in-depth, with a facilitator and note-taker leading groups of people as they rotate from one table/topic to the next. There was a total of 5 tables, where Table 1 was the "Welcome Station," and the remaining tables were dedicated discussion tables labeled 1) Health, 2) Business Development and Support, 3) Community Assistance, and 4) Capital and Government Projects.

Each community listening session started with participants signing in and receiving a name tag. Participants were free to sit at any of the four discussion tables. County staff, an elected official, and BPR staff opened each listening session with an overview of ARPA, how the County has already earmarked most ARPA funding, and the purpose of the listening session. The online survey was promoted at this time as well.

Once the table discussion started, there were introductions and then three distinct phases, all facilitated by County staff with a BPR employee taking notes. In Phase 1, participants discussed the topic at hand with facilitators guiding each table to prompt discussion. Participants were able to provide input verbally and via written comments. In

Phase 2, participants completed a comment card to rank what they saw as priorities within the table topic. In Phase 3, at the end of the evening, participants completed a final comment card to rank their priorities for each of the four topics. The comment cards included an "Other" category, allowing participants to select a topic/theme not included in the charrette process. Note that the response scale was from "1" or "FIRST" being "THE MOST IMPORTANT" to 4 or "FOURTH" being the "THE LEAST IMPORTANT."

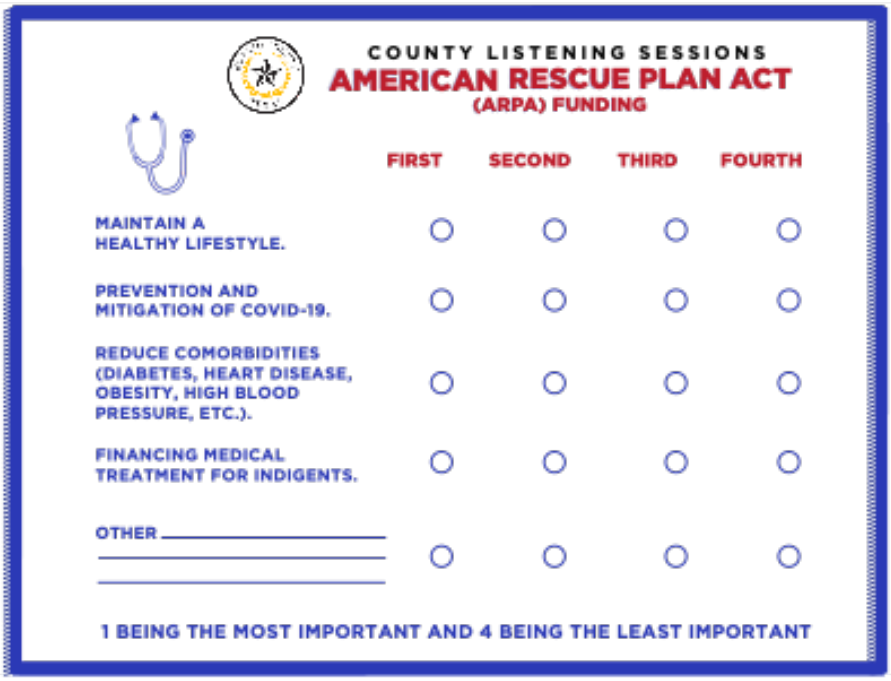


Figure 1. Comment Card Example

Data gathered from the listening sessions included butcher paper comments, facilitator and note-keeper notes, and comment card responses. Qualitative input (i.e., butcher paper written notes & facilitator notes taken from verbal comments) was analyzed using software that identified recurring words (e.g., "community" was mentioned six times), which were then populated in to a word cloud (a visual representation of text data). Comment card responses were managed and analyzed through Excel to produce the figures presented.

Online Survey

To increase community involvement, BPR released an online survey, which opened on the listening sessions' first day (i.e., March 24) and remained open until April 18. It was widely promoted on social media and hosted on the PdNCF's website. As an incentive to share their opinion, participants who completed the brief survey had the option to enter a raffle to win one of three $100 Amazon gift cards. To foster consistency, the survey included the same questions and choices as those found in the individual and overall comment cards from the listening sessions and NOFO design-specific questions. As with the comment card responses, data was managed and analyzed via Excel.

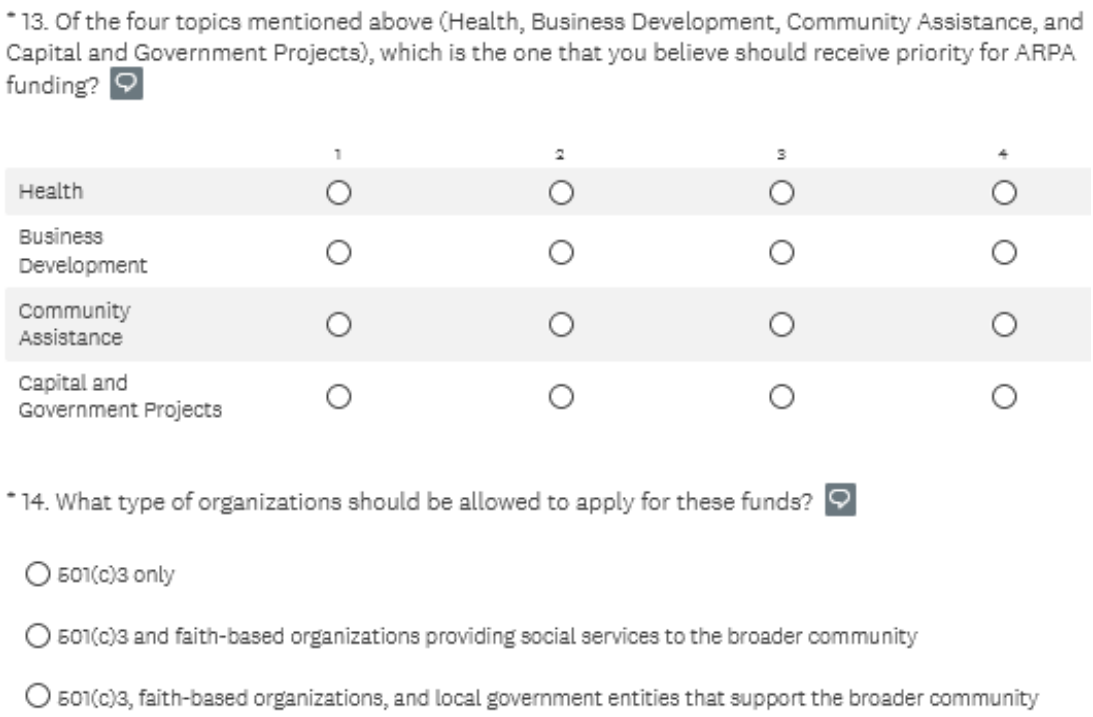


Figure 2. Online Survey Snippet

Results

In total, **231** responses were collected from the comment cards and the online survey, and dozens of comments were noted from the listening sessions. To reiterate, the scale for the responses was from "1" or "FIRST" being "THE MOST IMPORTANT" to 4 or "FOURTH" being the "THE LEAST IMPORTANT."

Listening Sessions Quantitative Results

Listening sessions provided in-depth views of participants throughout the County, and over 100 people participated in these events. Data were gathered on the importance of each topic and for every theme within. These results reflect how people that attended the listening sessions ranked their choices on comment cards.

Table 2. Attendance of Listening Sessions

Location	Attendance
Precinct 1	16
Precinct 2	29
Precinct 3	23
Precinct 4	37
Total attendance	**105**

Overall Topic Rankings

Participants were asked to rank the four main topics from most to least important during the community listening sessions. There were 83 responses across all four precincts, with most responses coming from precincts 2 and 4. On average, participants saw Health as the most important topic, with 37 participants considering it the most important topic. Health was followed closely by Community Assistance. On average, capital and Government Projects and Business Development and Support were ranked substantially lower. For the latter, only 16 considered it the most important factor. All of the written in topics were included (or could be considered) under the other topics (e.g., housing falls under Community Assistance).

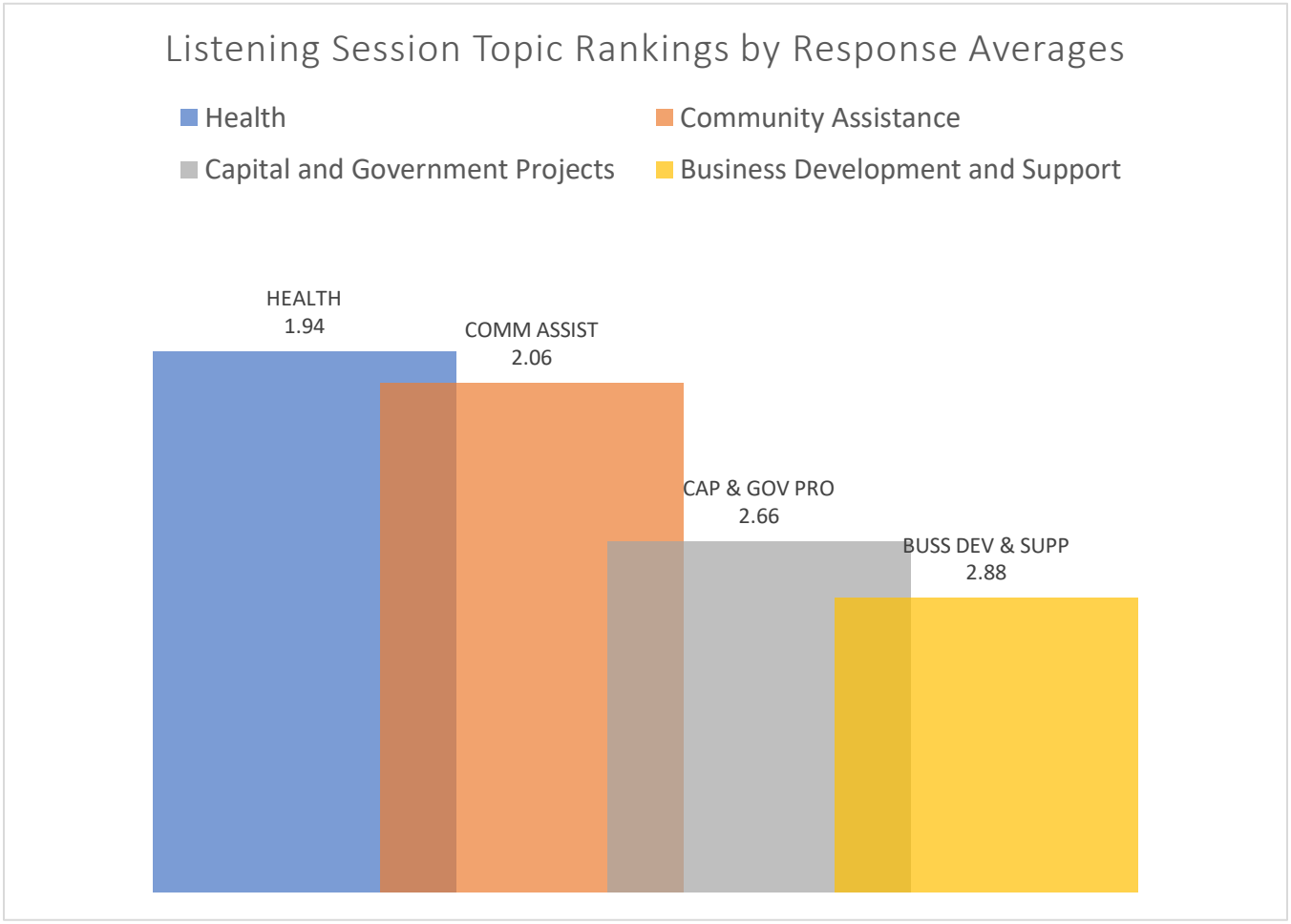


Figure 3. Rankings of importance across all four topics as gathered from comment cards in community listening sessions, ranked from First to Fourth, based on their level of importance. The importance value was the average across all responses.

Health

From the overall rankings, Health was considered the most important topic. There were 74 valid responses gathered from the community listening sessions. Of the four identified themes, "Reduce Comorbidities" was seen as the most important, with only seven people considering it the least important. "Maintain a Healthy Lifestyle" was the second most important. At the same time, people saw the "Prevention and Mitigation of COVID-19" as the least important, with only eight people seeing it as the most important topic. For written in responses that did not fall within the identified themes, mental health and substance abuse treatment came up several times.

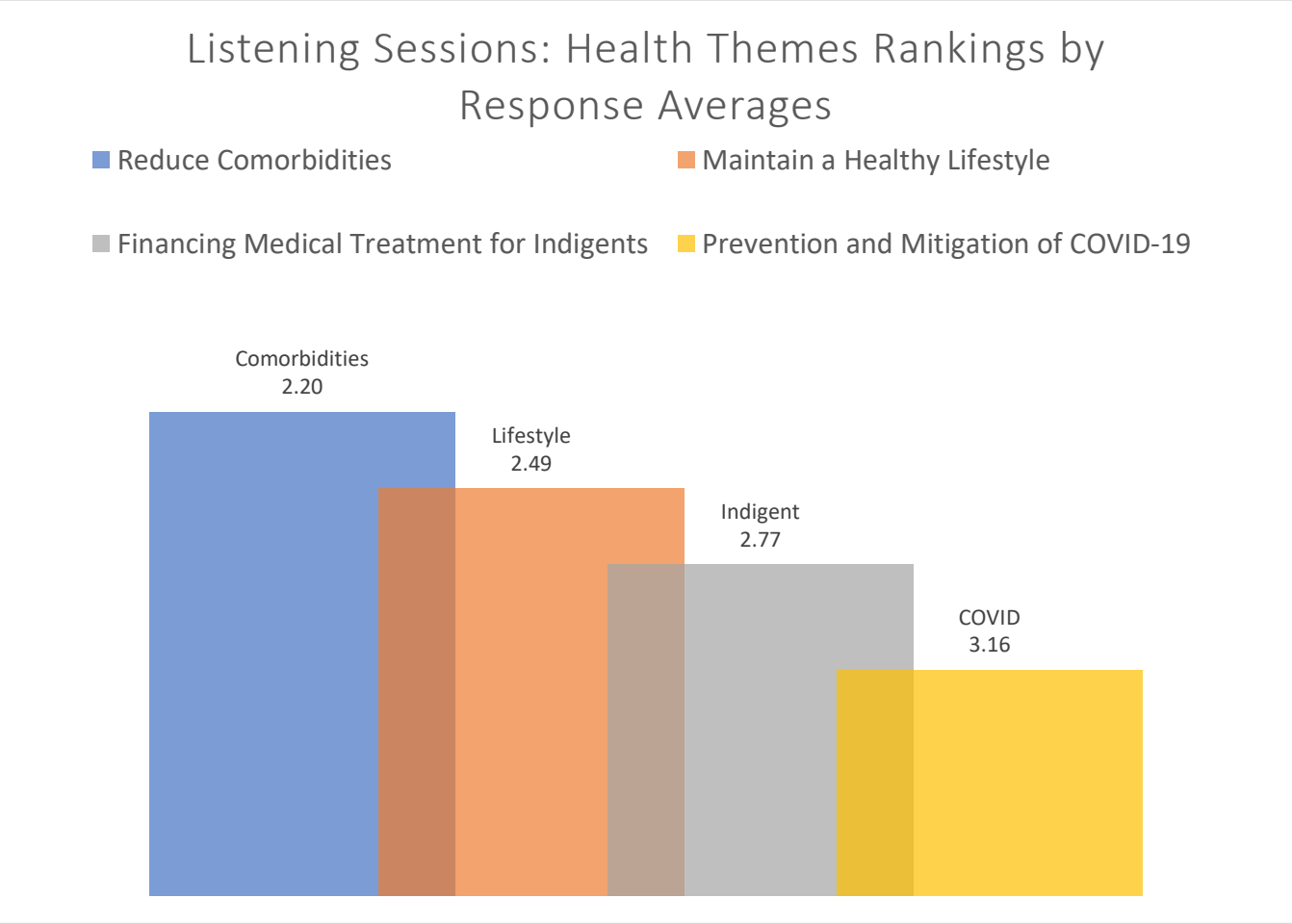


Figure 4. Rankings of importance across identified Health themes as gathered from comment cards in community listening sessions.

Community Assistance

Community Assistance was also highly ranked. There were 77 valid responses gathered from the community listening sessions for this topic. Of the four identified themes, "Food Security" and "Housing Security" were essentially seen the same as the most important topic. "Animal Welfare Programs" was seen as the least important theme, with only three people seeing this as the most important. Most of the written in options could be considered across multiple topics (e.g., diabetes education, water and waste, and building improvements).

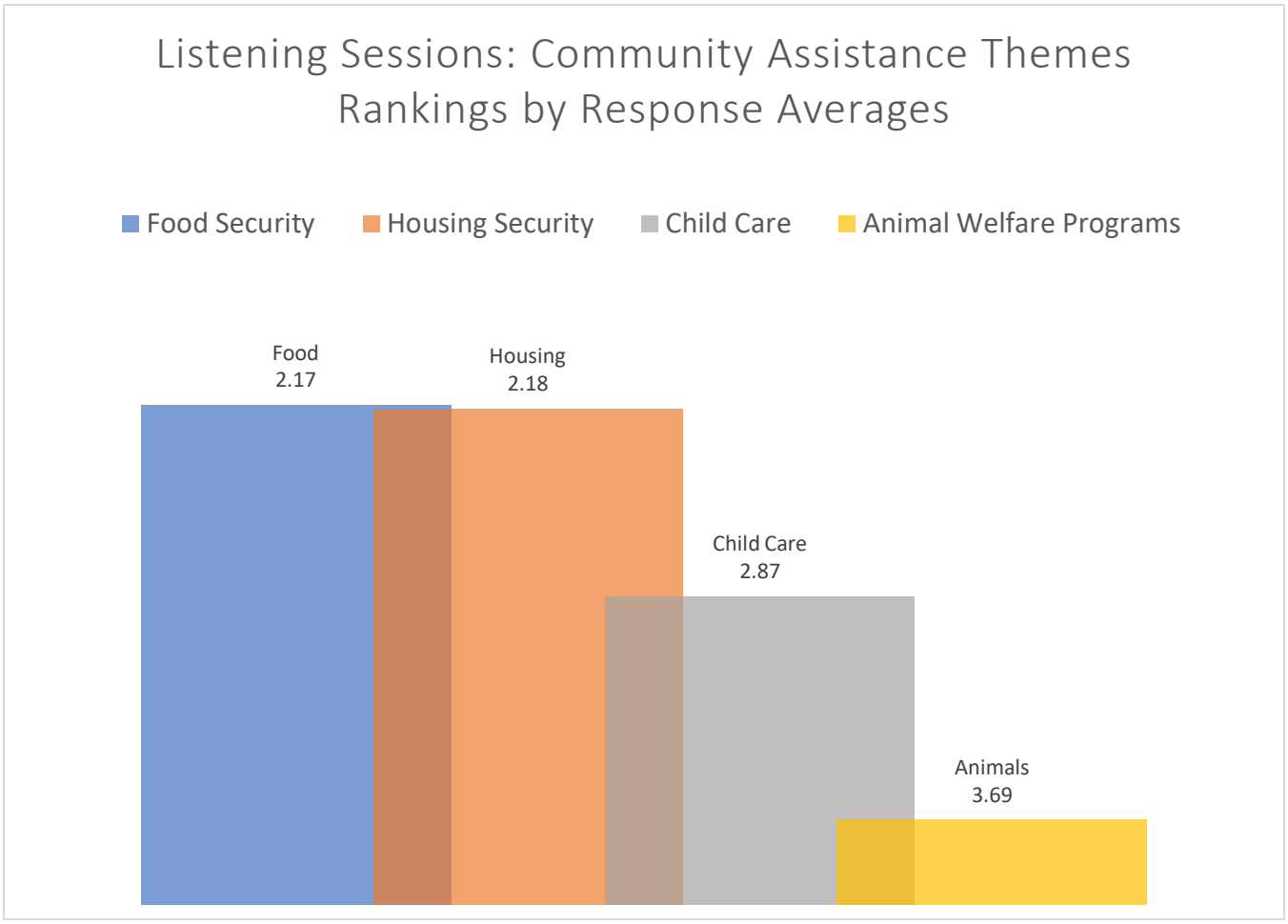


Figure 5. Rankings of importance across identified Community Assistance themes as gathered from comment cards in community listening sessions.

Capital and Government Projects

While the Capital and Government Projects category was not ranked as highly as the prior two, there was some interest in the community, especially for the "Capital Improvement Projects" theme; approximately 37% of people saw this theme as the most important. "Floodwater Improvement" and "Broadband" rank average was close; however, more people listed the former as their first choice (24 vs. 16). Of the written in choices, water-related themes (sewage, water, wastewater, drainage, etc.) came up 10 times, with the majority ranking it as their first choice.

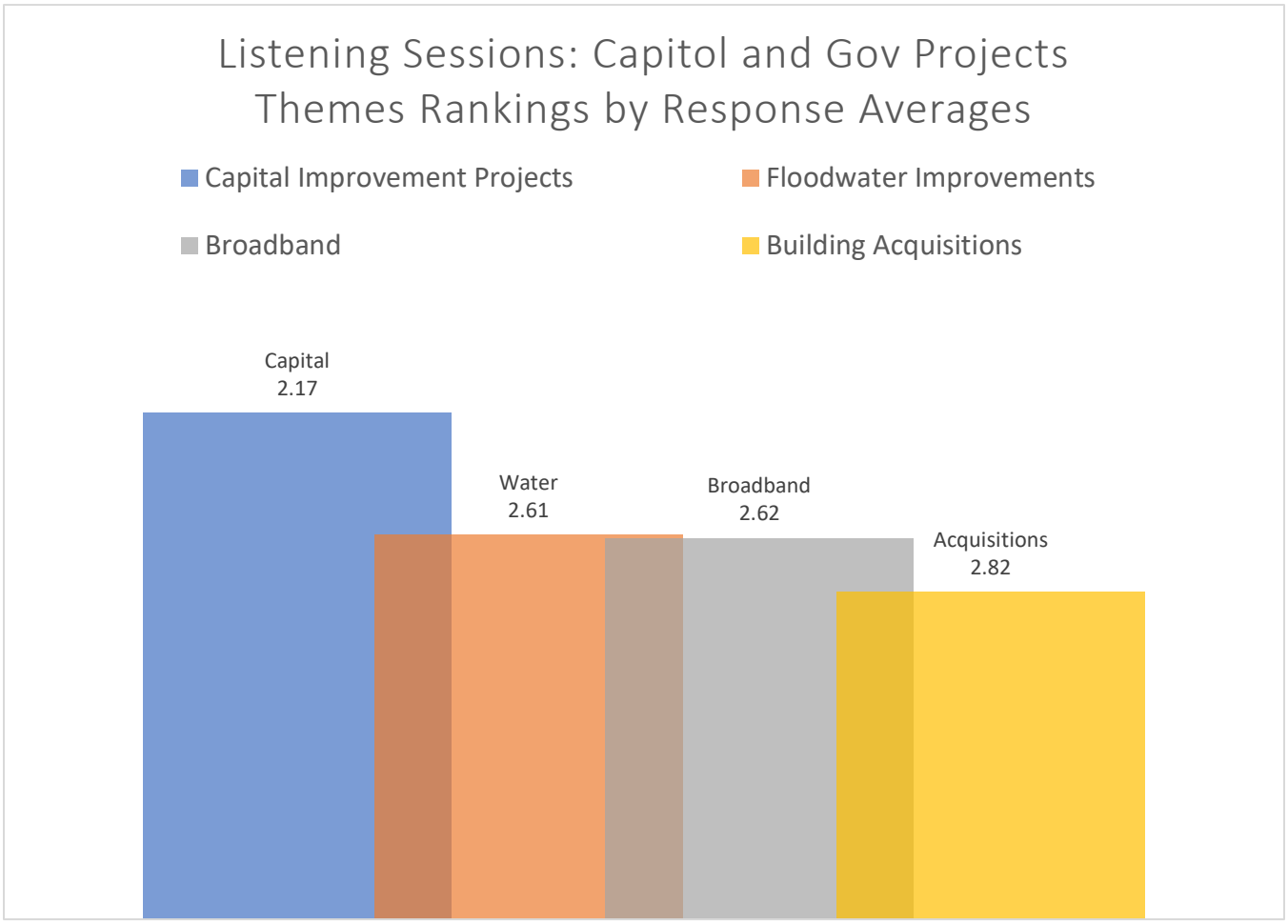


Figure 6. Rankings of importance across identified Cap & Gov Projects themes as gathered from comment cards in community listening sessions.

Business Development and Support

Business development was seen as the least important category, but participants did show interest across most of the themes identified. Most people considered "Education Resources and Trainings" the most important theme, with 35 people making it their first choice. "Business Assistance" and "Workforce Development and Placement" were closely averaged, with the majority choosing one or the other as their number two choice. "Business Retention" was often seen as the least important, with 33 people marking it as four. The written in choices included non-topic related options or were not ranked.

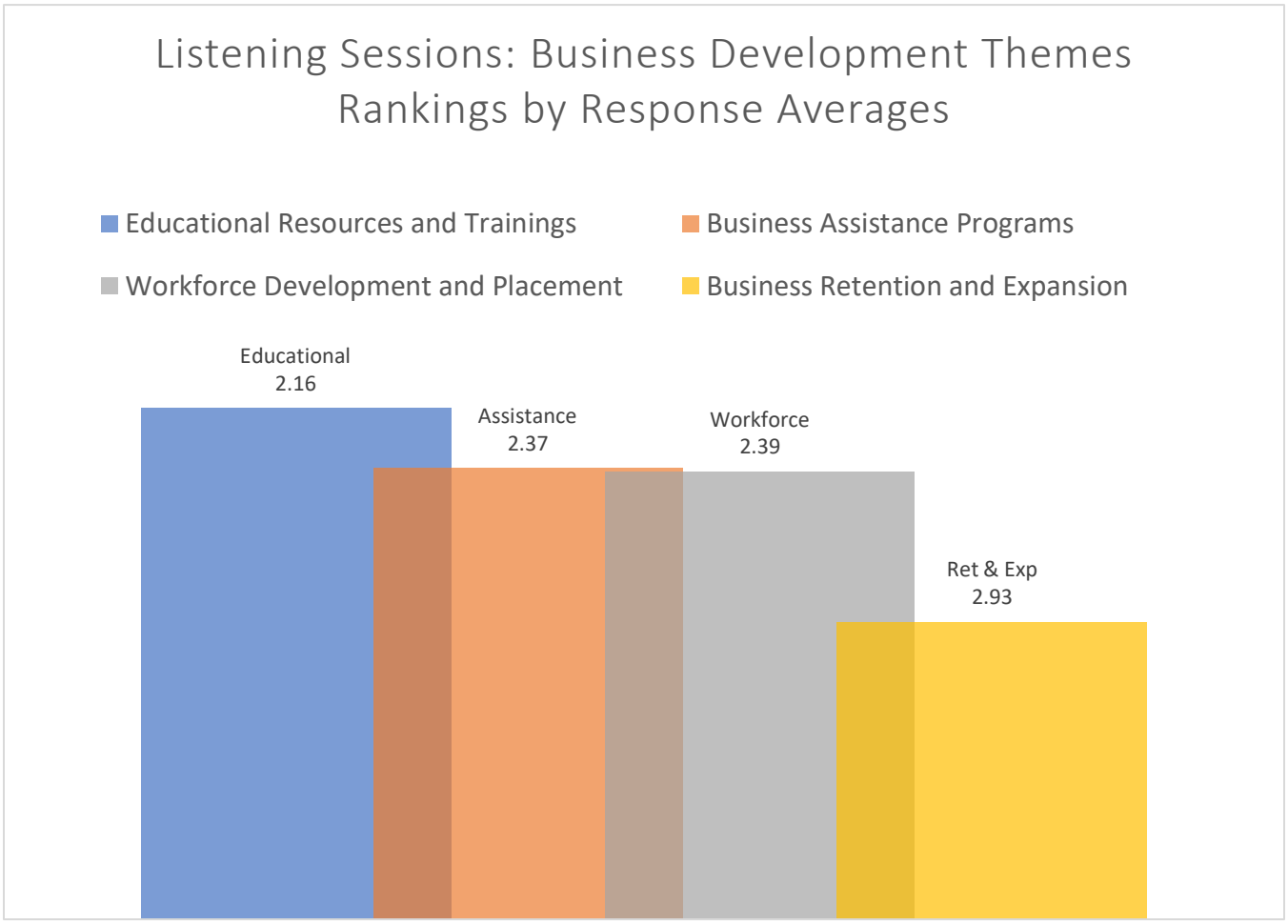


Figure 7. Rankings of importance across identified Business Development themes as gathered from comment cards in community listening sessions.

Listening Sessions Qualitative Results

As noted, participants at the listening sessions were allowed to verbalize and write down comments. Each precinct was represented by different people with different thoughts, but there was some agreement across all four precincts. Some of the major themes identified by BPR staff were:

- Nonprofits organizations should be encouraged to apply together for funding and receive extra consideration. This would encourage collaboration instead of competition within the nonprofit community.
- Look to help the communities outside of the city limits
- Transportation for low-income families to and from their medical appointments.
- Extra points to small local nonprofits
- Investment in wastewater, floodwater management, and first-time water
- Provide opportunities for nonprofits to build their capacity and provide greater services
- El Paso County should not duplicate/offer new services that are already being provided by the nonprofit community
- El Paso County's unused/underused buildings should be offered to nonprofits to use
- Address the mental health crisis
- Make the Notice of Funding Opportunity (NOFO) easy to understand and complete. Small nonprofits cannot afford to pay a grant writer
- Increase access to recreational opportunities: Parks, walking trails, biking lanes, recreational centers

Additionally, notes were analyzed to identify words that were commonly mentioned. The overarching word cloud was limited to the top 100 words, while the rest to 25. Health was the most commonly written word in the notes, as reflected in the comment cards. Several words that were often mentioned alongside health were mental, diabetes, substance, etc., reflecting a strong want and need from participants for funds to be invested in these areas. Words reflecting our local community, such as El, Paso, county, San, city, etc., often came up as part of bigger thoughts but demonstrated that participants felt funds should remain local. The word nonprofit(s) regularly came up, reflecting a common sentiment across participants for funds to be distributed primarily to nonprofits. Investment in "services" or "infrastructure" was another common theme, with words such as broadband, education, and projects coming up multiple times.

Figure 8. Word cloud for all notes across all precincts

Precinct 1

Within precinct 1, health and community and related words often came up, with words such as diabetes, mental, county, trails, etc., dominating the notes. With precinct 1 representing most of El Paso's eastside, Montana (the road) and Montana Vista (the neighborhood) often came up in the facilitators' notes. There was also interest in parks and recreation-related words, with park(s), trails, and walking coming up multiple times. During the sessions, there were also many conversations regarding the fund application process, thus accounting for words such as information, grants, agencies, spread, help, and agencies.

Figure 9. Word cloud for butcher paper notes from precinct 1

Figure 10. Word cloud for facilitators' notes from precinct 1

Precinct 2

The session held at this precinct reflected strongly in wanting to invest in health-related areas, such as diabetes and substance (abuse) coming up multiple times. Participants strongly voiced that funds should be for nonprofits and their programs. While the word business often came up, it was not a comment sentiment reflected in the comment cards, or at least not in funding directly towards businesses or business-related services. Need, assistance, support, more, etc., often came up in conversation and noted, displaying a common sentiment in support for their organizations or community.

Figure 11. Word cloud for butcher paper notes from precinct 2

Figure 12. Word cloud for facilitators' notes from precinct 2

Precinct 3

Precinct 3, representing much of the lower valley, reflected strong infrastructure support, with water being the most written word and infrastructure, wastewater, and broadband coming up often. Words such as services, resources, and parks reflect participants' wants and needs of support in this particular area. Health was also a common verbal sentiment, with mental (health) coming up often.

Figure 13. Word cloud for butcher paper notes from precinct 3

Figure 14. Word cloud for facilitators' notes from precinct 3

Precinct 4

Similar to the other listening sessions, support within health came up often, with health, mental (health), and diabetes coming up often. Support for LGBTQ was robust in this listening session. Another similarity to other precincts was that funds be designated primarily to nonprofits.

Figure 15. Word cloud for butcher paper notes from precinct 4

Figure 16. Word cloud for facilitators' notes from precinct 4

Online Survey Results

The online survey provided data for those who could not attend the listening sessions. There were 126 total responses, with the majority being in English. Data were gathered on the importance of each topic and for every theme within. These results reflect how people ranked their choices for the online survey.

Table 3. Responses for the online survey

Language	Responses
English	86
Spanish	40
Total responses	**126**

Overall Topic Rankings

Similar to the comment card responses, participants saw health and community assistance as the most important topics, with 58 choosing the former as their first choice and 37 for the latter. Compared to the comment cards, the ranking for third and fourth flipped, and the data reflect a more substantial deviation between the first two and the latter two topics. There was less support on average for business development and capital and government project, with 34 people marking the former as their fourth choice and 52 for the latter.

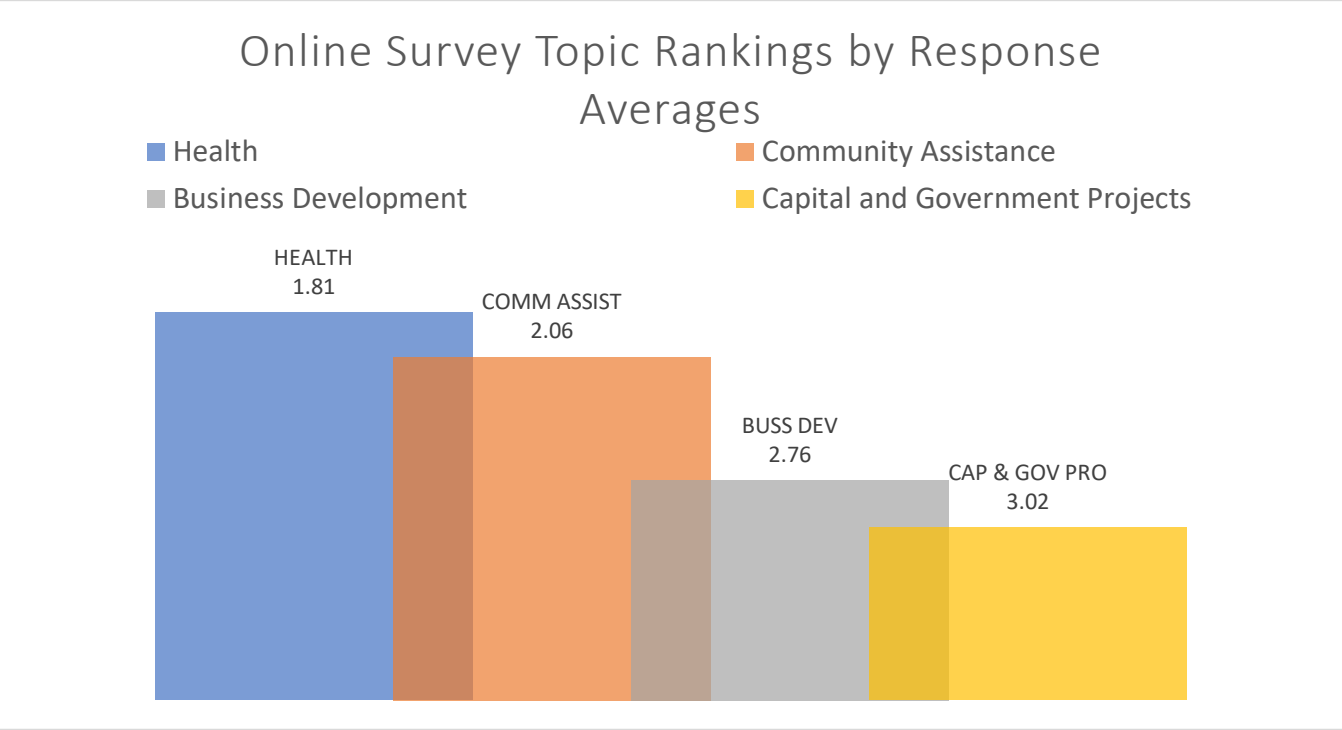


Figure 17. Rankings of importance across all four topics as gathered from the online survey

Health

On average, participants saw "Reduce Comorbidities" as the most important theme, followed by "Maintain a Healthy Life style," with over 40 people choosing the former as their number one choice. The other two options noted a significant difference between the listening sessions and the online survey. Comment card responses saw "Prevention and Mitigation of COVID-19" as the least important, while the online survey saw "Financing Medical Treatment for Indigent" as the least important, with 50 people marking it as their least important choice.

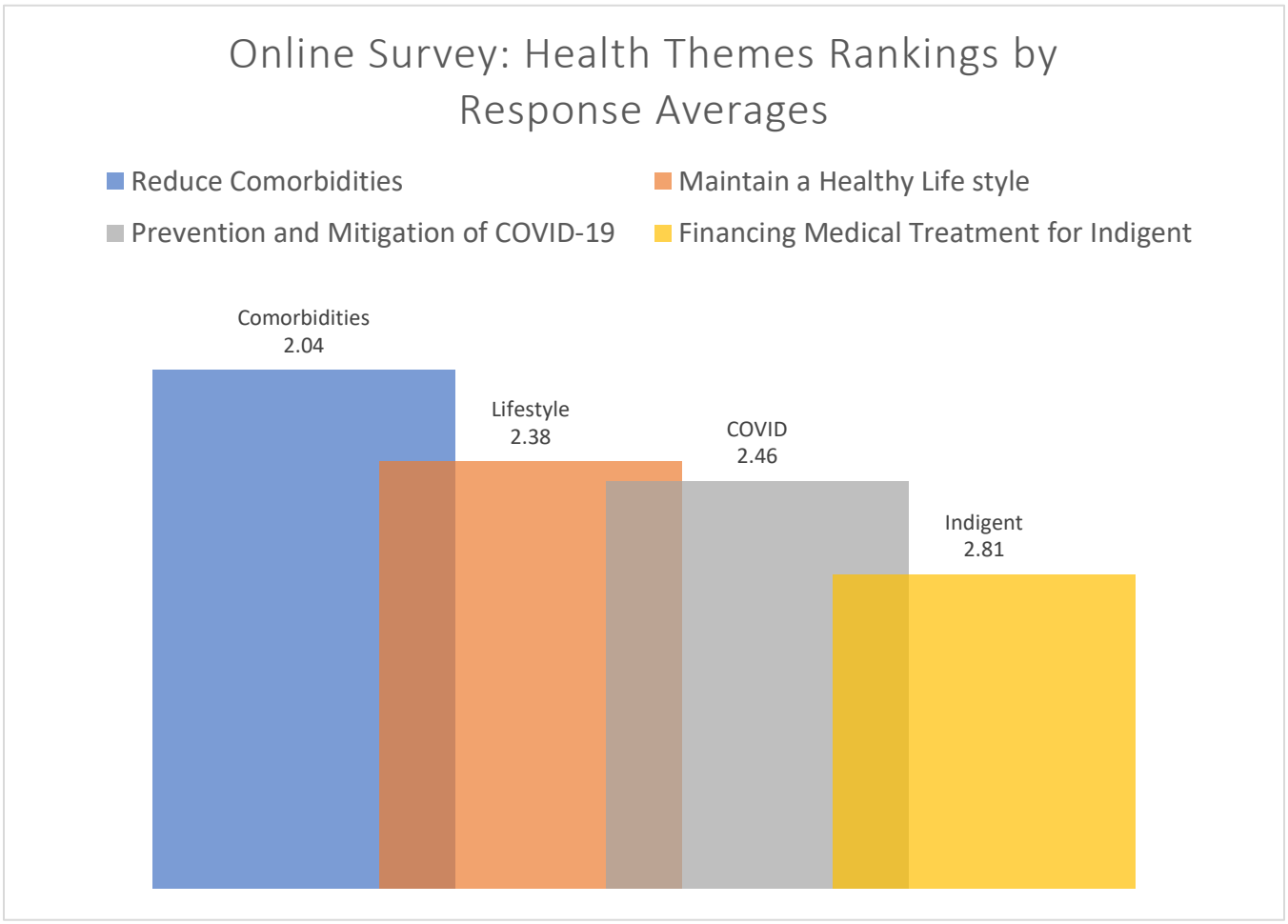


Figure 18. Rankings of importance across identified Health themes as gathered from the online survey

Community Assistance

Community Assistance was also highly ranked with online participants. Similar to the comment card responses, "Food Security" and "Housing Security" were essentially seen the same as the most important topic, with 81 responses reflecting one or the other. Also very similar, "Animal Welfare Programs" was seen as the least important theme, with 75 people seeing this as the least important.

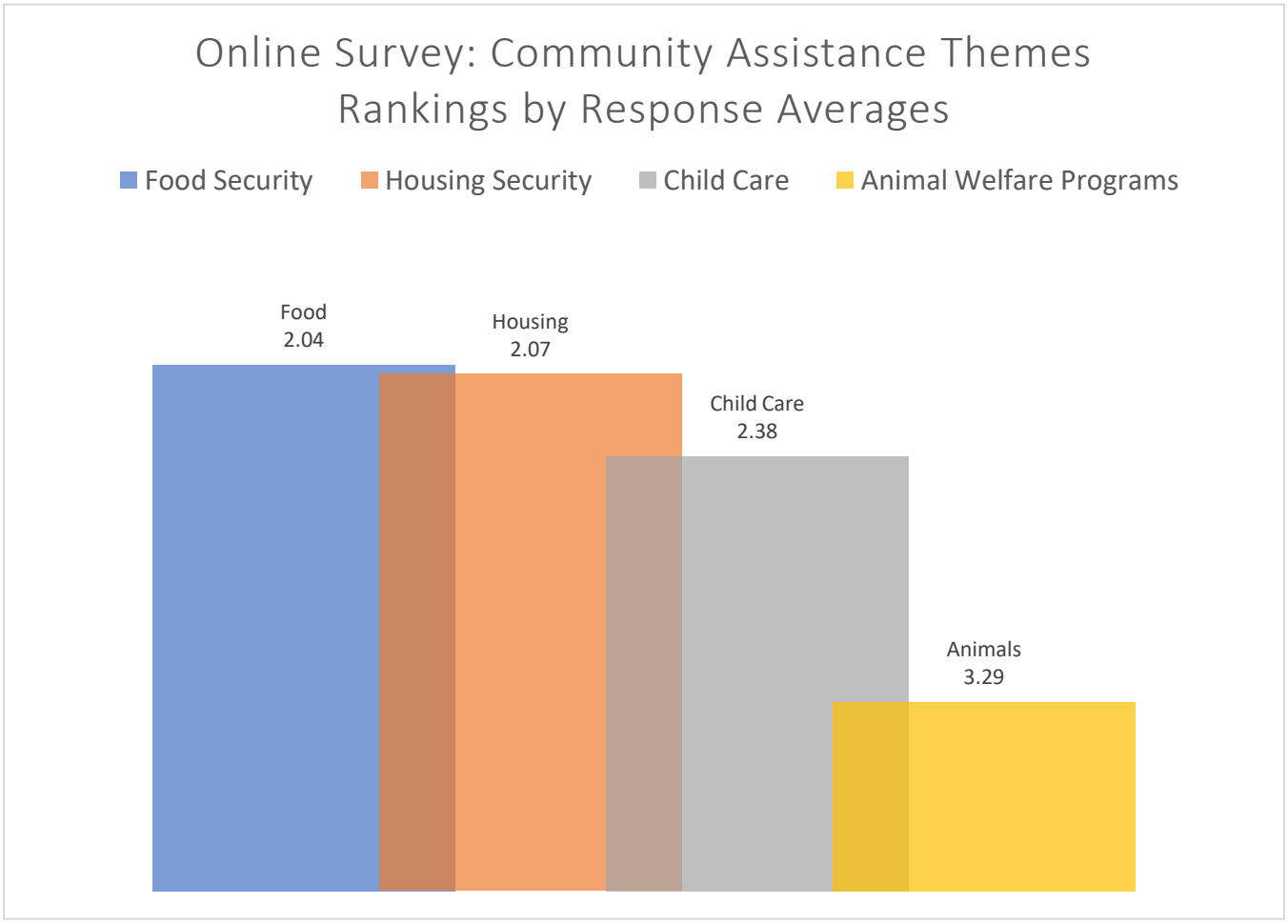


Figure 19. Rankings of importance across identified Community Assistance themes as gathered from the online survey

Business Development and Support

Business development garnered more support from online participants than those at the listening sessions. "Education and Resources and Trainings" was seen as the most important, with 40 participants marking this as their top choice. Feelings were very mixed in "Business Retention and Expansion," with 33 seeing it as their most important choice, but another 42 as their least important choice, the highest deviation across the four themes.

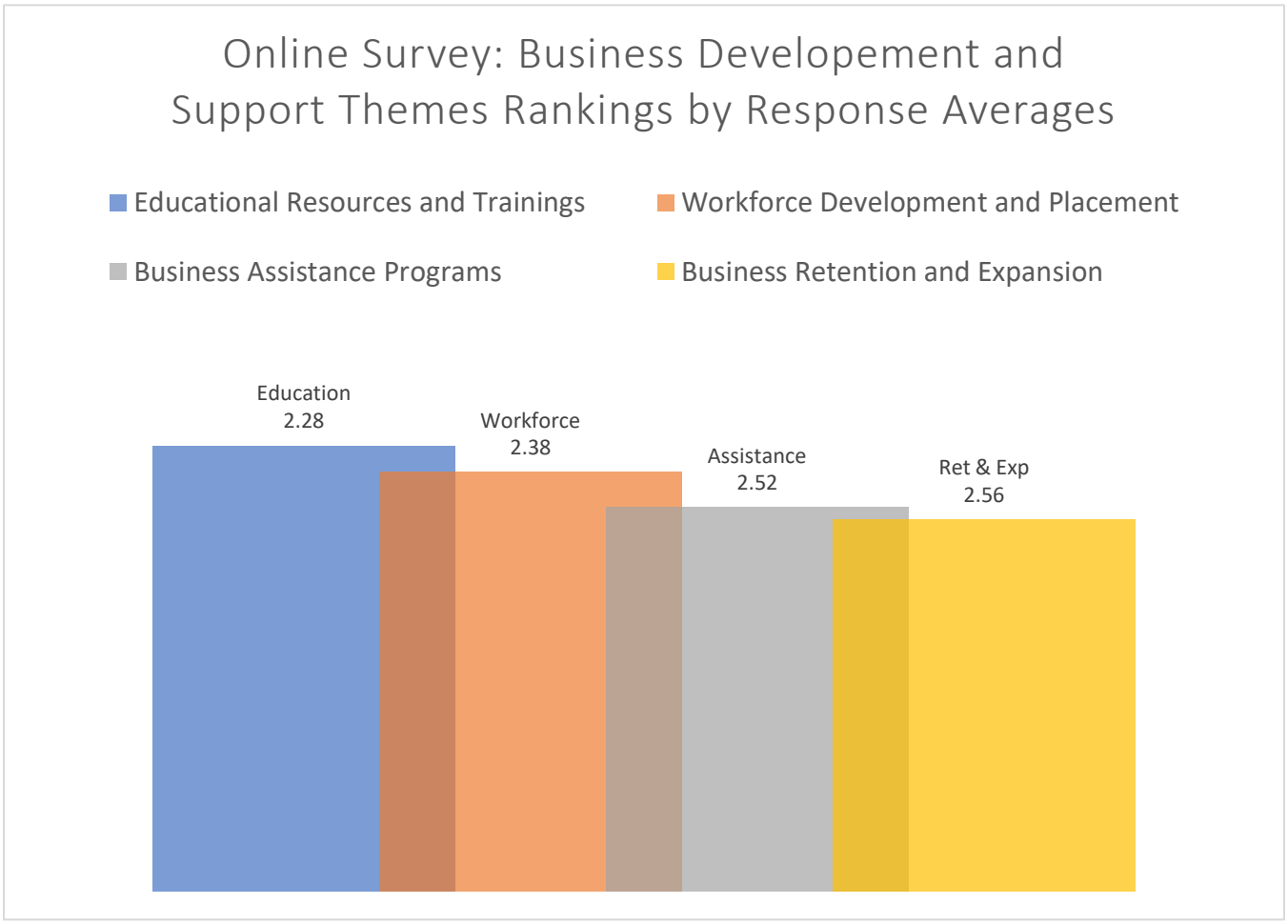


Figure 20. Rankings of importance across identified Business Development and Support themes as gathered from the online survey

Capital and Government Projects

On average, this topic ranked substantially lower than the other ones. Compared to the comment card responses, online responses garnered more support for "Floodwater Improvements" rather than "Capital Improvement Projects," with 50 marking the former as their first choice vs. 31 for the latter. There was some support for broadband, with 29 people marking it as their most important choice. Similar to the comment cards, there was little support for "Building Acquisitions," with 57 people marking it as their least important choice.

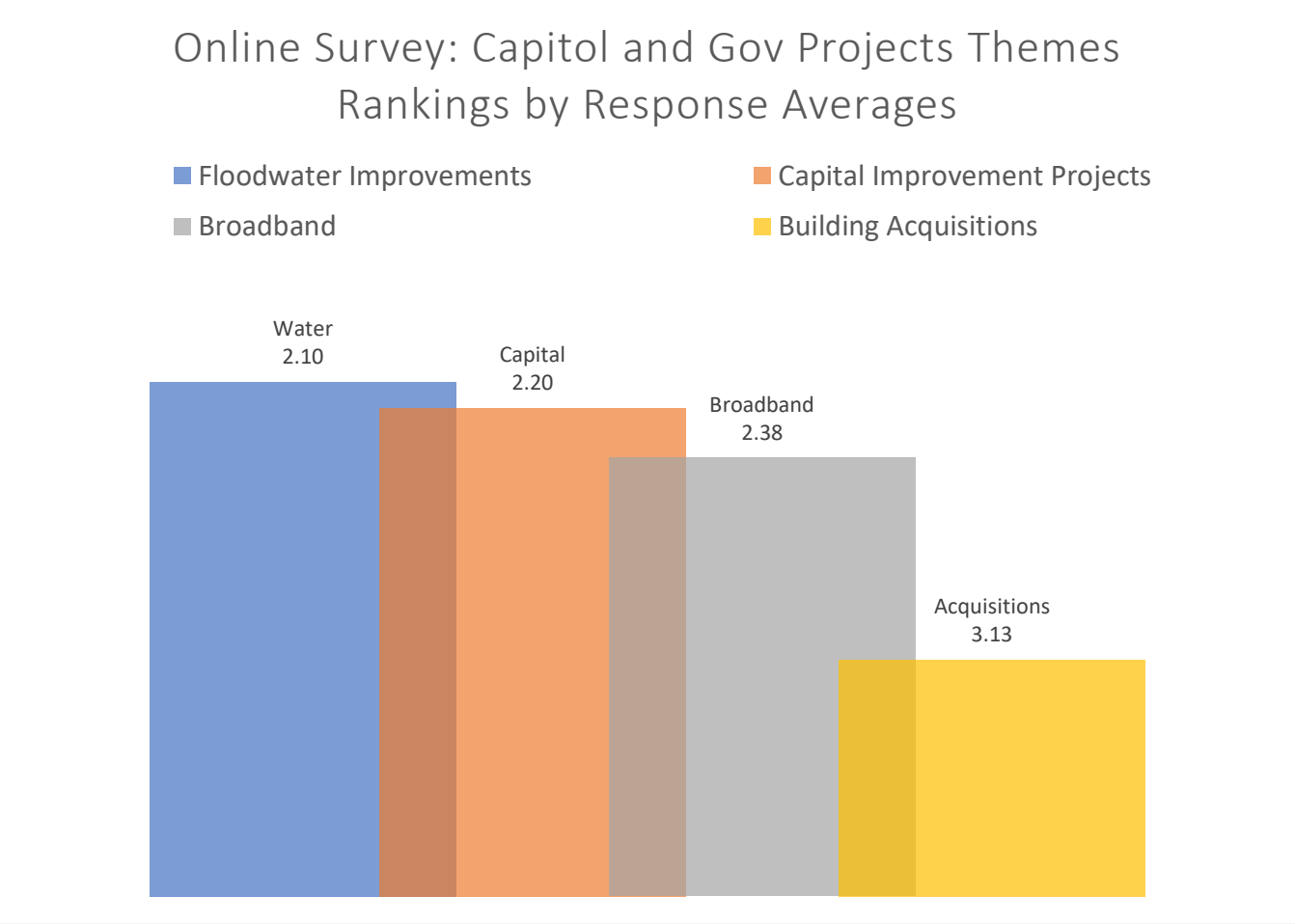
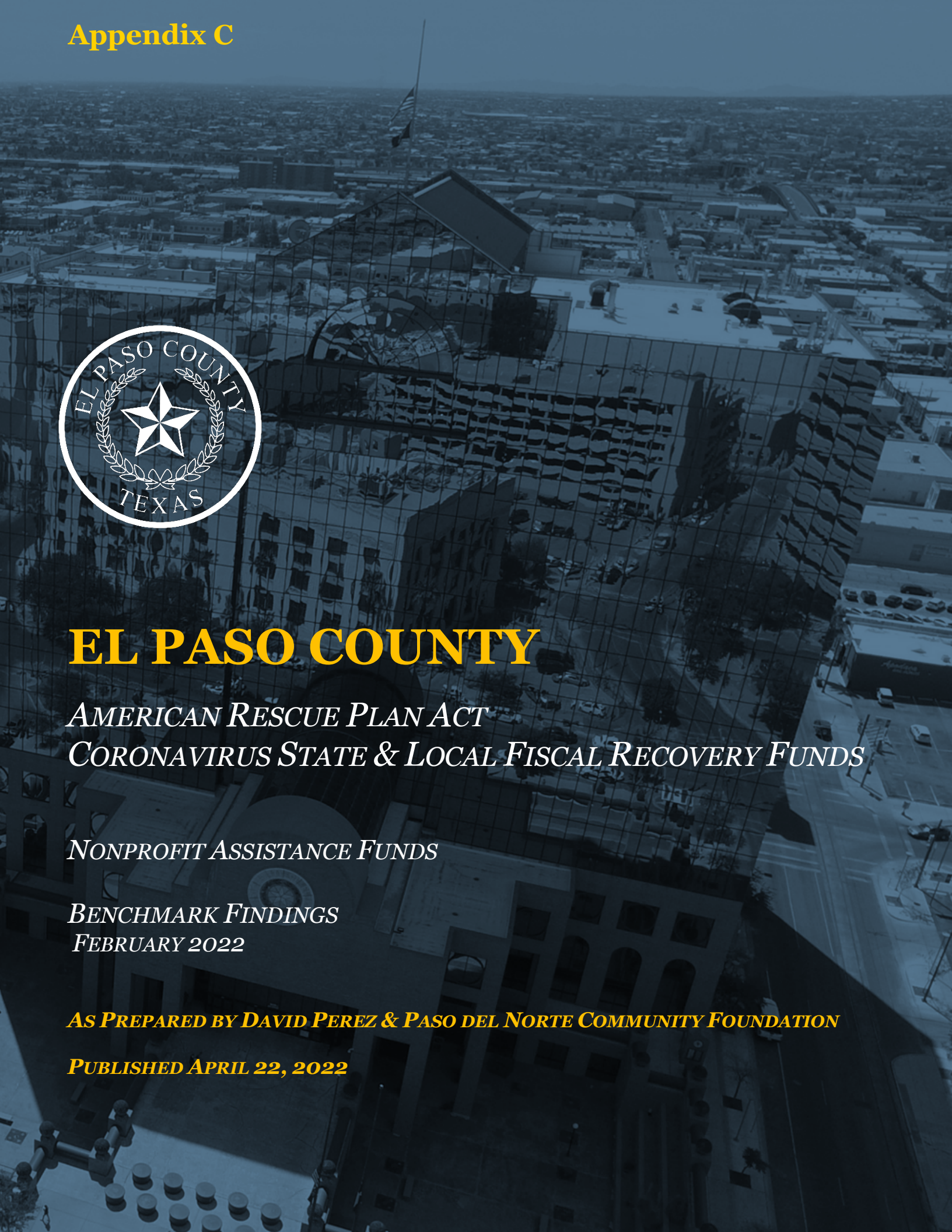


Figure 21. Rankings of importance across identified Cap & Gov Projects themes as gathered from the online survey

Results from the listening sessions provide an important data point for the Court to consider. The Benchmark Report, private constitute input, and the online survey also provide insight for consideration. All this information, taken together with the County's strategic plan and mission, may be helpful for prudent decision-making.

Appendix C



EL PASO COUNTY

American Rescue Plan Act
Coronavirus State & Local Fiscal Recovery Funds

Nonprofit Assistance Funds

Benchmark Findings
February 2022

As Prepared by David Perez & Paso del Norte Community Foundation

Published April 22, 2022

Introduction & Summary

El Paso County's (County) American Rescue Plan Act (ARPA) funds distribution structure is designed to meet the County's needs and comply with federal regulations. As a result, the County set aside $9.7 million of these funds to support the County's non-profit organizations. Before making funding decisions, the County contracted the Paso del Norte Community Foundation (PdNCF) to research, review, and advise the County on best practices and funding recommendations.

An essential component in making these recommendations is understanding how other government entities managed their ARPA funding. The findings in this summary are intended to complement findings from community listening sessions and input from the County Commissioners Court to make recommendations for the Notice of Funding Opportunity (NOFO) structure.

Methods

Between February 7 and March 17, a search was conducted for processes used by other government entities. The search criteria were:

- The entity had to be a city, county, or state government (minimum of one each);
- The funds needed to come from ARPA or Coronavirus Aid, Relief, and Economic Security (CARES) Act;
- The entity was required to have set forth a similar funding opportunity specifically for non-profits;
- It needed to provide a website with a formal NOFO or application guidelines documents;
- Search terms included but were not limited to "ARPA," "CARES," "SLFRF," "non-profit," and "NOFO."

While there were no explicit exclusion criteria, the entities needed to align with the above precisely. The County expressed interest in seeing entities outside of New Mexico and Texas, so the search included entities across the country. A summary profile was created for each organization, including qualifications, funding breakdown, and application process.

Of the 100s of potential entities that came up, most were immediately excluded as they did not meet the inclusion criteria above. Many were also disqualified as they designed the funds under a specific area (e.g., homelessness) only. A total of 15 NOFOs were vetted, but six were disqualified for one or a mix of the following reasons: 1) only had a 'preference' for non-profit applicants in the evaluation process (i.e., allowed for-profits), 2) vague eligibility criteria, 3)

eligibility criteria too broad, and/or 4) required a registration process. Please refer to the links in the *Results* section for further details.

Results

While many organizations met these criteria, **nine** organizations were most closely aligned. They were:

1. City of Elk Grove, CA (EGCA)
    a. American Rescue Plan Act Nonprofit Grant
    b. **$2.5 million** total funds available

2. City of Ft Worth, TX (FWTX)
    a. Preserve the Fort program – CARES Act funding
    b. $54.9 million awarded, with 3% awarded to non-profits (~ **$1.6 million**)

3. City of Kokomo, IN (KIN)
    a. American Rescue Plan Act (ARPA) Nonprofit Funding
    b. **$500,000** total funds available

4. Clark County, NV (CNV)
    a. Clark County Fiscal Recovery Funds
    b. Total funds available not stated

5. El Paso County, CO (EPCO)
    a. Community Impact Grant
    b. **$8,954,635** disbursed (average of $175,581/applicant)

6. Fort Bend County, TX (FBTX)
    a. Non-Profit Partnership Grant Program
    b. **$22 million allotted and $11 million disbursed**

7. Seminole County, FL (SFL)
    a. Small Business and Non-Profit Assistance
    b. **$400,000** total funds available

8. Benton County, OR (BRO)
    a. American Rescue Plan Act Notice of Funding Opportunity
    b. **$2.4 million** total funds available

9. State of Alaska (AK)
    a. ARPA Nonprofit Recovery Fund
    b. **$20 million** total funds available

The following funding criteria were found most prominently:

1. Funding ranges
    a. The maximum funding was $1.2 million from EPCO
    b. The minimum funding was $5,000 from EGCA & FBTX
    c. Of reported min/max, the average was between $10,500 to $350,000
    d. FWTX, KIN, and BRO provided no minimum, and SFL provided specific amounts
    e. CNV did not specify amounts but required more documentation with higher granted amounts

2. Types of funded and disqualified organizations
    a. All organizations established that organizations needed to be a "non-profit"
    b. Six organizations specified the 501(c)3 designation as the only option or as one of the eligible entities
    c. FWTX was the only organization limiting the nu
    d. Four organizations mentioned faith-based organizations; KIN, AK, and EGCA stipulated that they cannot directly fund religious activities, while CNV considers them as eligible organizations
    e. Four organizations specified disqualified organizations, with AK & EGCA setting individuals and for-profits as ineligible
    f. Local government agencies were included as eligible organizations for AK & BOR

3. Focus areas and disqualified costs
    a. ALL organizations explicitly mentioned a requirement of some connection to COVID, with most stating so at the beginning of their NOFO
    b. All funded organizations needed to be within and servicing the designated area
    c. Five organizations mentioned "house," "household," "home," or "homeless" services in some capacity.
    d. Four organizations mentioned "health" in some manner as a priority, including public, mental, and medical health
    e. Three organizations mentioned "job training," "hire personnel," and "employment" as a focus area
    f. "Disproportionately impacted" commonly came up, but no specifics as to what this entailed
    g. While few organizations had a disqualified costs section, most mentioned excluding discriminatory activities, and several mentioned excluding lobbying and religious activities

For more details, please refer to this LINK for a more detailed table and this LINK for the individual files for each organization.

Recommendations

These recommendations are only from benchmarking and will need to be considered in the light of community listing sessions, input from the Court, and the context of El Paso County's specific needs and capabilities.

EL PASO Construction Trades WAGE SURVEY

2020 PREVAILING WAGE RATES
BUILDING

CLASSIFICATION	BASE WAGE	BENEFITS	HOURLY PREVAILING WAGE RATE	(8 HOURS) PER DIEM WAGE RATE
Asbestos/Lead Abatement/Mold Remediation	31.51	12.06	43.57	348.56
Automatic Fire Sprinkler Fitter, Certified	30.64	21.68	52.32	418.56
Block, Brick, and Stone Mason	17.97	0.00	17.97	143.76
Carpenters – Acoustical Ceiling Installation	17.36	0.00	17.36	138.88
Carpenter – Rough	17.64	0.00	17.64	141.12
Carpenter – All Other Work	17.40	0.00	17.40	139.20
Caulker / Sealers	11.29	0.00	11.29	90.32
Cement and Concrete Finishers	16.30	0.00	16.30	130.40
Commercial Truck Driver	14.75	0.00	14.75	118.00
Communication/Security Technician	16.50	2.12	18.62	148.96
Crane and Heavy Equipment Operator	31.05	0.00	31.05	248.40
Door & Hardware Specialist	12.00	1.35	13.35	106.80
Drywall and Ceiling Tile Installers	14.40	0.00	14.40	115.20
Drywall Finishers & Tapers	15.55	0.00	15.55	124.40
Electrician	22.70	7.32	30.02	240.16
Elevator Installers and Repairers	31.35	15.10	46.45	371.60
Fence Erectors – Include with Skilled Labor	10.00	0.00	10.00	80.00
Floor Layers- Carpet and Resilient	12.87	0.00	12.87	102.96
Floor Layers- Specialty	13.00	0.00	13.00	104.00
Floor Layers - Wood	11.50	0.00	11.50	92.00
Glaziers	15.86	1.00	16.86	134.88
Hazardous Materials Removal Workers	10.00	0.00	10.00	80.00
Heating, Air Conditioning and Refrigeration Service Technician	31.14	12.43	43.57	348.56
Insulation Workers – Mechanical	31.26	11.96	43.22	345.76
Irrigator – Landscape, Certified	15.28	0.00	15.28	122.24
Laborer	13.13	0.58	13.71	109.68
Locksmith	12.00	1.35	13.35	106.80
Mechanic	17.00	0.00	17.00	136.00
Painters - Building	13.86	0.00	13.86	110.88
Paper Hanger	14.00	0.00	14.00	112.00
Pipe Layer (Utility)	18.00	0.00	18.00	144.00
Pipe Fitters and Steamfitters	23.53	9.02	32.55	260.40
Plaster, Stucco, Lather and EIFS Applicator	16.82	0.00	16.82	134.56
Plumber/ Medical Gas Installer	31.39	10.77	42.16	337.28
Reinforcing Iron and Rebar Workers	22.69	0.00	22.69	181.52
Roofers	16.00	0.00	16.00	128.00
Scaffolding Erector	13.69	0.00	13.69	109.52
Sheet Metal Workers	27.16	0.00	27.16	217.28
Structural Iron and Steel Workers / Metal Building Erector	25.57	13.24	38.81	310.48
Tile Setters	13.86	0.00	13.86	110.88

2020 BUILDING DEFINITIONS

1	**Asbestos/Lead Abatement/Mold Remediation**	Assembles work platform and seals off work area, using plastic sheeting and duct tape. Positions mobile decontamination unit or portable showers at entrance of work area. Positions portable air evacuation and filtration system inside work area. Cuts and scrapes asbestos, mold or paint from surfaces, using knife and scraper. Assists in demolition and deconstruction activities of buildings. Shovels asbestos, mold or paint into plastic disposal bags and seals bags, using duct tape. Cleans work area of loose asbestos, mold or paint, using vacuum, broom, and dust pan. Places asbestos, mold or paint in disposal bags and seals bags, using duct tape, loads bags into truck. Cleans and maintains tools, sampling equipment and lab equipment. Responsible for keeping site and grounds clean and neat. Performs daily equipment checks. Picks up necessary supplies and tools from warehouse as directed. Loads and unloads scrap materials into trucks and roll off boxes. Performs work safely in accordance with departmental safety procedures and operates equipment safely. Reports any unsafe work condition or practice to supervisor. Performs other related and non-related duties as assigned.
2	**Automatic Fire Sprinkler Fitter, Certified**	Sprinkler Fitters specialize in piping associated with fire sprinkler systems. These types of systems are required to be installed and maintained in accordance with strict guidelines, usually National Fire Protection Association (NFPA) standards, in order to maintain compliance with building and fire codes. Sprinkler Fitters work with a variety of pipe and materials including: plastic, copper, steel, cast iron, and ductile iron. The fire suppression piping may contain: water, air, antifreeze, fire retardant foam, gas, or chemicals for hood systems. Sprinkler systems installed by Sprinkler Fitters can include but not limited: to underground supply, standpipes, fire pumps as well as overhead piping systems.
3	**Block, Brick, and Stone Mason**	Lay and bind building materials, such as: brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct, or repair walls, partitions, arches, sewers, and other structures. Classify installers of mortarless segmental concrete masonry wall units. Constructs partitions, fences, walks, fireplaces, chimneys, smokestacks, et cetera using stone, marble, granite, slate. Cutting, grouting, and pointing of materials listed above which is necessary shall be part of this classification.
4	**Carpenters – Acoustical Ceiling Installation**	Construct, erect, install or repair acoustical ceiling grid, ceiling tile, and other items laid in acoustical grid.
5	**Carpenter – Rough**	Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames. May also install cabinets, and siding. Include brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways.

6	**Carpenter – All Other Work**	Construct, erect, install or repair cabinets and other fixtures or structures requiring a high level of workmanship. Includes Cabinetmakers and Bench Carpenters – cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut or shape lumber or to fabricate parts for wood products**.** Perform related duties such as trim work.
7	**Caulker/Sealers**	Applies water proofing agents or caulk to a variety of structures and materials.
8	**Cement and Concrete Finishers**	Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; use saws to cut expansion joints. Classify installers of mortarless segmental concrete wall units.
9	**Commercial Truck Driver**	Drive a truck, van or tractor-trailer combination to transport and deliver goods, or materials in liquid, loose, or packaged form. May be required to unload truck.
10	**Communication/Security Technician**	Set-up, re-arrange, or remove switching and dialing equipment used in central offices. Service or repair telephones and other communication equipment on customers' property. May install equipment in new locations or install wiring and telephone jacks in buildings under construction. Install, program, maintain, and repair security and fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes. Exclude "Electricians" who do a broad range of electrical wiring.
11	**Crane and Heavy Equipment Operator**	A worker who operates a crane or other types of heavy equipment to hoist and move materials, raise and lower heavy weights and perform other related operations. May be crawler type or rubber-tired. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.
12	**Door and Hardware Specialist**	Installs or repairs doors, hardware and accessories. Are responsible for the installation of contract commercial hardware and custom architectural grade wood doors, steel doors and frames for all Prevailing Wage jobs. Shall be trained by their employer's, employer's apprenticeship, or in factory training classes in the proper methods and techniques and requirements for the installation of Architectural Grade commercial wood and metal doors, frames and hardware in conformance with all local, state, and federal code.
13	**Drywall and Ceiling Tile Installers**	Apply plasterboard, or other wallboard to ceilings, or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of sound-absorbing materials to ceilings and walls of buildings to reduce or reflect sound. Materials may be of decorative quality. Includes metal stud framing. Exclude "Carpet Installers", "Carpenters – Acoustical Ceiling Installation", and "Tile and Marble Setters".
14	**Drywall Finishers and Tapers**	Seal joints between plasterboard or other wallboard, including bedding and texturing, to prepare wall surface for painting or papering.

15	**Electrician**	Plan and execute the layout and installation of electrical conduit, switch panels, buss bars, outlet boxes, electrical wires and cables, lighting standards, lighting fixtures, receptacles, switches, and other electrical devices and apparatus necessary for the complete electrical installation. To include the installation of cabling, wire, conduits and end devices for Temperature Control, Building Automation, and Energy Management Systems, et cetera. Includes installation of photovoltaic solar panels.
16	**Elevator Installers and Repairers**	Assemble, install, repair, or maintain electric or hydraulic freight or passenger conveyances including but not limited to elevators, escalators, dumbwaiters, moving walks and wheelchair lifts.
17	**Fence Erectors - Include with Skilled Labor**	Erect and repair metal and wooden fences and fence gates around highways, industrial establishments, residences, or farms, using hand and power tools. Excludes rock and stone fences.
18	**Floor Layers – Carpet and Resilient**	Apply blocks, strips, or sheets of shock-absorbing, sound-deadening, or decorative coverings to floors. Lay and install carpet from rolls, tiles or blocks on floors. Install padding and trim flooring materials. Installs variety of soft floor materials including vinyl and VCT. Exclude wood floors and specialty floors.
19	**Floor Layers - Specialty**	Prepares surface, installs and finishes specialty floor material such as manufactured or engineered and laminated wood.
20	**Floor Layers - Wood**	Install, scrape and sand wooden floors to smooth surfaces using floor scraper and floor sanding machine, and apply coats of finish to include gymnasium and bowling alleys.
21	**Glaziers**	Installs glass in windows skylights, store fronts and display cases, or on surfaces such as: building fronts, interior walls, ceilings and table tops. The installation, setting, cutting, preparing, fabricating, distributing, handling or removal of the following: glass and glass substitutes used in place of glass, pre-glazed windows, retrofit window systems, mirrors, curtain wall systems, window wall systems, cable net systems, canopy systems, structural glazing systems, unitized systems, interior glazing systems, photovoltaic panels and systems, suspended glazing systems, louvers, skylights, entranceway systems including doors and hardware, revolving and automatic door systems, patio doors, store front systems including the installation of all metals, column covers, panels and panel systems, glass hand rail systems, decorative metals as part of the glazing system, and the sealing of all architectural metal and glass systems for weatherproofing and structural reasons, vinyl, molding, rubber, lead, sealants, silicone and all types of mastics in wood, iron, aluminum, sheet metal or vinyl sash, doors, frames, stone wall cases, show cases, book cases, sideboards, partitions and fixtures. Performs other related duties.

22	**Hazardous Materials Removal Workers**	Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, contaminated soil, mold, et cetera. Specialized training and certification in hazardous materials handling or a confined entry permit are generally required. May operate earth-moving equipment or trucks.
23	**Heating, Air Conditioning and Refrigeration Service Technician**	Repair and service heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, heating stoves, and air handlers. (Installation of systems is performed by sheet metal worker). Includes HVAC mechanic.
24	**Insulation Workers – Mechanical**	This work includes the preparation, alteration, application, removal, hauling, erection, assembling, molding, spraying, pouring, mixing, hanging, adjusting, repairing, dismantling, reconditioning, maintenance, finishing, and/or weatherproofing of cold or hot thermal insulations with such materials as may be specified when those materials are to be installed for thermal purposes in voids, or to create voids, or on either piping, fittings, valves, boilers, ducts, flues, tanks, vats and equipment, or on any hot or cold surfaces for the purpose of thermal control or to be installed for sound control purposes mechanical devices, equipment, piping, surfaces related in an integral way to the insulation of such mechanical devices, equipment and piping. This work also includes all labor connected with insulation for; temperature control, personnel protection, safety and/or prevention of condensation. This work also includes all labor connected with hauling, distribution and cleanup of materials on the job premises. All thermal tape, pads, metered fittings (insulation, metal or plastic), batts and lags.
25	**Irrigator- Landscape, Certified**	Certified by TCEQ to install watering systems in various sizes and grades of lawn in order to maintain sufficient pressure and to insure even dispersal of water.
26	**Laborer**	Performs manual duties in all phases of construction. Demolition (interior and exterior), Flagging and Traffic Control, General Clean-Up, Air and Power Tool Operators (Including chipping guns, jackhammers and tampers), all material handling and clean-up, except refractory, chute/hose operator, raking, shoveling and vibrating, raking, shoveling, luting, ironing, dumping and spreading, trenching, material handling, back filling (*Equipment Operators Incidental to Laborers' scope of work). Landscape or maintain grounds of property using equipment as needed. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler repair, and installation of mortarless segmental concrete masonry wall units. Does not ordinarily perform work permitting exercise of independent judgment or without close direction by other workers.
27	**Locksmith**	Self-explanatory.

28	**Mechanic**	Maintains and repairs construction tools and equipment.
29	**Painters - Building**	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. Exclude "Paperhangers."
30	**Paper Hanger**	Measures, cuts, and hangs wallpaper and Fiber Reinforced Paneling.
31	**Pipe Layer (Utility)**	Installs concrete, clay, steel, ductile iron, plastic, corrugated pipe and any other type of pipe for storm drainage, water lines, gas lines and sanitary sewer lines. Lays underground communication and electrical ducts. May install and set electrical ground boxes, hand holes, manholes, inlets and other structures. Caulks joints, makes threaded and flanged connections. Installs valves and other accessories. Performs other related duties.
32	**Pipe Fitters and Steamfitters**	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes pressurized lines and flow lines for gas, air, and oil found in industrial settings.
33	**Plaster, Stucco, Lather, and EIFS Applicator**	Apply interior or exterior plaster, stucco, or similar materials. May also set ornamental plaster**.** Applies acoustical plaster, interior and exterior plastering of stone imitation or any patented materials when cast. Molds and sets ornamental plaster and trim and runs ornamental plaster cornice and molding.
34	**Plumbers/ Medical Gas Installer**	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Assemble, install, alter, and repair pipelines or pipe systems that carry medical gases or liquids. Specialized training and certification required.
35	**Reinforcing Iron and Rebar Workers**	Position and secure steel bars or mesh in concrete forms in order to reinforce concrete. Includes post-tensioning. Use a variety of fasteners, rod-bending machines, blowtorches, and hand tools.
36	**Roofers**	Cover roofs of structures with shingles, tile, slate, asphalt, aluminum, wood, metal and related materials. May spray roofs, sidings, and walls with material to bind or seal sections of structures. Includes metal and membrane roofs.

37	**Sheet Metal Workers**	Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, seal the system, pressure test and test and balance , control boxes, drainpipes, architectural sheet metal, hangers, brackets, used in the installation of sheet metal, and installs grills, registers, and furnace casings. Work may involve any of the following: setting-up and operating fabricating machines to cut, bend, and straighten sheet metal, operating soldering equipment to join sheet metal parts; inspecting, assembling, and smoothing seams and joints of burred surfaces, including metal flashings, gutters, canopies, soffit's, louvers, skylights and custom metal roofs. Installs warm air furnaces except where necessary piping for gas, or oil is performed under the plumbing and pipefitting classification. Include sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes. Fire life safety, damper inspection, stairwell pressurization. May install other heating and cooling devices which are in connection with duct systems.
38	**Structural Iron and Steel Workers/Metal Building Erector**	Rigging, raise, place, and unite iron or steel, prefabricated metal buildings precast concrete, precast "tilt-up" panels, concrete and steel bridge members, concrete decking, ornamental iron, hand rails, stairs, curtain wall/glass framework, girders, columns, beams, and other structural members to form completed structures or structural frameworks using hand tools, power tools, and hoisting equipment. Erects frame of building, using hoist. Bolts steel frame members together. Attaches wire and insulating materials to framework. Attaches sheet metal panels to framework including standing seam sheets. Installs and trims sheet metal on prefabricated metal buildings, using cutting torch, power saw, and tin snips. Rigging of heavy equipment, assembly and disassembly of cranes. May erect metal storage tanks. Exclude "Reinforcing Iron and Rebar Workers".
39	**Tile Setters**	Apply hard tile, terrazzo tile and veneer to walls, floors, and ceilings. Includes surface preparation as necessary.
40	**Scaffolding Erector**	Erection of a temporary elevated platform (both supported and suspended) and its supporting structure (including points of anchorage) to be used for supporting employees or material or both.

- **Welder -** Receives rate prescribed for craft performing operation to which welding is incidental.
- **Fork Lift and Man Lift (boom and scissor) -** Receives rate prescribed for craft performing operation to which operation of this equipment is incidental.

2020 PREVAILING WAGE RATES
HEAVY / HIGHWAY

CLASSIFICATION	BASE WAGE PER HOUR	TOTAL FRINGES PER HOUR	HOURLY PREVAILING WAGE RATE	PER DIEM WAGE RATE
Asphalt Distributor Operator	16.07	2.78	18.85	150.80
Asphalt Paving Machine Operator / Spreader Box Operator	14.62	1.42	16.04	128.32
Asphalt Raker	14.30	1.44	15.74	125.92
Backhoe Operator	16.43	1.25	17.68	141.44
Concrete Finishers (Paving and Structures)	15.58	1.41	16.99	135.92
Crane Operator, Lattice Boom	17.50	0.00	17.50	140.00
Crane Operator, Hydraulic	20.00	0.00	20.00	160.00
Electrician	23.62	1.97	25.59	204.72
Excavator Operator	18.61	1.52	20.13	161.04
Form Builder/Setter	17.84	0.75	18.59	148.72
Form Setter (Paving and Curb)	12.86	0.00	12.86	102.88
Front End Loader	16.28	1.09	17.37	138.96
Laborer	13.53	1.16	14.69	117.52
Laborer (Skilled)(Utility)	15.49	0.73	16.22	129.76
Mechanic	17.50	0.00	17.50	140.00
Milling Machine Operator	15.31	1.46	16.77	134.16
Motor Grader Operator (Fine)	20.76	2.41	23.17	185.36
Pavement Marking Machine Operator	16.28	1.09	17.37	138.96
Pipe Layer (Utility)	15.24	2.69	17.93	143.44
Reinforcing Steel Setter (Structure and Paving)/ Structural Steel Worker	17.00	0.00	17.00	136.00
Rock Mason	14.00	0.00	14.00	112.00
Roller Operator	14.96	2.32	17.28	138.24
Servicer	14.33	0.00	14.33	114.64
Truck Driver, Single Axle	13.56	0.00	13.56	108.48
Truck Driver, Tandem Axle	17.43	0.93	18.36	146.88
Utility Operator Grade 1	14.32	0.76	15.08	120.64
Utility Operator Grade 2	15.31	1.46	16.77	134.16
Welder, Certified/ Structural Steel Welder	20.00	0.00	20.00	160.00

APPROVED 12/14/2020
REVISED 3/22/2021

2020 HEAVY / HIGHWAY DEFINITIONS

1	**Asphalt Distributor Operator**	Drives distributor truck, sets spray bars and operates valves and levers to control distribution of bituminous material for highway surfacing. May oil, grease or otherwise service and make adjustments to equipment as needed. Performs other related duties.
2	**Asphalt Paving Machine Operator/Spreader Box Operator**	Operates paving machine that spreads and levels asphaltic concrete on highway. Controls movement of machine, raises and lowers screed, regulates width of screed. Operates spreader box by adjusting hopper and strike-off blade so that gravel, stone or other material may be spread to a specific depth on road surface during seal coat and surface treatment operations. May oil, grease, service and make adjustments to equipment as needed. Performs other related duties.
3	**Asphalt Raker**	Distributes asphaltic materials evenly over road surface by hand-raking and brushing material to correct thickness; may control screed to regulate width and depth of materials; directs Laborers (skilled and unskilled) when to add or take away material to fill low spots or to reduce high spots.
4	**Backhoe Operator**	Operates a rubber-tired machine mounted with a backhoe bucket on one end and a loader bucket on the other end. Used for excavating ditches and structures, laying pipe and precast concrete structures, carrying material in the loader bucket, and general excavation and backfill. May also be equipped with hydraulic attachments. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.
5	**Concrete Finisher (Paving and Structures)**	Finishes the exposed surfaces of fresh concrete paving, median barrier and every element of concrete structures. Operates bridge deck finishing machine. Forms and finishes edges and joints. Finishes concrete curbs and gutters. Finishes exposed surface of concrete after forms have been removed by patching imperfections with fresh concrete, rubbing surface with abrasive stone, and directing others in removing excess or defective concrete with power tools. Performs other related duties.
6	**Crane Operator, Lattice Boom**	A worker who operates a lattice boom type crane to hoist and move materials, raise and lower heavy weights and perform other related operations. May be crawler type or rubber tired. May include placement of rock riprap, clamshell, dragline, pipe and pile driving operations. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.
7	**Crane Operator, Hydraulic**	A worker who operates a hydraulic telescoping boom type crane to hoist and move materials, raise and lower heavy weights and perform other related operations. May be crawler type or rubber-tired. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

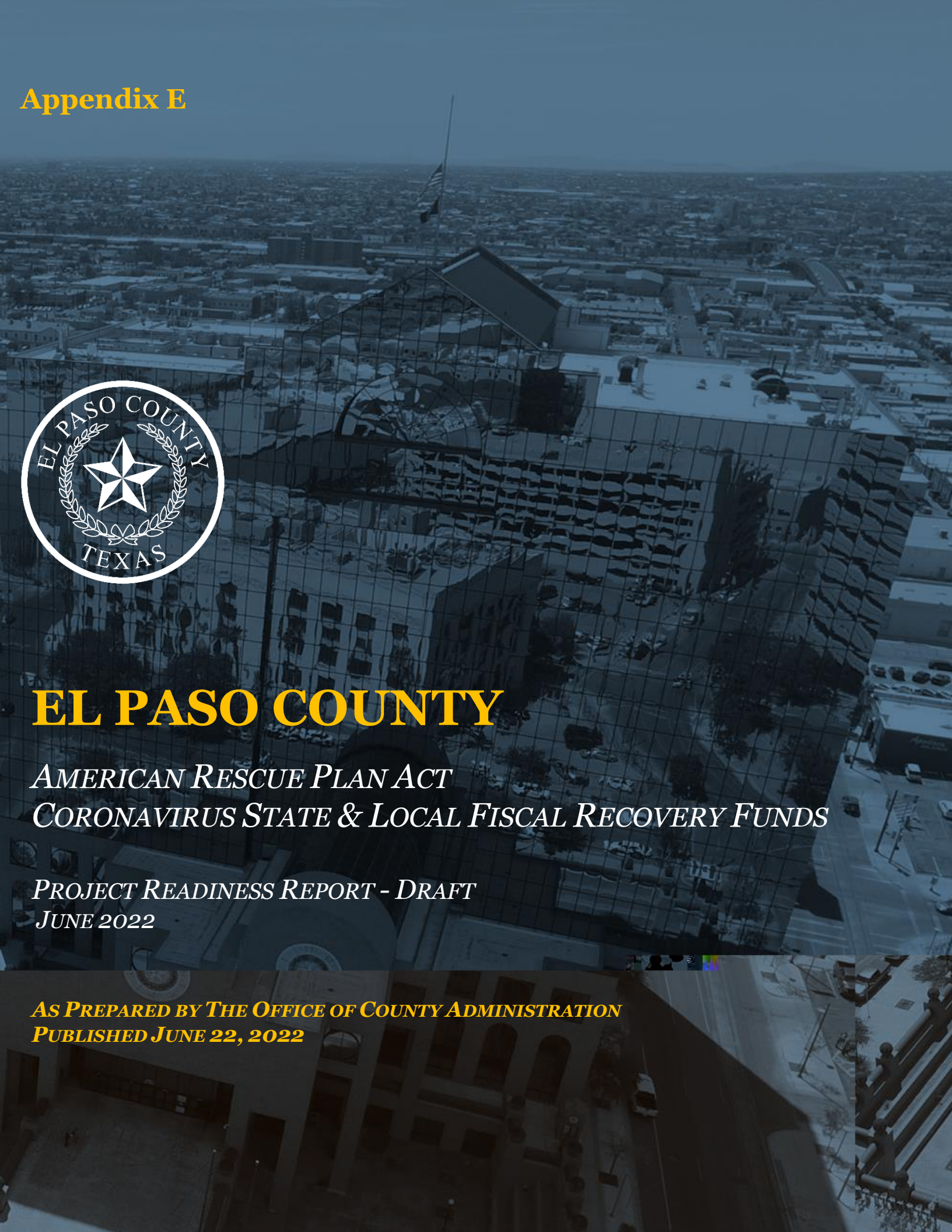
8	**Electrician**	Plan and execute the layout and installation of electrical conduit, switch panels, buss bars, outlet boxes, electrical wires and cables, lighting standards, lighting fixtures, receptacles, switches, and other electrical devices and apparatus necessary for the complete installation of wiring systems, works on overhead distribution systems and underground distribution systems. Includes installation of photovoltaic solar panels.
9	**Excavator Operator**	Operates a crawler or rubber-tired machine mounted with an excavator bucket. Used for excavating ditches and structures, laying pipe and precast concrete structures, loading trucks and placing rock riprap. May also be equipped with various hydraulic attachments. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.
10	**Form Builder/Setter**	Works from plans to build, assemble, fit together, align, plumb, and set in place forms for molding concrete structures. Forms may be wood, steel, aluminum, fiberglass or any other type of material. Checks forms while concrete is being placed. May install miscellaneous materials integral to concrete structures. May set precast concrete elements. Prepares for slip forming traffic rail and median barrier. May install permanent metal deck forms. May work with power tools. Performs other related duties. Includes guardrail installation.
11	**Form Setter (Paving and Curb)**	Fits together, aligns and sets to grade metal and wooden forms for placement for concrete paving and curbs. Works with survey crew to set stringline for paving, curb and gutter and curb. Performs other related duties.
12	**Front End Loader**	Operates a rubber-tired, skid steer or crawler type tractor with an attached scoop type bucket on front end. Machine is used to load materials from stockpiles, excavation, charging batch plants, loading and unloading trucks. May be used with attachments in lieu of the bucket. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.
13	**Laborer**	A general term used on construction work covering many unskilled classifications requiring work of a physical nature. Performs a variety of work ranging from pick and shovel work to cleaning up lumber with hammer, shoveling and placing concrete, uses air tools, under the supervision of qualified personnel. Cleans concrete joints and fills joints with sealing compound from bucket or with hose and nozzle from a central source, applies coating of oil to inside face of forms and strip forms, unloads and transports reinforcing steel, cures newly poured concrete, assists pipelayers, works with dirt crew keeping construction layout stakes out of the way of dirt-moving equipment. May fine grade excavation and ditches, shovels hot asphalt material. May use power tools and other necessary equipment in demolition work under the supervision of qualified personnel. Does not ordinarily perform work permitting exercise of independent judgment or without close direction by other workers. Installs and maintains erosion control. Performs other related duties.

14	**Laborer (Skilled) (Utility)**	Performs a variety of manual duties, usually working in a utility capacity by working on multiple projects and tasks where demands require workmen with varied experience and ability to work without close direction. Unloads and transports reinforcing steel. Directs laborers in pouring concrete. Erects trench shoring and bracing. Installs, operates, and maintains de-watering systems. May assist equipment operators in positioning machines, verifying grades and signaling operators to dumping positions to maintain grades as directed. Uses power tools and air tools. May work as lead man in a labor crew. Is more or less a general utility construction worker. May be a second step in learning a skill. Includes Concrete/Gunite Pump Operator, Concrete Saw Operator, Fence Erector, Flagger, and Sign Erector. Performs other related duties.
15	**Mechanic**	Assembles, assist set up, adjusts and maintains and repairs all types of construction equipment and trucks. May perform the duties of a welder in repair of equipment. Performs other related duties.
16	**Milling Machine Operator**	Operates power-driven milling machine that planes material off the roadbed and discharges the material into a hauling unit or a window. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.
17	**Motor Grader Operator (Fine)**	Operates motor grader. Performs many of the same duties of Motor Grader, Rough, but in addition performs finish grade work to blue tops or other close specification control. This work is subject to strict inspection and must conform closely to specifications. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.
18	**Pavement Marking Machine Operator**	Operates a machine used in laying paint stripes or markers on all types of paving. Loads of machine with appropriate materials and may walk or ride on machine. May oil, grease or otherwise service and make necessary adjustments to equipment needed. Perform other related duties.
19	**Pipelayer (Utility)**	Installs concrete, clay, steel, ductile iron, plastic, corrugated pipe and any other type of pipe for storm drainage, water lines, gas lines and sanitary sewer lines. Lays underground communication and electrical ducts. May install and set electrical ground boxes, hand holes, manholes, inlets and other structures. Caulks joints, makes threaded and flanged connections. Installs valves and other accessories. Performs other related duties.
20	**Reinforcing Steel Setter (Structure and Paving)/ Structural Steel Worker**	Works from plans to lay out and install reinforcing steel within forms or in mats of concrete paving. Erects and places reinforcing steel and fabricated structural steel members, such as girders, plates, diaphragms, lateral bracing, and unites them permanently to form a completed structural steel unit, including reinforcing members. Fastens steel members together by welding or bolting. May include dismantling and erecting large units of equipment. Gives direction to reinforcing steel worker apprentice or utility laborers. Performs other related duties.

21	**Rock Mason**	Constructs partitions, fences, walls, using rock. Cutting, grouting and pointing of materials listed above which is necessary shall be part of this classification. May also build or repair rock retaining walls, cutting or placing of rock in mortar or other similar material.
22	**Roller Operator**	Operates a self-propelled machine with either steel wheels or pneumatic tires which is used to compact and smooth bituminous and flexible base materials and compact earth fills, subgrade, and all other types of materials. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.
23	**Servicer**	Drives a truck which carries various fuels, oils, greases and filters. Must have knowledge of and is responsible for the correct oiling and greasing and changing of filters on equipment according to manufacturers' specifications. Uses compressed air grease guns, wrenches and other tools. May make adjustments to clutches, brakes and other mechanical items. Keeps record of service for preventive maintenance records. . May require a Commercial Driver's License if driving truck on public highways. Performs other related duties.
24	**Truck Driver, Single Axle**	Drives a light capacity truck for transporting loads of construction material. The truck is of single rear axle type, may have various kinds of beds attached such as dump, flat bed, tank, etc. May require CDL license for driving on highway. May service and make necessary adjustments for proper operation of equipment. Performs other related duties.
25	**Truck Driver, Tandem Axle**	Drives a tandem axle powered vehicle. Hauls dirt, rock, aggregates or other material. May require CDL license for driving on highway. May service and make necessary adjustments for proper operation of equipment. Performs other related duties.
26	**Utility Operator Grade 1**	Clam, ditching machine, side booms (except those in Grade 2), operator on dredges, cleaning machine, coating machine, , blending machine, water-kote machine, equipment welder, track tractor, derrick, dragline, shovel, motor grader rough grade, Crawler tractor, foundation drill operator, crawler and truck mounted, and piled river.
27	**Utility Operator Grade 2**	Pipe, gin truck or winch truck with poles when used for hoisting, side boom (cradling rock drill), tow tractor, farm tractor road boring machine, fork lift (**industrial type)**, pot fireman (power agitated), straightening machine, boring machine, bombardier (track or tow rig), , hydrostatic testing operator, scraper, stalking machine, plant mix pavement roller operator, plant mix pavement, pneumatic motor operator. Concrete paving curing, float, texturing machine, subgrade trimmer, slip-form machine, milling machine, self-propelled sweeping machine, trenching machine, directional drill, , trenching, screening plant, and joint sealer. Off Road Hauler, Pavement Marking Machine Operator Reclaimer/Pulverizer Operator, Slurry Seal or Micro-Surfacing Machine Operator.

28	**Welder, Certified/ Structural Steel Welder**	Certified by the American Welding Society to perform structural steel welding. Operates welding equipment. Welds structural steel girders and diaphragms. May weld permanent metal deck forms. Cuts, lays-out, fits and welds metals or alloyed metal parts to fabricate or repair equipment. Welds the joints between lengths of pipe for oil, gas or other types of pipelines. May assist in welding of permanent metal deck forms. Performs other related duties.

Appendix E



EL PASO COUNTY

American Rescue Plan Act
Coronavirus State & Local Fiscal Recovery Funds

Project Readiness Report - Draft
June 2022

As Prepared by The Office of County Administration
Published June 22, 2022

NOTE: APPENDIX E HAS NOT BEEN UPDATED FOR JULY 2024, BUT IS BEING SUBMITTED TO REFLECT THE PREVIOUS VERSION OF THE PROJECT READING REPORT THE COUNTY USED BEFORE USE OF THE ENVISIO PROJECT MANAGEMENT SOFTWARE.

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ARP-1000 EXPAND CIT (EHN/SO)

Status: On Track

Update: The Sheriff's Office is currently working on fully staffing the CIT teams. The Sheriff's Office has already filled the supervisor position (1 sergeant) along with deputies' (3 deputies) positions and are waiting on EHN to hire and fill their positions. It is expected that EHN will fill their positions no later than October 1, 2022. They expect to add the additional 3 deputies by October 1st, 2022, and the EHN staff that will work in partnership. The mandated CIT will begin at that time and the remaining teams will be prepared to serve the community by November 1st, 2022. EHN also provided grant funding to pay for some of the clinician's safety equipment. New Supervisor and New Deputies selected for the CIT Team began training on March 14th, 2022, and completed the training on April 1st, 2022. They began to assist the citizens of El Paso County on April 4th, 2022. Seven vehicles along with the required equipment been requested and ordered and should arrive September or October 2022.

Solution Design: Not Applicable

ARP-1010 WATER & WASTEWATER PROJECTS

Status: On Track

Update: (Lower Valley Area) Project manager reported a brief delay on the company conducting the survey, but is confident the submitted milestones built in time for such an event and design and bidding schedule are still on track. For the Tierra de Oro area, report is finalized and currently scheduling a review meeting with the Office of Capital Planning & Performance Management (OCPPM) and El Paso Water. (Northwestern Area) Notice to proceed was granted on January 3, 2022. Surveying has been completed. Preliminary Engineering Report (PER) draft was submitted on March 22, 2022. PER review meeting was held on May 10, 2022. Geotechnical engineering was completed on May 19th. The existing preliminary utility and field reconnaissance has been completed. The Draft PER comments will be addressed and submitted for final approval. Design of the facilities has begun. Willoughby Road sewer improvements to be submitted as a separate package.

Solution Design: Not Applicable

ARP-1020 UMC OPERATIONAL SUPPORT

Status: On Track

Update: Commissioners Court approved the $34.7M contract with the County Hospital District in September 2021. The contract allowed for direct payment in a lump sum to the hospital from the first tranche payment with the second payment due upon receipt of the second tranche to the County. County Auditor, Attorney, and Administration staff met with UMC admin staff on May 13, 2022 to discuss a concrete timeline for spending down the first tranche of funding and reinforce reporting requirements requested by Auditors. To ensure the agreement is in line with the US Treasury's Final Rule, staff has met internally with the County Attorney's and Auditor's Offices to propose a contract amendment that introduces flexibility while still capturing the necessary information from UMC that must be reported to US Treasury. The amendment converts the original payment into a grant based on the economic harm experienced by the hospital district over the course of the pandemic as it relates to their operations and expenses. The amendment is set to be considered at the June 27, 2022 CC meeting.

Solution Design: Not Applicable

ARP-1030 County Employee Public Health Expenses

Status: On Track

Update: The County's Risk Pool Fund continues to process multiple claims related to COVID-19 resulting in a significantly reduced fund. Through May 2022, claims have totaled approximately $4M. Out of the $4M, $1.5M has been identified in eligible covid claims. Human Resources continues to evaluate claims as they receive them.

Solution Design: Not Applicable

ARP-1040 ESD/SO Regional Mobile Command Units (2)

Status: Complete

Update: Units were procured and project closed out in mid-2021. Project savings were then transferred to help establish the one-time transfer of funding for Project ARP-4000 (Testing & Vaccination Site Traffic Control)

Solution Design: Not Applicable

ARP-1050 Constable PH Support

Status: Complete (Ongoing)

Update: All staffing for all precincts have been successfully transitioned from the CESF funding to ARPA funds and all outlined COVID-related duties are being completed.

Solution Design: Not Applicable

ARP-1060 Jail Medical Staffing (UMC)

Status: On Track

Update: Due to FEMA reimbursement, the ARPA allocation of funds has not yet been utilized. Budget & Fiscal Policy is currently determining other expenses related to inmate care that may be eligible for APRA funds in addition to 10% of funds that will not be eligible for FEMA reimbursement.

Solution Design: While the project is not delayed or behind schedule, it will be monitored as more information from Budget is submitted to determine if the budget size is appropriate or if needs to be reduced as cases, treatment, and hospitalization rates decline.

ARP-1070 Jail Medical Testing/Supplies/Treatment

Status: On Track

Update: Due to FEMA reimbursement, the ARPA allocation of funds has not yet been utilized. Budget & Fiscal Policy is currently determining other expenses related to inmate care that may be eligible for APRA funds in addition to 10% of funds that will not be eligible for FEMA reimbursement.

Solution Design: While the project is not delayed or behind schedule, it will be monitored as more information from Budget is submitted to determine if the budget size is appropriate or if needs to be reduced as cases, treatment, and hospitalization rates decline.

ARP-1080 ESD Staffing and Supplies

Status: Complete (Ongoing)

Update: Agreements with County Emergency Services Districts No. 1 and No. 2 were approved by the Court in February and March 2022. Staff is monitoring the use of funding for both contracts to provide access to increased testing and vaccination sites, respectively, throughout the County service area.

Solution Design: Staff continues to monitor the COVID situation to determine if extensions of the ESD2 agreement will be necessary. The agreement authorized two six-month tranches of funds be disbursed, as authorized by the Chief Administrator, to meet the surge demand testing needs of the community.

ARP-1090 Communication, Outreach, & Studies (PDN)

Status: On Track

Update: Operational reserve set aside for various initiatives that require resources for promotion or research.

Solution Design: Not Applicable

ARP-1091 County Space Evaluation Post-COVID

Status: On Track

Update: The study's consultant is gather data and backup information on the County's sample building and has prepared an employee survey to gain some feedback regarding space and health concerns. This survey has been submitted for distribution in the upcoming County newsletter. Once the survey's feedback window has been closed, the consultant will review and incorporate the findings into the final study's report to provide the best recommendations moving forward in office space designs and improvements.

Solution Design: Not Applicable

ARP-1100 County Sanitization

Status: On Track

Update: The Purchasing Department continues to work with County Admin, Budget, and Auditor staff to track requests and manage the stockpile of sanitization chemicals and equipment accordingly.

Solution Design: Not Applicable

ARP-1101 County PPE

Status: On Track

Update: The Purchasing Department continues to work with County Admin, Budget, and Auditor staff to track requests and manage the stockpile of PPE accordingly.

Solution Design: Not Applicable

ARP-1110 Cleaning Supplies & Equipment

Status: Complete (Ongoing)

Update: At this time, a project status update has not been submitted. As County Administration follows-up to receive this update, the project has currently been designated a Low Alert status.

Solution Design: Not Applicable

ARP-1130 SO Fleet Vehicle Replacement

Status: On Track

Update: Fleet Operations has indicated that the purchase order for vehicle has been placed as of January 2022 and the department is now waiting for their delivery, expected in July 2022. Alamo Police Equipment will be installed by August, at the latest. RTC Motorola Radios will be installed by September 2022. All ten vehicles are expected to be on the road and project closeout by November 2022.

Solution Design: Not Applicable

ARP-1140 Econ. Dev. – Phase I (Loan Forgiveness)

Status: Low Alert

Update: Economic Develop is refining their final amendment to shift the funding source from general fund dollars to ARPA and they expect to bring all amendments with the exception of the LiftFund agreement for the Commissioner Court's consideration in early July.

Solution Design: Staff will reach out to the Department and discuss milestones associated with the projects and determine the clearest past forward. These details have been pending administrative and legal review by outside agencies and partners who may have concerns related to the reporting requirements set forth by ARPA. The Low Alert has been issued as the original timeline indicated this task to have been completed in the spring.

ARP-1150 Broadband Infrastructure

Status: Low Alert

Update: Economic Development staff continues to cultivate possible projects and partnerships to deploy ARPA funding to improve broadband infrastructure, help enable affordable access and support digital literacy in El Paso County. Relatedly, staff requests this ARPA category be renamed "Broadband Improvement" to more accurately encapsulate the diverse activities El Paso County is leading and fostering.

Staff is also looking to accelerate the process of an RFI or RFP to understand possible private sector partnerships.

Solution Design: ARPA Implementation Team will work with Economic Development to refine project milestones associated with the project.

ARP-1160 Industry Specific Program Development

Status: **Low Alert**

Update: Staff has been meeting with aerospace-related businesses, additive manufacturers, and UTEP to refine a possible program of support for an aerospace and defense cluster. Staff has also been meeting with businesses to support a Tourism and Hospitality cluster that could include the arts community. Recently, project staff has added emergency service providers and education institutions as a third cluster for possible support through an industry-specific program to help address the EMT shortage in the region.

Solution Design: Not Applicable

ARP-1170 WSB (Childcare & Workforce Training)

Status: On Track

Update: Project staff and the ARPA team have begun meeting with Workforce Solutions Borderplex and started outline various projects for further development. This includes a support for a Fabens ISD early education center, EMT course training, and a digital inclusion program.

Solution Design: Not Applicable

ARP-1200 Law Office Zoom Enterprise Subscription

Status: **Complete (Ongoing)**

Update: County Administration coordinated with the County's law offices to ensure their Zoom subscription needs were met. Invoices are now regularly paid out of the ARPA account.

Solution Design: Not Applicable

ARP-1210 Indigent Defendant Electronic Monitoring

Status: On Track

Update: Project manager reports that project continues to be on-track—vendor selection was completed in May and submitted for Commissioner's Court approval. Screening tool was also identified and selected on May 13th, 2022.

Solution Design: Not Applicable

ARP-1220 Annex Courtroom II Buildout – Remote Hearings

Status: On Track

Update: With the final report for the programming stage completed and presented, the project has begun diving into the design phase to obtain the official construction documents. The updated proposal was reviewed to meet the latest scope of work and facility's needs. This project is pending the issuance of the consultant's design phase Purchase Order to move forward.

Solution Design: Not Applicable

ARP-1230 DO Staffing for Virtual Courtroom (DT Jail)

Status: Complete (Ongoing)

Update: The Sherriff's Office has filled their staffing needs for the downtown jail.

Solution Design: Not Applicable

ARP-1240 DO Staffing for Virtual Courtroom (Jail Annex)

Status: Complete (Ongoing)

Update: The Sherriff's Office has filled their staffing needs for the Jail Annex.

Solution Design: Not Applicable

ARP-1250 Temporary Court Docket (Case Disposition)

Status: On Track

Update: Judges have been assigned, the coordinator is in place, and instructions for courts to refer their first batch of cases have gone out.

Solution Design: Not Applicable

ARP-1260 Virtual Courthouse Kiosks

Status: On Track

Update: The Purchase Order for the research and development was issued. Supplemental pay overtime for ARPA project manager was approved and has not yet been utilized. Vendor is expected to return in June with a test kiosk model. Research began on copier integration with kiosks for the Law Library. Project staff continues to work with County Attorneys to explore options for kiosk placement in public spaces.

Solution Design: Not Applicable

ARP-1270 County Internet Bandwidth Increase

Status: On Track

Update: ITD continues the months-long process of implementing the broadband circuit infrastructure and DDOS mitigation service.

Solution Design: Not Applicable

ARP-1280 VOIP System Upgrade

Status: On Track

Update: ITD has finished receiving quotes for the VoIP system upgrade and begin engaging in the formal bid process with an expected completion of late October.

Solution Design: Not Applicable

ARP-1290 Language Access for Residents

Status: On Track

Update: Project staff finalized the iPad count at 40. Language Line Solutions was provided with this count and staff received an update quote and submitted a TAE accordingly.

Solution Design: Not Applicable

ARP-1300 Virtual Court Technology

Status: On Track

Update: Purchasing is reviewing an Interlocal Agreement that would allow COJ to negotiate with a vendor to provide digital court reporting services. Human Resources is working to reclassify a court reporter position to a digital court recorder position so that the department can have a staff position to operate the new system in the pilot court.

Solution Design: Not Applicable

ARP-1310 Microwave Link Connectivity

Status: On Track

Update: Project staff is working towards delivering a final proposal by June 17th and has begun coordinating with Purchasing as project moves along.

Solution Design: Not Applicable

ARP-1320 RE-ENTRY FACILITY

Status: On Track

Update: During this month, the project team, which includes County staff representing Community Services, Criminal Justice Coordination, Council of Judges, Sheriff's Department, City of El Paso, and El Paso Police Department, met through various meetings to discuss the facility's goals & needs. These details are being used to develop the facilities program package. Due to the complexities of the facility and its services, the design team continues to meet with the project team to iron out the overlapping services and facility uses to best plan the facilities layout & requirements. This process is ongoing and a final report is expected in early July.

Solution Design: Not Applicable

ARP-1330 DOWNTOWN FIRST-FLOOR JAIL REMODEL

Status: On Track

Update: In the past month, the design team produced several site schematics and begun working on revisions identified by staff input. Choosing the optimal layout is the next critical step in the programming stage and this decision should be committed by the end of June.

Solution Design: Not Applicable

ARP-1340 CANUTILLO WAREHOUSE

Status: On Track

Update: Property coordination has resumed for the property location. Public Works is looking to finalized property coordination to begin the design process. Project is still tracking a 60-day delay.

Solution Design: Staff will monitor the progress of this project now that property coordination has resumed and determine what steps needs to be taken to get the project back on track. Project Manager has indicated a new site may be identified which may also affect the overall budget and project feasibility. Staff will work with team to identify needs and determine if funding adjustments are necessary.

ARP-1350 OFFICE OF MEDICAL EXAMINER

Status: On Track

Update: Consultant is working on programming phase of building items.

Solution Design: Not Applicable

ARP-1360 Juvenile Justice Center Improvements

Status: On Track

Update: JPD is still procuring and receiving quotes but is now ready to request Purchase Orders for the initial trial units. Project staff is currently focusing on the wall hung, touchless water cooler units.

Solution Design: Not Applicable

ARP-1370 Grant-Making Process via NOFO

Status: On Track

Update: Pending completion of Project ARP-1371, the County will be able to develop subrecipient agreements with various grant recipients.

Solution Design: Not Applicable

ARP-1371 NOFO Development Professional Services

Status: On Track

Update: Staff worked closely with Paso Del Norte Community Foundation and Barracuda PR to finalized and publish the Notice of Funding Opportunity. NOFO workshop was held May 13, 2022, to provide information to potential applicants. Staff has been working closely with PDN based on recommendations from the Commissioner's Court regarding the application deadline and any exceptions. Applications will be evaluated with recommendations coming before the Court in late summer 2022.

Solution Design: Not Applicable

ARP-1460 County Administration ARPA Personnel

Status: Complete

Update: Positions were filled via Temporary Promotions Policy.

Solution Design: Not Applicable

ARP-1480 County Admin – Procurement Liaison

Status: Complete

Update: This position has been filled.

Solution Design: Not Applicable

ARP-1490 County Attorney – General Counsel Ramp up

Status: **Pending Update**

Update: The County Attorney's Office received two legal service proposals as of May 6, 2022. The CAO is set to meet with internal County staff on May 21st, 2022 to discuss County project timelines and coordinate legal services accordingly. After this meeting, staff will work to develop a timeline for official selection of legal services contractor.

Solution Design: Staff has been working with the CA's office to determine upcoming workload to determine if outside legal counsel assistance will be necessary, especially in light of the NOFO agreements.

ARP-1500 Grant Management & Consulting Services

Status: On Track

Update: Commissioners Court approved an economic development agreement with The Ferguson Group to provide technical assistance to the County in securing alternative funding sources for ARPA and critical initiatives within the County. Project kickoff was held in February and work is progressing on identifying funding opportunities for the County to explore grant submissions.

Solution Design: Not Applicable

ARP-1510 Auditor – Grant Audit Accountant

Status: **Complete**

Update: The position granted under ARPA was filled on 2/7/22.

Solution Design: Not Applicable

ARP-1520 Budget – Grant Analyst

Status: **Complete**

Update: The Budgeting department has selected their candidate for this position with which began their start date on June 13th, 2022.

Solution Design: Not Applicable

ARP-1530 Unallocated Unappropriated Fund Balance

Status: On Track

Update: Operating Reserve.

Solution Design: Not Applicable

ARP-1540 TECHNOLOGY EQUIPMENT DEPLOYMENT

Status: On Track

Update: Operating reserve related to technology deployment. Recently utilized to offset a GF FY22 CIP Request to provide laptops to the District Clerk's office for remote work.

Solution Design: Not Applicable

ARP-4000 TESTING & VACCINATION CONTROL

Status: Complete (Ongoing)

Update: The County vendor has removed all equipment at the Sportspark and all COVID operations have stopped due to low cases in the area. The County is in the process of paying the vendor for all services between January and March 2022.

Solution Design: Not Applicable

ARP-4010 PANDEMIC FUNERAL RELATED ASSISTANCE

Status: On Track

Update: Community Services Department continues to conduct program outreach via correspondence with Hospitals of Providence and Del Sol, as well as messaging to local licensed social workers. No requests for pandemic funeral assistance have been received.

Solution Design: Not Applicable

Appendix F

County of El Paso

08.11.2022

Space Planning GUIDELINES

July 2022

MNK ARCHITECTS

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HELLO

Rethinking capabilities to help create a safer, balanced, and comfortable environment.

The past couple of years have altered established work patterns, thus have influenced perceptions of our work environments. The alterations have amplified the importance of physical and psychological wellbeing. With the return to in-person work, there is recognition to be intentional with design, and planning to ensure safety and promote efficiency.

Future design and planning solutions should consider furniture, reconfigurations, planning standards, behaviors, and safety protocols. Our understanding of safety and design derives from established entities (CDC, OSHA, BOMA, ASHRAE, etc.) that are geared towards scientific research, to define your work guidelines and promote wellbeing.

Our commitment to you is to help you better understand the best approach to finding resilient and adaptive safety solutions in your work environments.

El Paso County

How to utilize the guidelines

Design Approach

Planning for the unknown requires resilience and adaptation. The purpose of these guidelines is to share strategies your organization can adopt to become resilient and adaptive. These strategies should be used in combination to create work spaces that, when supplemented with new safety guidelines, allow people to confidently come to work. Going forward, institutions will want to create a diverse range of spaces that are highly adaptable to allow them to navigate what's next.

KEY PRINCIPLES

The principles should be used in combination to create spaces that, when supplemented with new safety guidelines, allow people to confidently work. Moving forward, organizations will want to create a diverse range of spaces.

ORGANIZATION

Configuration of furniture, either re-configured or retro-fitted.

DENSITY

Decreasing amount of people in one space and maximizing the use.

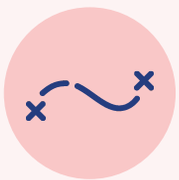
SAFETY

Providing necessary tools either, barriers, screens, panels and/or cleaning materials.

DESIGN CONSIDERATIONS

In order to supplement the key principles, organizations should take into consideration the following principle aiding factors. These factors were developed to better set forth strategies that can be utilized to progressively adapt existing work-settings to meet new health and safety requirements for a post-COVID workplace.

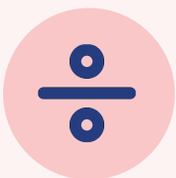
Principle Aiding Factors



PROXIMITY
Practice social (physical) distancing, maintaining at least six (6) feet from other people both indoor and outdoor spaces.

GATHERING
Encourage meeting in the open for meetings more than five people to help alleviate use of enclosed spaces.

ACCESSIBILITY + INCLUSIVITY
Accommodating choice and creating spaces for people with both obvious and unidentified needs better creates a diverse workplace. Clear wayfinding and proper signage aides in healthy habits.



DIVISION
Use screens, panels, or barriers (i.e. storage elements, plants or partitions) to create a sense of division and provide safety. High boundaries above the workspace are encouraged.

FLEXIBILITY + MOBILITY
Leverage flexible furniture + power with movable whitebaords and screens to help create boundaries. Laptop availability increases mobility.

SANITATION
Utilize smooth surfaces that are easy to clean and fabrics that can be cleaned easily and frequently, Make cleaning supplies openly available, increase sanitation, physical spacing signage, and utilize touchless environments.

The following principle aiding factors were developed using CDC (Center for Disease and Control) guidelines, BIFMA (Business and Institutional Furniture Manufacturers Association's) standards and BOMA (Building Owners and Managers Association International) standards.

DEFINITIONS

HOTELING

Hoteling is the optimization of unused space in a building by utilizing temporarily vacant cubicles or offices of people teleworking or on leave or travel, and conference rooms, for short periods of time or specific cubicles or areas designated as hotels for teleworkers. Under hoteling, unassigned or temporarily vacant cubicles or office space are “bookable” and other employees are allowed to use it. To increase effectiveness and efficiency, it is helpful if the information technology (IT) and telephone networks allow for employees to reserve workstations in advance, and then when present, employees can simply plug in their laptop, log into their

NET SQUARE FEET (NSF)

NSF is a subset of USF that does not include support space or circulation space within an office.

USABLE SQUARE FEET (USF)

Usable Square Feet (USF) is the actual area the agency occupies in an office suite. It is the office area, workstation area, conference rooms, kitchenettes, server closet, storage rooms, and circulation within the office suite area. It is calculated by measuring from the dominant portion of the exterior wall to the outside face of major vertical penetrations. It includes all structural elements (columns), openings for vertical cables, and vertical penetrations built for the private use of the occupant.

WORKSTATION

Workstation is any office, cubicle, or open workspace where employees or contractors work, counted by individual seat.

SHARED SPACES

Two or more employees share a single, assigned work space and work tools, either simultaneously or on different shifts/schedules. Telecommuters mostly typically use shared spaces.

SPACE TYPES

PRIVATE OFFICES

In space being acquired for a private offices are to be limited the following categories: executives, supervisors, manager; specific positions, such as attorneys, that require private offices due to the nature of their work (e.g., confidential work) or their roles and responsibilities; and employees covered by a bargaining unit agreement with such a requirement. Any unique conditions, such as concerns for national security, may result in the County organization providing private offices for other individuals and should be considered through specific and general standards.

WORKSTATIONS | CUBICLES

The variety of activities that may take place in any modern office often need special workspace considerations. System furniture is typically used for open-office workstations. For practical reasons, workstations may be standardized at a building or campus level to one manufacturer to ensure interoperability of parts within the space. This is an important consideration for consolidation projects. General workstation space categories can be developed, such as: junior, intermediate, senior, supervisory, and executive. Workstation space can also be designed into functional space requirements categories rather than be rank-based categories. Workstations can vary in sizes, finishes, panel height, components, and degree of enclosure. Choices should be addressed in each Operating Unit Standard. Interior architectural features of each facility can have some effect on workstation configuration.

SUSTAINABILITY PRINCIPLES

1. Space utilization greatly improves when flexible systems furniture is used in lieu of traditional furniture, thereby reducing construction time and space rental costs;
2. Heating, ventilation, and air conditioning is more efficient with the open office concept, eliminating the potential for interrupted air flow and temperature variations;
3. Open space layouts, with few private offices, provide greater access to natural light and support of sustainability principles; and
4. Areas can be rapidly reconfigured as work processes change with minimal financial investment with flexible systems furniture.

SAFETY CONSIDERATIONS

LOBBY

Pressurized lobby to outside.
Consider installing a thermal sensor at building entrances to screen visitors for elevated body temperatures. Note that infected individuals may show no signs of being ill, including having no fever, and can be responsible for much transmission. In such cases, temperature measurements may not be effective. Label entrance and exit doors to provide one-way traffic.

ELEVATOR

Riders should wear masks and minimize talking.
Limit riders with social distancing and facing away from each other.
For low rise buildings, consider allowing elevators to stop at every floor.
Turn on elevator cab (lift) ventilation fans, where possible.
Encourage occupants to take stairs, where possible, especially when elevator lobbies are crowded. Provide signage to encourage physical distancing Allow elevators to run at high speed to minimize time in elevators.
Consider touchless call button retrofit
Consider portable air cleaner with HEPA filter in lift for vulnerable riders. (e.g. senior population)

STAIRS

If two stairs or more are present, consider one-way traffic.
Turn on fans (e.g. stairwell pressurization), if available.
Open windows to outside, where possible and outside conditions allowed.
Consider portable air cleaners.

TOILET

Consider occupancy sensor to inform toilet occupancy where possible. Adding lid to the toilet and encourage occupants to put the lids on before flushing.

CONFERENCE ROOM

Conference room or private office: Keep open doors to allow air movement.
If doors must be closed, consider a portable air cleaner or return fan to ceiling plenum.

ATRIUM

All air handling systems connect to an atrium should have similar measures. Review impact of stack effect.

SAFETY CONSIDERATIONS

HVAC

Verify HVAC controls are operable. Ensure that when remote, monitoring and alarm capabilities exist and that they are functioning. Verify and commission the HVAC systems to ensure at least minimum outside air are delivered to each space per ASHRAE Standards 62.1 and outdoor air dampers are properly controlled. Continued operation of all systems is recommended during occupied hours.

Use minimum outside air as required by Std 62.1. Use combinations of filters and air cleaners that achieve MERV 13 or better levels of performance for air recirculated by HVAC systems. Evaluate building occupied hours, adjust as necessary (have building hours been extended to encourage physical distancing).
Flushing sequence or mode should be implemented to operate the HVAC system to provide three equivalent clean air changes, or two (2) hours, by recirculation through MERV-13 minimum, or air cleaners, or use outdoor air if there is no energy penalty and the system can accommodate the additional air flow, prior to occupancy. Run exhaust fans during flushing.

Consider UVC light as an enhancement where spaces require additional measures, e.g. spaces serve vulnerable occupants, or, MERV-13 filter or 100% outside air are not possible, etc.
Consider opening windows as an enhancement for outside air, especially when the system can not accommodate MERV-13 filter or minimum outside air.
Post warning signs if exhaust outlets are near pedestrian areas; consider diverting to avoid them.

Cooling coils, heating coils, condensate drain pans and humidifiers inside air handling equipment can become contaminated.
Consider adding UVGI for coil surface and drain pan disinfection. If coils are fouled or mechanical cleaning is still required, consider cleaning coils and drain pans using a foaming agent to ensure breakthrough through the coil (avoid using pressure washing to not re-aerosolize particles on the surface).

These devices and systems should be monitored often, and regular and emergency maintenance should continue.
Provide PPE protection for building operators, maintenance technicians and anyone else who must inspect or come in contact with the device or equipment.

Operate and Maintain HVAC System: Building owners and service professionals should follow the requirements of ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial HVAC Systems which has tables with the typical maintenance required for equipment that has been in operation.
Consider PPE when maintaining ventilation materials including filters, condensate.
Consult additional guidance before duct cleaning.

SAFETY CONSIDERATIONS

HVAC CONT.

Check specifically:
Dampers, filter, and economizers seals and frames should be intact and clean, are functional and are responding to control signals. Verify setting of manual dampers (i.e. outside air damper is 100% open, all supply registers, diffusers open).

Evaluate RA and EA grille/register placement. If possible, modify space/furniture so air passageway avoids occupants.

Zone and air temperature, humidity, CO2, PM2.5, PM10, etc. system sensors, as applicable, should be calibrated and accurately reporting environmental conditions to the BAS or local controllers.

Air Handling systems should be providing adequate airflow with no blockages in the duct system (for example – closed fire/smoke dampers) and air from the air handling system should be reaching each occupied space.
Exhaust fans are functional and venting to the outdoors.
Update or replace existing HVAC air filtration to a minimum of MERV 13 or the highest compatible with the filter rack, and seal edges of the filter to limit by-pass. Make sure the air handling systems and fans can overcome the additional pressure drop of the new filters and still maintain air flow at acceptable levels.

Non-HVAC strategies could include, but not be limited to, the following items:

- Building Occupancy Levels Allowed
- Face mask requirement or recommendation
- Social distancing between desks, breakrooms, conference rooms, elevator, etc.
- Directional flow for office space
- Personal hygiene
- Cleaning requirements

HVAC strategies could include, but not limited to, the following items:

- Increased Ventilation
- Improved Filtration
- Air cleaning devices (such as UVGI and other newer technologies)

It is crucial to note, that each HVAC system needs to be analyzed for the appropriate engineering controls to utilize to improve its potential to reduce virus transmission in the building.

SAFETY CONSIDERATIONS

SIGNAGE

Consider that any design/usage modification or healthy workplace protocol put in place requires communication. Where new office etiquettes or norms are instituted, it is recommended to provide appropriate and comprehensive guidance to users via common communications channels to ensure they are aware of what is changing, what the expected behaviors are, and how these measures are intended to protect their health and wellbeing and that of others.

Avoid overloading messaging and consolidate messages about usage etiquette and cleanliness specific to each area. Consider using available technology such as large monitors as information screens to distribute communication on how to use the space the placement of these information screens should avoid causing congestion in circulation areas, and avoid groupings larger than 5 people.

Consider the unexpected duration of this time period and multiple changes that could occur to protect public health. Signage placement and ease of modification should be considered as well as a consistent height and location throughout the workplace in every type of space, corridor intersection, or open area. Consider accessibility by ensuring a universal approach to all signage so that it conforms to applicable guidelines information should be made available in a diverse range of accessible formats, and using multi-lingual, culturally, and functionally appropriate language and format

BEHAVIORAL AND UTILIZATION RECOMMENDATIONS

While this document provides advice and guidance regarding the built environment, behavioral changes may be the most critical factor in maintaining a healthy workplace. And while the environment can be a significant catalyst for changing behavior, the environment alone cannot keep people safe.

As part of the occupancy strategy, the following options may be explored:

Individual work points dedicated to daily use by any user reservation systems or strategies could be considered in order to monitor occupancy levels at all times
a clean desk policy could be adopted to facilitate frequent cleaning of work surfaces
encourage limited circulation throughout the workplace In order to enable a healthy workplace in collaborative areas, consider:

Temporarily removing all non-essential chairs
Disencumbering common use areas to facilitate circulation and access by cleaning services
Having wipes/sanitizer available for broad and frequent use

SAFETY CONSIDERATIONS

ACCESSORIES

Creating physical and perceived boundaries in the workplace may help to maintain people's comfort and safety as they come back to work by providing visual cues for proper distancing. One way to achieve this is with the addition of screens and panels. Although at this time it is unclear if screens of any kind prevent the spread of infection, they can offer some level of psychological comfort to the people who occupy a space. These solutions should be applied with caution in order to not promote a false sense of safety and to consider their potential environmental impact should these items be deemed unnecessary in the future.

Additional privacy panels between employees are not recommended if a 6 foot distancing is possible these are mostly required between employees and customers where there is public contact. It is important to consider that additional panels in the workplace may impact air circulation and the effectiveness of the ventilation systems; these should therefore be implemented in consultation with facilities and HVAC expertise for more information on HVAC recommendations please consult Heating, ventilation and air conditioning (HVAC) minimum requirements–(COVID-19). Free-standing privacy screens can help delineate space and provide cues for circulation.

WORKSPACE ALLOCATION

The following workspace allocations were developed to assist determining the space type a user is assigned to based off workspace functions.

SPACE TYPE		SPACE ALLOCATION (sq.ft²)	WORKSPACE FUNCTION
Enclosed Type A	X	250-400	Frequent meetings with up to four members and/or requiring confidentiality, security, visual and acoustical privacy. Typical assignment for Deputy Minister and Executive or equivalent. - Typically assigned for Executive Department Heads, or Judges..
Enclosed Type B	X	150-200	Frequent meetings with up to two members and/or requiring confidentiality, security, visual and acoustical privacy. Typical assignment for Assistant Deputy Minister, Director, senior position in-charge of a regional or district office or equivalent. -Typically Assigned for Department Heads.
Enclosed Type C	X	100-120	Concentrated multi-source paperwork: compiling information, reading, writing, analyzing, calculating and referencing multiple sources of material; allows for manual and automated drafting functions. Typical assignment for managerial, professional ortechnical staff.
Open Type D		100	Frequent meetings with up to two members and/or requiring confidentiality, security, visual and acoustical privacy. Typical assignment for position involved with counseling, human resources management or other sensitive situations requiring ongoing visual and acoustical privacy. -Typically assigned for Supervisors.
Open Type E		64-70	Multi-task paper intensive work: telephone work, keyboarding, filing, sorting documents, handling mail, editing, operating equipment, scheduling, receiving visitors. Typical assignment for secretary and administrative support staff. -Typically assigned for general Staff in office more than 50% of the work
Open Type F		25-50	Specific, task-oriented work, focusing on data input into electronic media. Typical assignment for clerical and data-entry staff. -Typically assigned for the staff in the field, interns, or hoteling - teleworking staff.

BENCHMARK

Calculating how much workspace an organization needs is not an exact science. The estimates provided are prevailing standard workspace averages for an atypical allocation per staff position. These estimates can be individually adjusted upward to provide more spacious workspace or can be adjusted downward to provide a more efficient use of office workspace.

ACOUSTICS

NIC

Noise Isolation Class (NIC) is a single-number rating describing the combined performance of all building elements in isolating one room from another. The in-field sound-level difference between adjacent spaces should be measured in accordance with ASTM E336-05 Standard Test Method for Measurement of Airborne Sound Insulation in Buildings, and the NIC value should be determined in accordance with ASTM E413-04 Classification for Rating Sound Insulation. The higher the NIC rating, the better the privacy between spaces.

STC

Sound Transmission Class is the rating of airborne sound transmission. The STC of a floor/ceiling (or wall) structure is the measure of the decibel difference between the airborne sound energy striking one side of the structure and the sound energy radiated into a receiving room on the other side.

PRIVACY LEVELS	NIC*	STC
Inaudible	65	55
Confidential	50	50
Normal	40	45
Minimal	27	40

*PER USCDG STANDARDS

Both products and interior spaces can have STC ratings, but there are important differences. A room is rated on the “sum” of the products used to create each partition or floor/ceiling assembly. If a wall includes a window and some HVAC vents, it may have a very different rating than a wall with no punched openings. So, if one is using a window’s STC 35 rating, but the wall panels are rated at 45, the total wall calculations may be different. The final STC rating of a room is a composite, not an individual component calculation.

Product ratings are also essential. For example, the STC number provides a standardized way to compare products such as doors, windows, or wall panels made by competing manufacturers. A higher number indicates more effective sound insulation than a lower number. Without these ratings, product selection becomes more difficult as overall space design is considered.

ACOUSTICS

STC EXAMPLES

STC	TRACK APPLICATION
25	Normal speech can be easily heard and understood
30	Loud speech can be easily heard and understood
35	Loud speech heard, but not understood
40	Loud speech heard, but not understood
45	Loud speech heard, but not understood
50	Very loud sounds such as musical instruments or a stereo can be faintly heard
60+	Excellent soundproofing

STC RATINGS RELATED TO OFFICE ENVIRONMENT	
*STC of 40-50	One layer of 1/2" gypsum wallboard on each side of steel studs to the underside of structure with acoustic sealant at top and bottom.
*STC of 50	One layer of 15.9mm (5/8") gypsum wallboard on each side of steel studs, plus an additional layer on one side, to the underside of structure with acoustic sealant at top and bottom. (Install 69.8mm (2-3/4") glass fiber insulation in the wall cavity.)
*STC of 55	One layer of 6.3mm (1/4") and 15.9 (5/8") gypsum wallboard on each side of steel studs to the underside of structure with acoustic sealant at top and bottom. (Install 69.8mm (2-3/4") glass fiber insulation in

***NOTE:**
Recommended STC Ratings are as follows:
Standard Office - 40, Executive Office - 50, Enclosed offices: minimum STC of 40 when a sound masking system is present, or minimum STC of 45 when no sound masking system is used.
Conference Rooms - 45-50, Conference rooms and teleconference rooms: minimum STC of 53 on walls adjoining private offices, conference rooms or other teleconference rooms.

The recommended STC ratings are typical and should be adjusted to meet privacy needs.

COURT ROOM STANDARDS

STC RATINGS RELATED TO COURT'S ENVIRONMENT	
STC of 40-50	One layer of 1/2" gypsum wallboard on each side of steel studs to the underside of structure with acoustic sealant at top and bottom.
STC of 50	One layer of 15.9mm (5/8") gypsum wallboard on each side of steel studs, plus an additional layer on one side, to the underside of structure with acoustic sealant at top and bottom. (Install 69.8mm (2-3/4") glass fiber insulation in the wall cavity.)
STC of 55	One layer of 6.3mm (1/4") and 15.9 (5/8") gypsum wallboard on each side of steel studs to the underside of structure with acoustic sealant at top and bottom. (Install 69.8mm (2-3/4") glass fiber insulation in the wall cavity.)

PRIVACY LEVELS	NIC*	STC
Inaudible	65	55
Confidential	50	50
Normal	40	45
Minimal	27	40

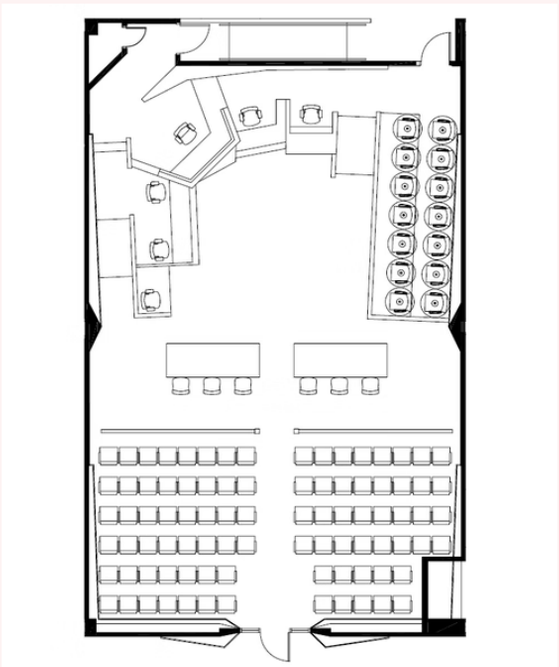
*PER USCDG STANDARDS

NOTE: Many people ask if adding acoustic panels will make their neighbors quieter. Acoustic panels provide sound absorption which is different from sound isolation. They prevent sound from reflecting off a wall back into the same room. As these are porous, lightweight materials, they are not very good at blocking sound from traveling from one space into another. Because of this, adding on acoustic panels does not generally improve an STC rating. While panels don't prevent sound from going into another room, they can certainly improve sound quality in an enclosed space by controlling sound absorption and reverberation.

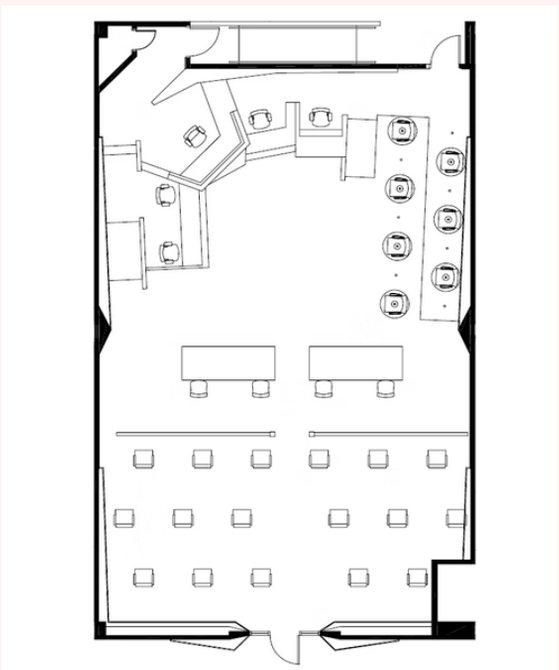
COURT ROOM STANDARDS

Court Room Elements

Court Element	Dim./ Details	NSF
Judge's Bench	6-10' x 2-2.5'	
Desktop workspace	12-21"	
Minimum bench elevation	21-22"	
Work-surface elevation	3-4"	
Privacy rail elevation	3-4"	
Bench Front	52-56"	
Court Clerk's Station Work Surface	30-36" x 5'	30-40
	30-36" x 5'	55-70
Clerk	30-36" x 8-10'	
Court reporter's Station		25-30
Witness Stand	5'-0" x 5'-0"	
Jury Box		
14 person jury box	19-21' x 8-9'	150-200
8 person jury box	19-21' x 4-5'	80-100
Attorney Tables	7-10' x 3-4'	
Bailiff's Station		15-25
Spectator Seating		
Jury Trial Courtroom	55-80 seats	9-12 sf/person
Non-Jury Trial Courtroom	30-50 seats	9-12 sf/person
Arraignment Court	80-120 seats	9-12 sf/person
Traffic Court	80-120 seats	9-12 sf/person
Juvenile Court	10-30 seats	
Domestic Relations Court	10-30 seats	

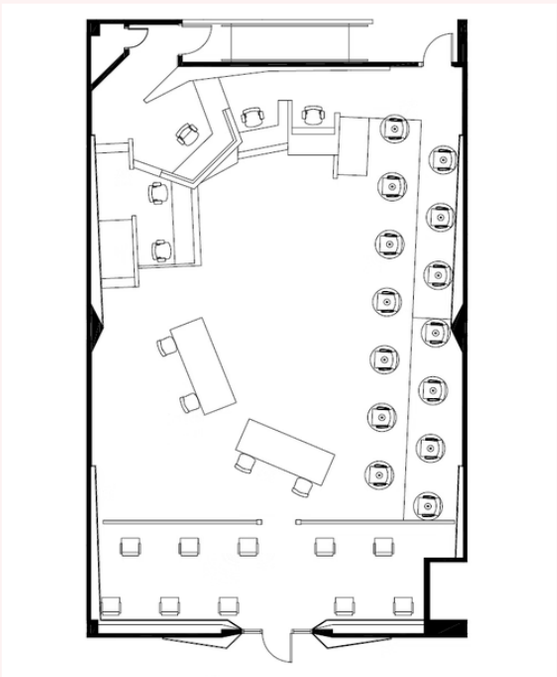


TRADITIONAL COURTROOM - MAX. CAPACITY

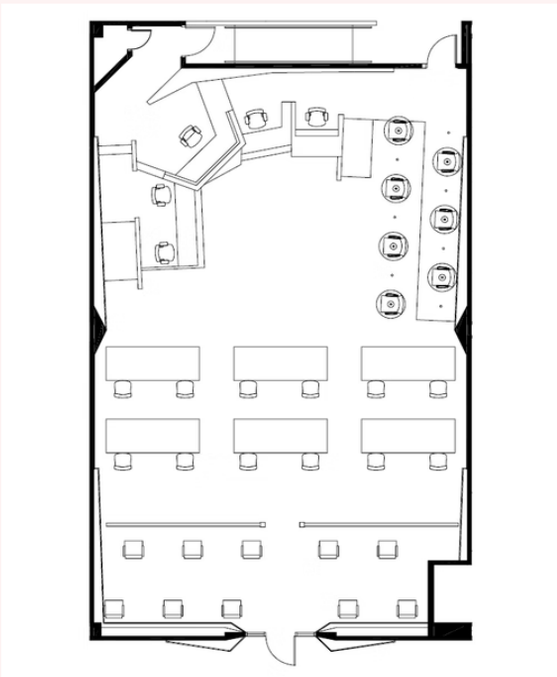


CIVIL TRIAL COURTROOM - PHYSICAL DISTANCING

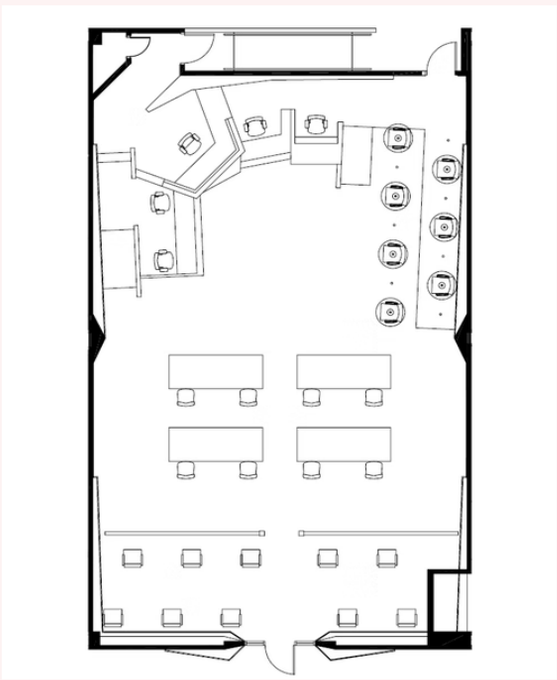
COURT ROOM STANDARDS



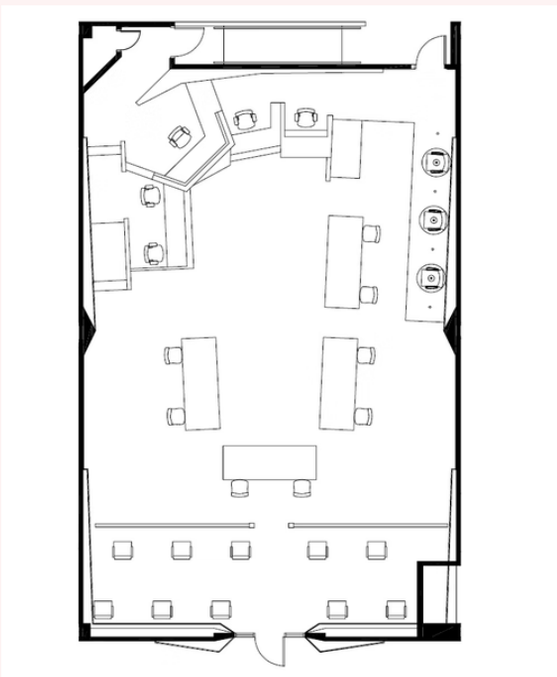
FELONY TRIAL COURTROOM - PHYSICALLY DISTANCED



MULTYPARTY CIVIL TRIAL COURTROOM - PHYSICALLY DISTANCED

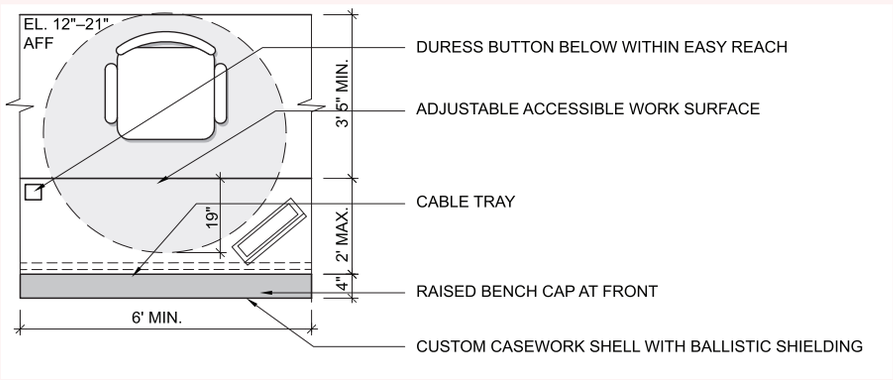


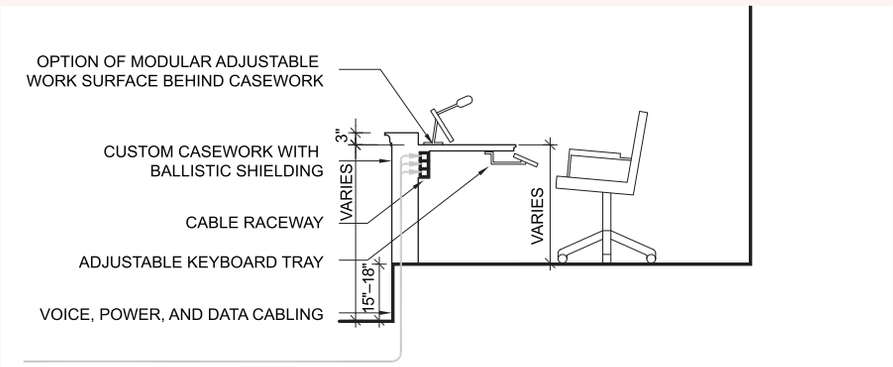
MULTI PARTY FAMILY HEARING ROOM - PHYSICALLY DISTANCED



MULTI PARTY FAMILY HEARING ROOM - PHYSICALLY DISTANCED

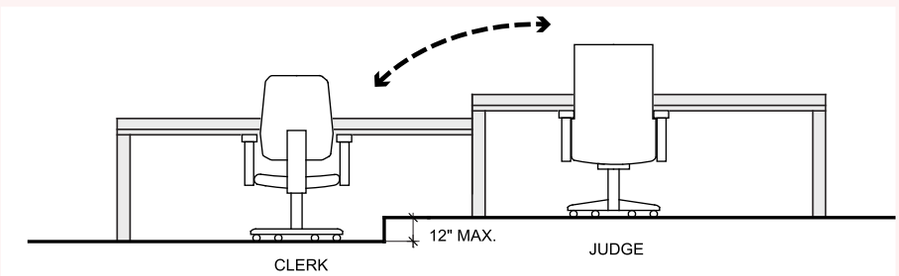
COURT ROOM STANDARDS





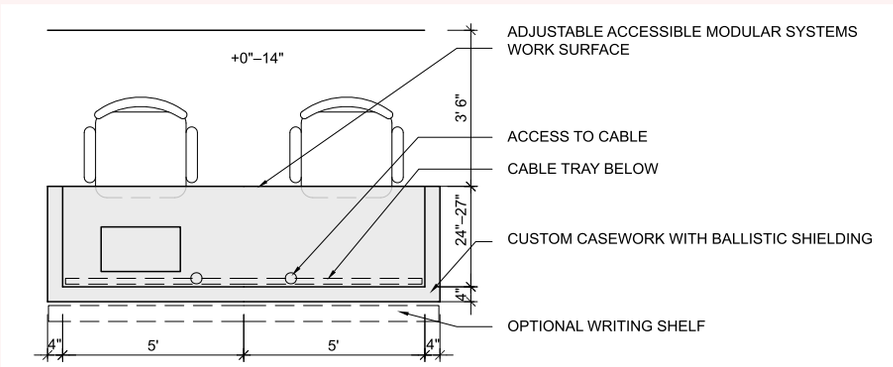
JUDGE'S BENCH PLAN + SECTION

In medium-sized courtrooms, the judge's desk top should be six to eight feet in length by two to two and a half feet in depth. In large courtrooms, the length may extend to ten feet. In trial-level courtrooms, the size of the judge's bench should be proportionate to the size of the courtroom. A work surface that is much wider than two feet will cause the judge to sit too far back from the front of the bench and, coupled with the height of the bench, will give the appearance to spectators that the judge is simply a "talking head." The total space requirement for a judge's bench should range from 45 to 70 square feet. The space between the judge's desk and the wall behind the bench should be approximately five feet.



JUDGE'S BENCH + CLERK ELEVATION

The front of the standard trial bench should be 52 to 56 inches in height. This includes 21 to 22 inches for riser height, 29 to 30 inches for the work surface, and 3 to 4 inches for the privacy rail. Large trial and appellate benches may add 3 to 4 inches for the additional riser height.

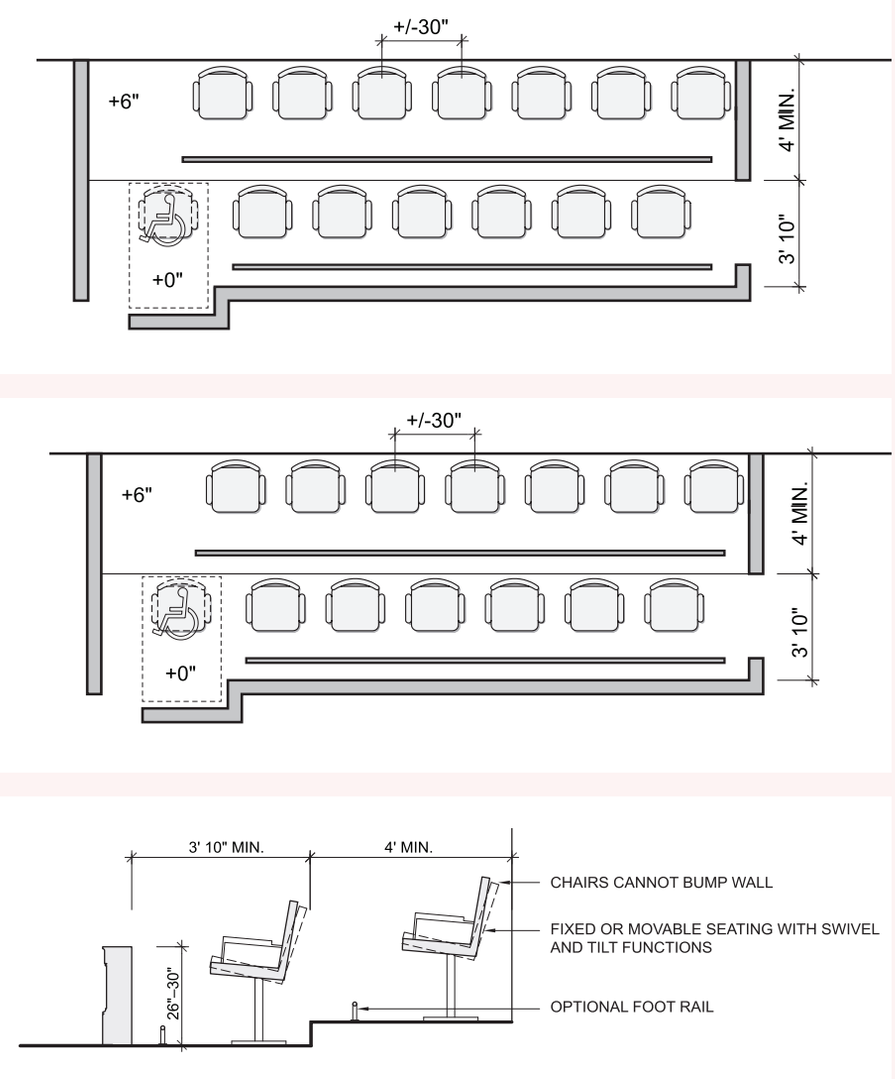


CLERK STATION PLAN

If the station is adjacent to the judge, the distance from the desk to the back wall should be at least 5 feet, to accommodate equipment, various seating angles, and easy access. If located in the litigation area, the court reporter should have table space and comfortable seating appropriate to the recording methods being used.

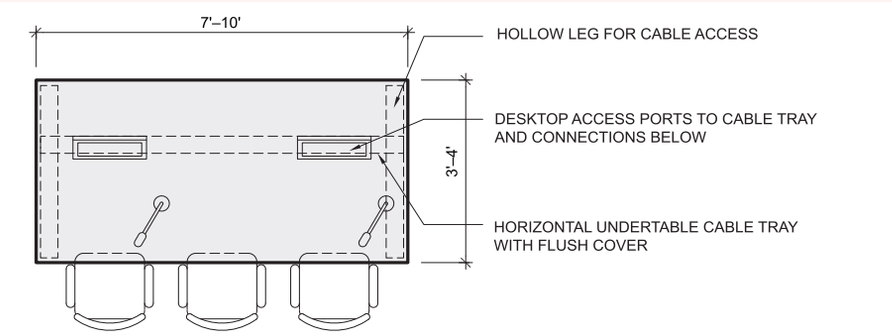
***NOTE:**
A wider desk for the clerk station may be chosen to ensure physical distancing. Plexi division glass can be added to table as and added layer of precaution.

COURT ROOM STANDARDS



JURY BOX PLAN + SECTION

The jury box should accommodate all jurors plus two or more alternates. The standard jury box should accommodate 16 jurors in order to provide maximum flexibility for present and future trials. Jurisdictions using an 8-person jury may find it advantageous to use a 14-person jury box to provide adequate circulation in the litigation area and greater flexibility in the ability to conduct future criminal trials. The jury box should allow ten to twelve square feet per juror. A 14-person jury box would typically be 19 to 21 feet long and eight to nine feet deep; a seven-person jury box would be four to five feet deep. The distance from the first row to the front railing should be approximately eighteen inches to allow for leg room. The modesty railing/panel should be high enough to shield the lower level of jurors. The total requirement for a 16-person jury box is approximately 180 to 210 square feet; for an eight-person jury box, 80 to 90 square feet.

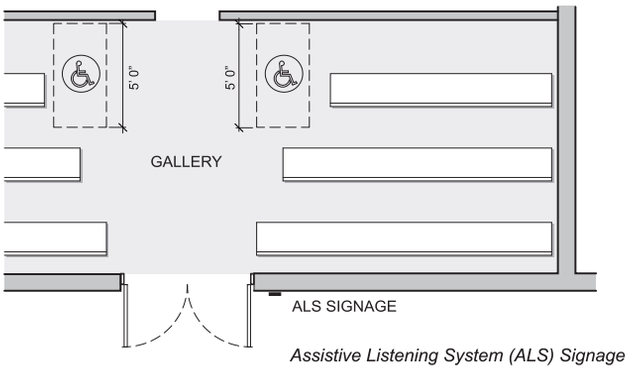


COUNSEL TABLE PLAN

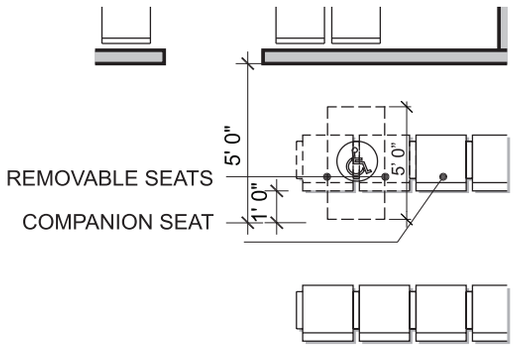
Workstation is isolated. There are no reasons for other personnel to pass behind the worker. There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position.

***NOTE:**
A wider counsel table may be chosen to ensure physical distancing. Plexi division glass can be added to table as and added layer of precaution. Space should be provided for a handicapped juror either with an open space on the end of the first row or by removing the first juror's chair. Increasing Jury Box size to accommodate physical distancing between participants can be done by increasing the length for every juror by three feet

COURT ROOM STANDARDS

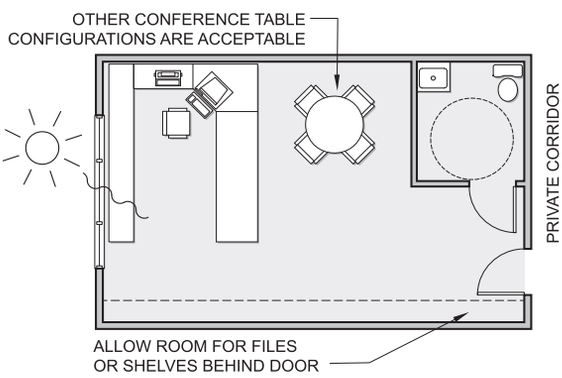


Assistive Listening System (ALS) Signage



Provide wheelchair spaces, companion seating, and semi ambulatory seating in ratios required by law. Provide space in front of and behind the wheelchair space such that the spectator using a wheelchair or mobility device can roll forward or backward to allow other spectators to exit a row. The wheelchair or mobility device cannot permanently block exit from an aisle. Six feet markings on benches can help with physical distancing and distancing movable chairs as well. Distancing rows to allow for 6' distance from front of bench to edge of bench can allow spectators to walk past one another safely. Following a first in last out approach to how spectators enter benched seating, will help spectator avoid collisions.

BENCH TYPE + REMOVABLE SPECTATOR SEATING



Depending on the number of judges in a facility, one or more additional chambers for use by judges who are not regularly assigned to the court may be provided. Judicial chambers may be clustered for improved collaboration and to share support-functions. If chambers are clustered, space may be conserved and costs reduced by providing a common restroom to be shared among judges and a separate shared restroom for staff.

JUDGE'S CHAMBERS PLAN

MEETING ROOMS + COLLABORATIVE SPACE ALLOCATION

Meeting rooms are enclosed spaces in an office environment where meetings at a table may be held in privacy. It is critical to the success of the arrangement that there are enough conference rooms of appropriate sizes to meet the needs for private meetings. Adequacy of number and size of conference rooms is critical to the success of an office plan.

Sometimes for small meetings of a non-confidential nature, conference areas do not need walls from floor to ceiling but can have low partitions. Space standards for open conference areas are the same as for conference rooms. The space standards below are for conference rooms for up to 20 people. Conference rooms for more than 20 people are considered specialized space and should be dealt with on a case-by-case basis

The following are key principle (density, configuration, safety) consideration to implement:

Enclosed meeting rooms or other collaborative spaces should have reduced occupancy by removing chairs in order to maintain proper distance

When employees are seated in a face-to-face manner, table surfaces—for example 36 inch (in) round or 48 in wide surfaces—can be used as distance indicators when the distance is less than 6 ft a staggered seating approach should be used

Consider indicating table widths to inform occupants

Whenever possible, doors to rooms should remain open to encourage air circulation.

Consider indicating path of travel and dedicating some doors to entry and some to exit.

Small Conference Rooms

Smaller meetings that may include a mix of in-office and remote employees

Ideal Size	100-120 sq. ft.
Occupancy	2-4 under normal circumstances; 1-2 with physical distancing
Furnishings	Table, chairs, whiteboard, wireless internet connection, outlet, monitor, connector, conference room speaker

Ideal Size	150-200 sq. ft.
Occupancy	6-8 under normal circumstances; 3-4 with physical distancing
Furnishings	Table, chairs, whiteboard, wireless internet connection, outlet, monitor, connector, conference room speaker

Medium Conference Rooms

Medium meetings that may include a mix of in-office and remote employees

Ideal Size	220-300 sq. ft.
Occupancy	10-12 under normal circumstances; 5-6 with physical distancing
Furnishings	Table, chairs, whiteboard, wireless internet connection, outlet, monitor, connector, conference room speaker

Large Conference Rooms

Larger meetings that may include a mix of in-office and remote employees

Ideal Size	350-400 sq. ft. or more
Occupancy	14-16 under normal circumstances; 6-10 with physical distancing
Furnishings	Table, chairs, whiteboard, wireless internet connection, outlet, monitor, connector, conference room speaker

Ideal Size	450-500 sq. ft. or more
Occupancy	16-18 under normal circumstances; 8-12 with physical distancing
Furnishings	Table, chairs, whiteboard, wireless internet connection, outlet, monitor, connector, conference room speaker

NOTE: The space standards above are for conference rooms for up to 20 people. Conference rooms for more than 20 people are considered specialized space and should be dealt with on a case-by-case basis. It may be noted that the area per person in a conference room for 20 people is greater than the area per person for some smaller groups of people. This occurs because a “square donut” configuration appropriate for larger groups requires increased area per person.

Quiet Rooms

Allows for a quiet place to have phone conversations or simply focus on individual work. Perfectly spaced for a single person to set up their ambiance and work comfortably.

Ideal Size	25-50 sq. ft.
Occupancy	1-2 under normal circumstances; 1 person with physical distancing
Furnishings	These spaces can be either custom built or pre-fabricated to includde bench or chair and table, whiteboard, outlets, wireless internet

SPACE CONSIDERATIONS

The amount and frequency of traffic must be considered in the passageway in order to determine the available space in the control room that will permit to efficiently configure the layout for consoles. Here's an example of traffic guidelines:

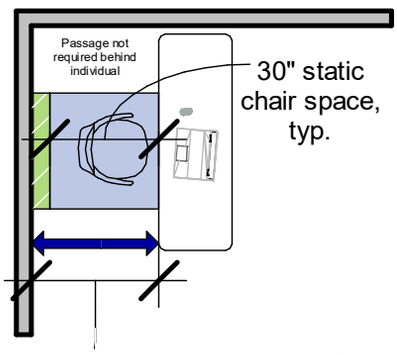
Zero Traffic: no traffic, no person requires passage behind or between workstations.

Low Traffic: two to three staff require passage to access their personal workstation, only these staff require access, and no other staff needs access (low numbers, low occurrence).

Moderate Traffic: staff require passage to access workstations, meeting rooms, file units, printers or any other furniture/equipment which is shared with staff other than those with workstations surrounding the passage.

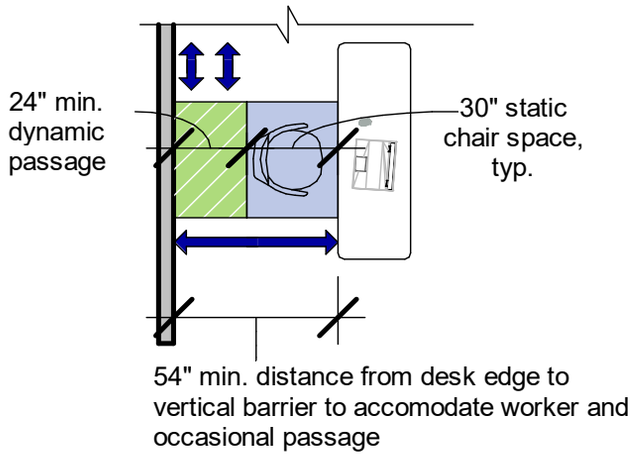
High Traffic: all (any) staff require passage to access various parts of the work environment.
Static chair space is the space allocated to the position of the chair and the worker while dedicated work is being performed on computer equipment.

The space considerations can be used as guidelines in determine furniture layouts in space planning of the office. The greater the distance in traffic width, ideally six, is most desirable for physical distancing.



Workstation is isolated. There are no reasons for other personnel to pass behind the worker. There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position.

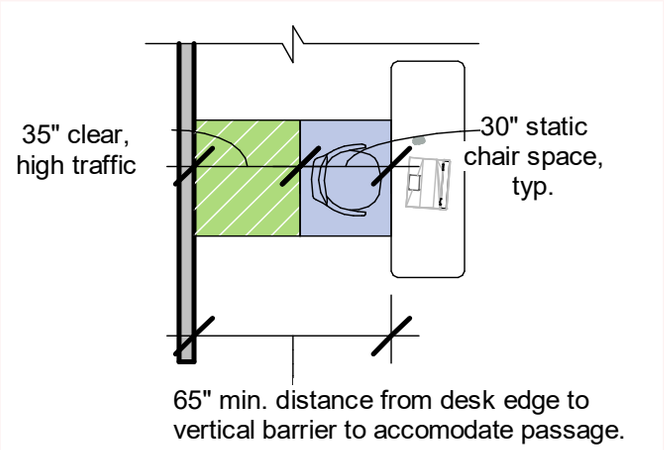
FIGURE ONE



Workstation is adjacent to other workstations where two to three personnel require passage behind the seated worker on an occasional basis. Access may be one-sided or two-sided, however if two-sided then an alternative corridor must be provided to avoid use of this passage by other personnel (e.g.: one-sided access would be an enclosed cubicle; two-sided access might be a bank of three desks with access from either side). Only personnel working at adjacent stations require passage, no other traffic is supported. Low occurrence and low number of personnel. There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position.

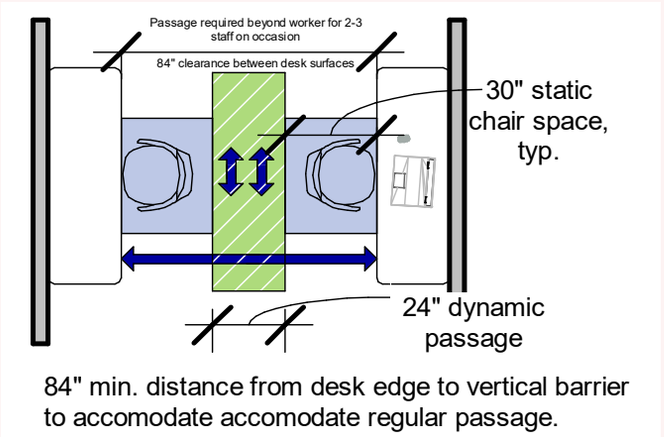
FIGURE TWO

SPACE CONSIDERATIONS



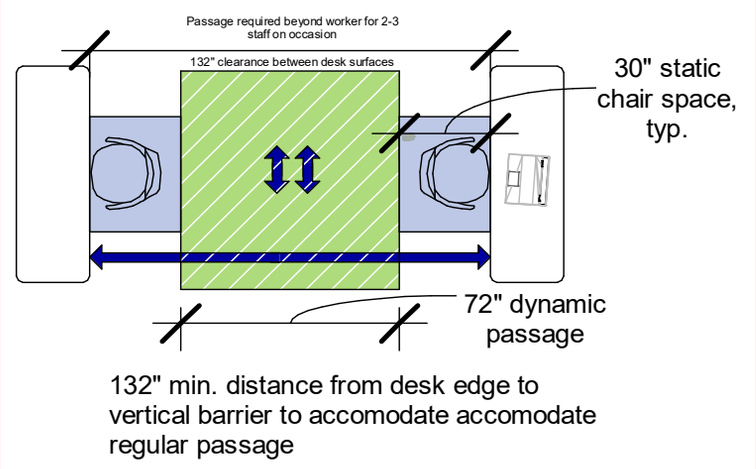
Workstation backs on to a corridor used by any personnel as regular passage to access various parts of the work environment. The corridor meets the definition for a subsidiary aisle for this dimension. If it is a primary aisle, the passage width must be 43.4” not 35”. There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position.

FIGURE THREE



Workstation backs on to a corridor used by any personnel as regular passage to access various parts of the work environment. The corridor meets the definition for a subsidiary aisle for this dimension. If it is a primary aisle, the passage width must be 43.4” not 35”. There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position.

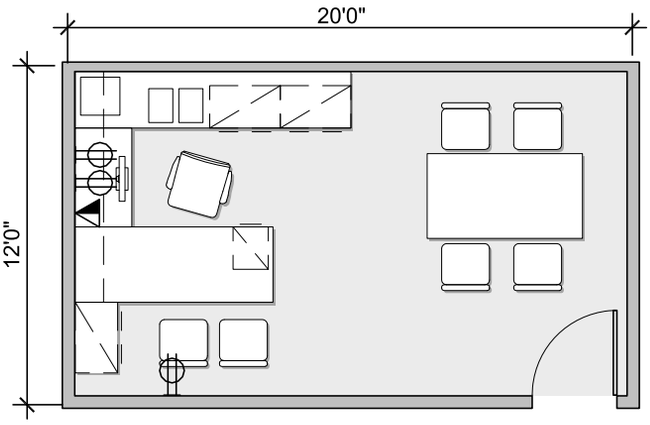
FIGURE FOUR



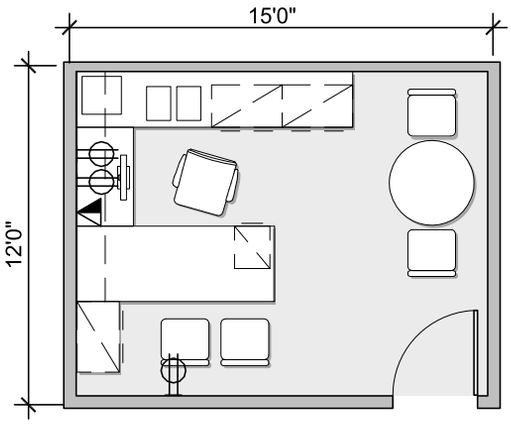
Workstation backs on to a corridor used by any personnel as regular passage to access various parts of the work environment. The corridor meets the definition for a subsidiary aisle for this dimension. If it is a primary aisle, the passage width must be 43.4” not 35”. There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position. This is most desirable to conform with physical distancing.

FIGURE FIVE

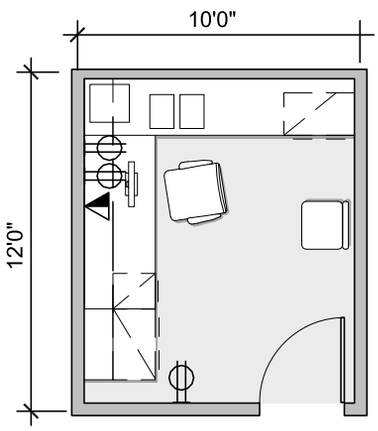
ENCLOSED OFFICE TYPE A - D



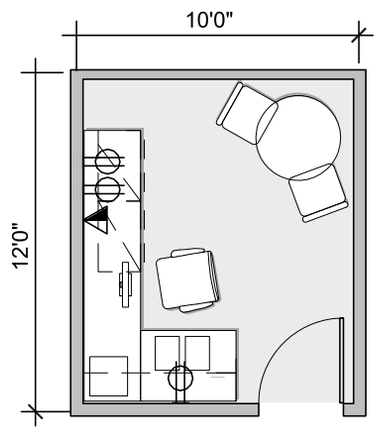
TYPE A
240 SF



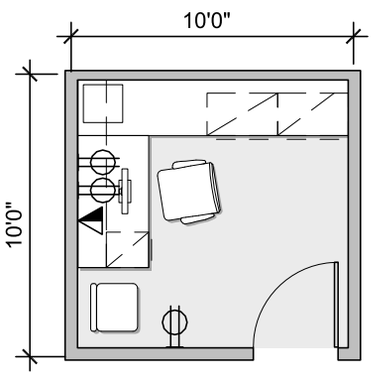
TYPE B
175 SF



TYPE C
120 SF



TYPE C
120–150 SF
(120 SF SHOWN)



TYPE D
100 SF

BENCHMARK

Space standards illustrations are diagrammatic: project specific furniture and equipment requirements should take precedence.

FURNITURE CONSIDERATIONS - ENCLOSED

A 10’-0” x 12’-0” (120 SF)

A 10’-0” x 12’-0” (120 SF)

FEATURE ONE

B 10’-0” x 12’-0” (120 SF)

B 10’-0” x 12’-0” (120 SF)

FEATURE TWO

FEATURE ONE + FEATURE TWO

A panel-based workstation provides the shielding and boundary to make users feel safe and supported. Sarto Screens provide shielding at a higher level, while flexible, lightweight screens are easily moved to allow the workstation to open up for collaboration.

DIVISION

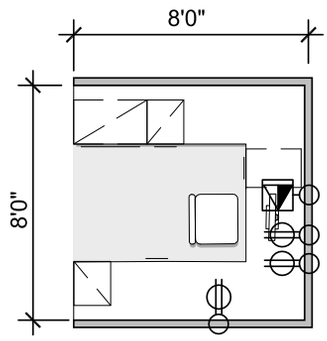
ACCESSIBILITY + INCLUSIVITY

PROXIMITY

SANITATION

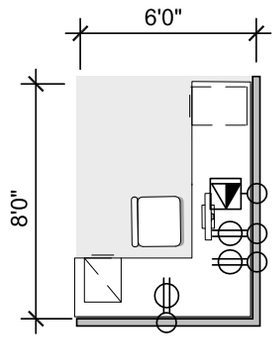
FLEXIBILITY+ MOBILITY

OPEN PLAN WORKSTATIONS D - F



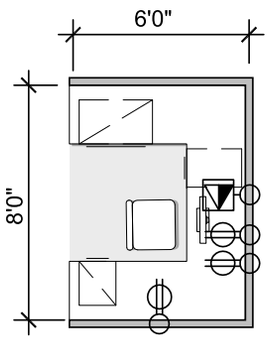
TYPE E

64 SF



TYPE F

48 SF



TYPE F

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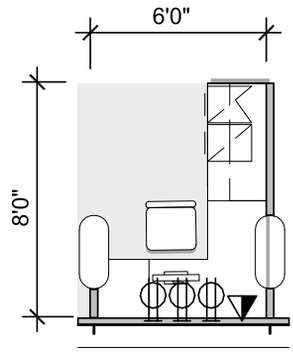

TYPE F

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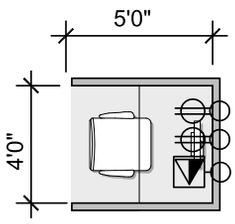


TYPE F

(20 shown)

BENCHMARK

Space standards illustrations are diagrammatic: project specific furniture and equipment requirements should take precedence.

FURNITURE CONSIDERATIONS - OPEN

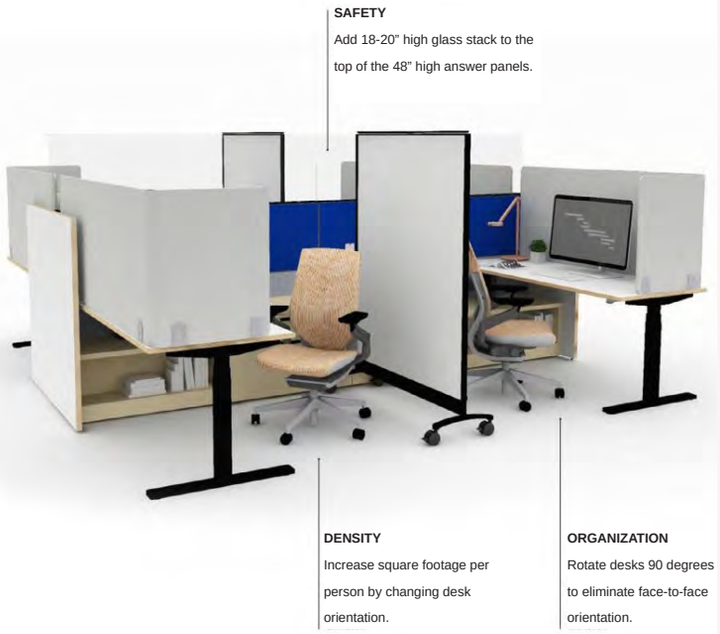


FIGURE ONE

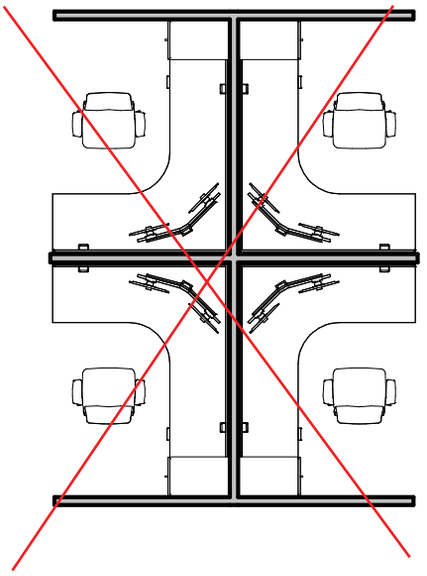


FIGURE TWO

FEATURE ONE

The cubicle square footage estimates provided are prevailing standard for an atypical allocation per staff position. These estimates can be individually adjusted in adherence with management standards.

Key principles can be achieved by either retrofitting, re-configuring, and/or upgrading furniture solutions. Feature one is an example of how new work-settings can meet health and safety requirements.

FIGURE TWO

Face-to-face seating is discouraged; staggered seating can also remedy this problem. Many workstation configurations will not allow proper distance between adjacent occupants. Even in a large traditional cubicle layout such as is show in Figure Two, 6 feet of separation between occupants cannot always be met. It is important to note that at this time, there is no evidence that partitions provide sufficient safety between occupants, and should not be the first line of defense.

LAYOUT CONSIDERATIONS - OPEN

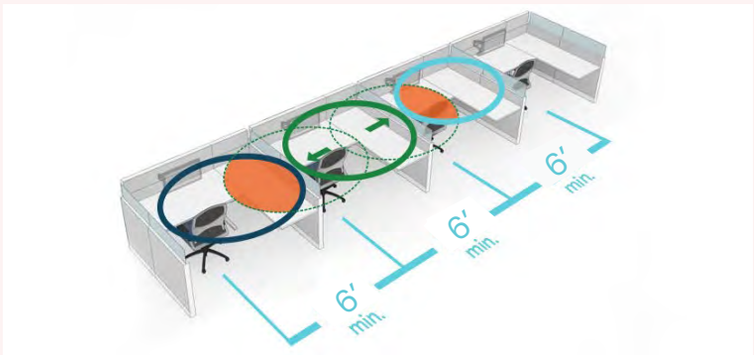


FIGURE ONE

The more flexibility an occupancy strategy provides, the more it will ensure that staggered seating can be easily implemented, which will maximize workspace use and leave very few unavailable for use.
The occupancy strategy should also include direction on the use of enclosed spaces, open collaborative areas, and circulation patterns.

FIGURE TWO

Examine current workstation layout to measure all possible distances between occupants. As shown in Figures One, 6 foot distance color-coded circles around the blue, green and turquoise occupants overlap as they move their chairs around the workstation or as they enter and exit the workspace, making it impossible to maintain the 2 m physical distance between workstation occupants.

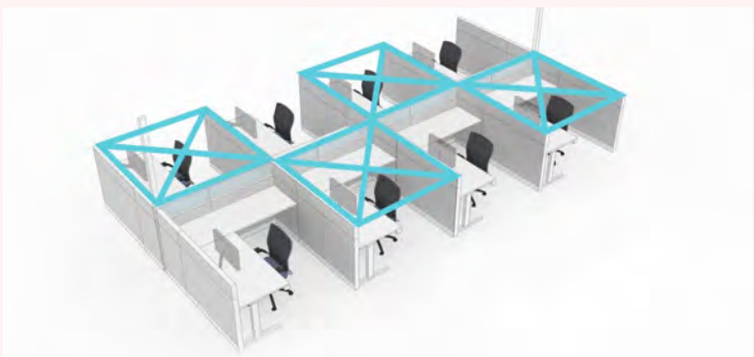


FIGURE THREE

If workstations don't have the minimum spacing of 6 feet between occupants at any point in their workspace, then a staggered seating plan is recommended. The diagram indicates the optimal way to create distance by removing every other workstation from the arrangement.

FIGURE FOUR

The more flexibility an occupancy strategy provides, the more it will ensure that staggered seating can be easily implemented, which will maximize workspace use and leave very few unavailable for use.
The occupancy strategy should also include direction on the use of enclosed spaces, open collaborative areas, and circulation patterns.

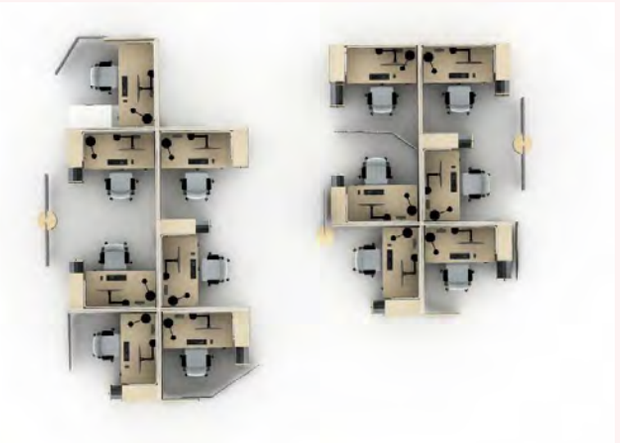
LAYOUT CONSIDERATIONS - OPEN

A 6’-0” x 6’-0” (36 SF)

FEATURE ONE

B 6’-0” x 8’-0” (48 SF)

FEATURE TWO



FEATURE ONE + FEATURE TWO

When in the office, teammates can choose their location and level of privacy with the use of lightweight screens, while still having access to full amenities such a storage and respite zones that can also allow for a private 1:1 meeting with co-workers.

DIVISION

ACCESSIBILITY + INCLUSIVITY

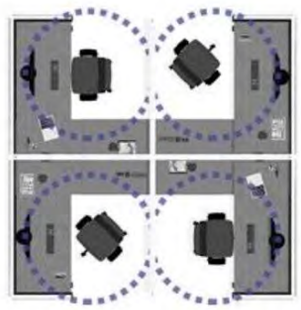
PROXIMITY

FLEXIBILITY+ MOBILITY

FURNITURE CONSIDERATIONS - OPEN

C 8’-0” x 8’-0” (64 SF)

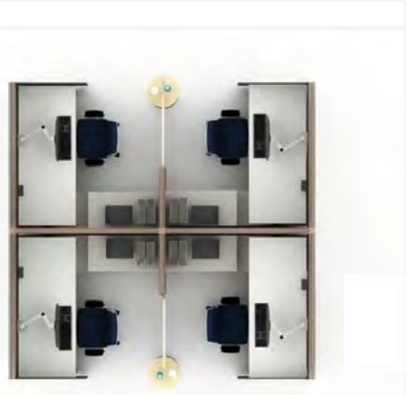
FEATURE THREE



FOOTPRINT: 195 S.F.

C 8’-0” x 8’-0” (64 SF)

FEATURE FOUR



FEATURE THREE + FEATURE FOUR

A panel-based workstation provides the shielding and boundary to make users feel safe and supported. Sarto Screens provide shielding at a higher level, while flexible, lightweight screens are easily moved to allow the workstation to open up for collaboration.

DIVISION

ACCESSIBILITY + INCLUSIVITY

PROXIMITY

SANITATION

FLEXIBILITY+ MOBILITY

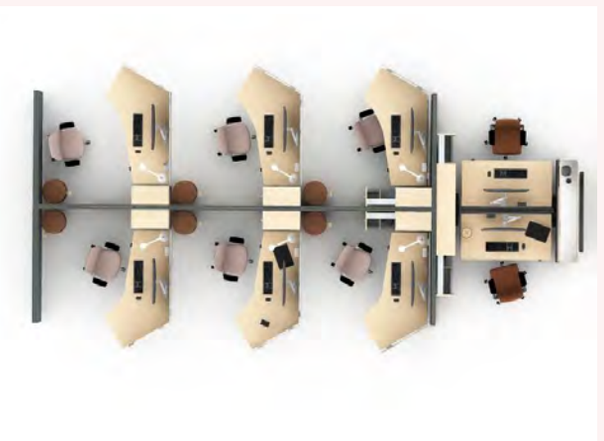
FURNITURE CONSIDERATIONS - OPEN

A 10’-0” x 12’-0” (120 SF)

B 5’-0” x 5’-0” (25 SF)

FEATURE FIVE

C 4’-0” wide desk



FEATURE SIX

FEATURE ONE + FEATURE TWO

Storage acts as a boundary between users, while providing a place to store personal belongings and cleaning supplies. A freestanding screen creates shielding from circulation paths as needed, while also providing a place impromptu collaboration. Desk-Mounted screens are lightweight, easy to move, and can be temporarily used for boundary between users when needed.

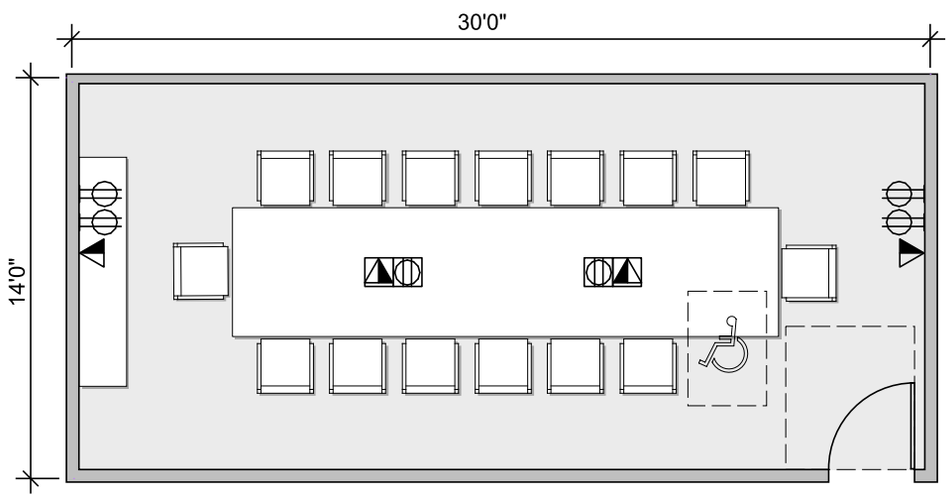
DIVISION

ACCESSIBILITY + INCLUSIVITY

PROXIMITY

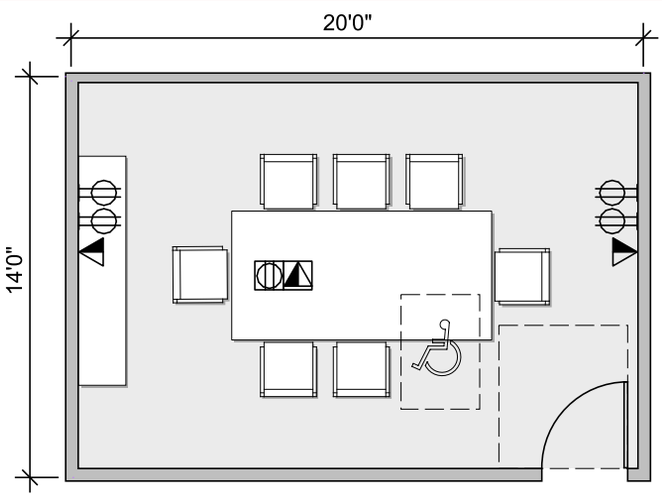
FLEXIBILITY+ MOBILITY

ENCLOSED CONFERENCE TYPES



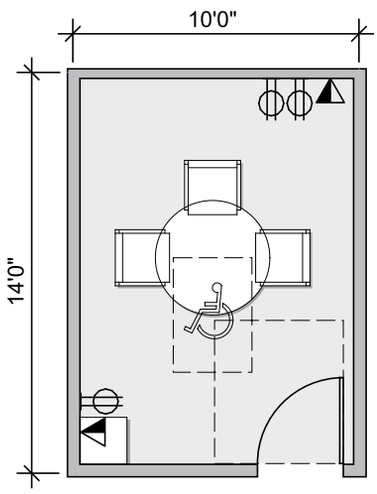
LARGE CONFERENCE ROOM

420 SF



MEDIUM CONFERENCE ROOM

280 SF



SMALL CONFERENCE ROOM

140 SF

BENCHMARK

Space standards illustrations are diagrammatic: project specific furniture and equipment requirements should take precedence.

FURNITURE CONSIDERATIONS - CONFERENCE

FIGURE ONE

Given that workplace occupancy will most likely be reduced, meeting room and collaborative spaces may not require as much use. Nonetheless, minor changes can be made to maximize their use and safety at this time.

Enclosed meeting rooms or other collaborative spaces should have reduced occupancy by removing chairs in order to maintain proper distance.

- When employees are seated in a face-to-face manner, table surfaces—for example 36 inch (in) round or 48 in wide surfaces—can be used as distance indicators.
- When the distance is less 6 ft a staggered seating approach should be used.
- Consider indicating table widths to inform occupants.
- Whenever possible, doors to rooms should remain open to encourage air circulation.
- Consider indicating path of travel and dedicating some doors to entry and some to exit.

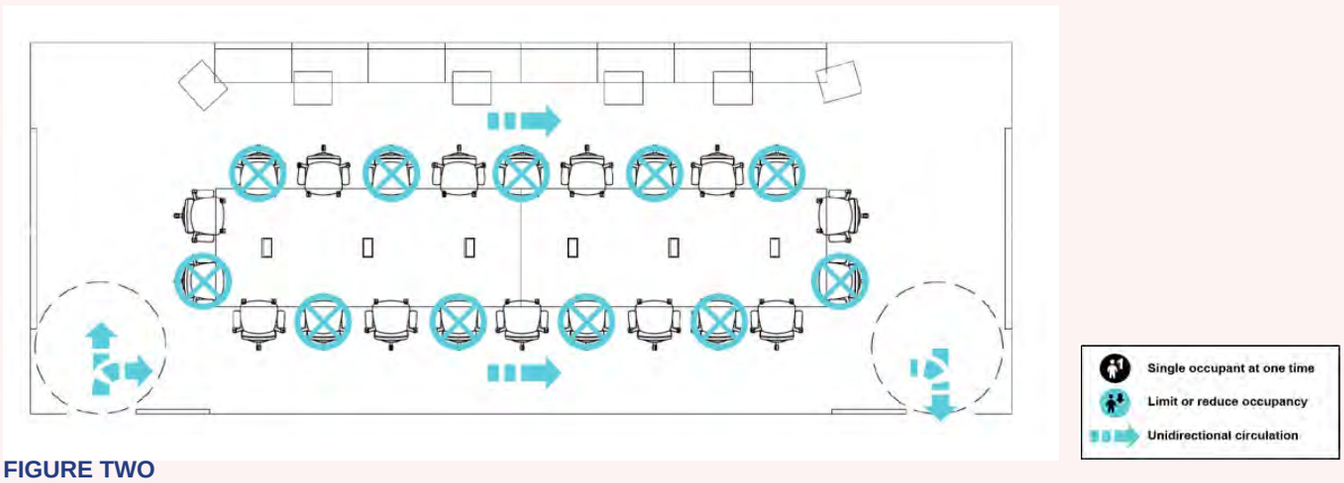


FIGURE TWO

Open collaborative areas should ensure proper distance between seats. This may mean the removal of seats as necessary.

FURNITURE CONSIDERATIONS - CONFERENCE

A accommodates 18 users

B accommodates 16 users

FEATURE ONE - Learning Conference Setting

A accommodates 12-16 users

B accommodates 12-16 users

FEATURE TWO - Flexible Conference Room Setting

FEATURE ONE + FEATURE TWO

This learning conference is designed with flexibility and emphasis on the virtual participants in mind. Many of the furniture components can be shifted by users on an on-demand basis as required. The tiered seating approach allows for everyone to get a clear view of the content and instructor, while virtual participants can join in with two different camera views into the space.

DIVISION

ACCESSIBILITY + INCLUSIVITY

PROXIMITY

SANITATION

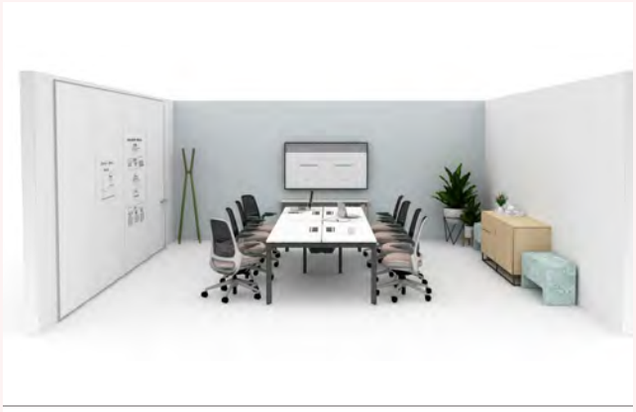
FLEXIBILITY+ MOBILITY

FURNITURE CONSIDERATIONS - CONFERENCE

A accommodates 3-5 users

B accommodates 4-6 users

FEATURE ONE - Small Conference



A accommodates 8-10 users

B accommodates 8-10 users

FEATURE TWO - Medium Conference

FEATURE ONE + FEATURE TWO

This enclosed collaborative spaces allows for furniture to be easily reconfigured when conditions allow. Ample markerboard space and multiple monitors support mixed presence meetings

DIVISION

ACCESSIBILITY + INCLUSIVITY

PROXIMITY

SANITATION

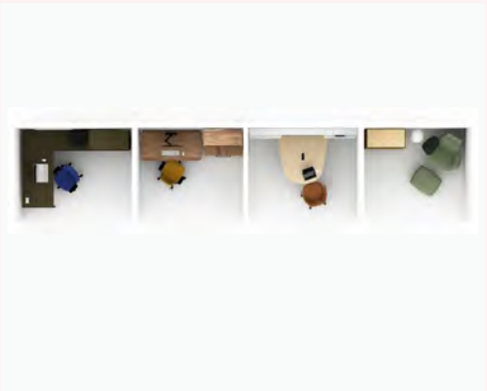
FLEXIBILITY+ MOBILITY

FURNITURE CONSIDERATIONS - TOUCH DOWN

FEATURE ONE

FOOTPRINT: 195 S.F. PER SPACE

FEATURE TWO



FOOTPRINT: 100 S.F PER WORKSTATION

FEATURE ONE + FEATURE TWO

Configuration of desks with guest seating avoids face-to-face orientation. Protectional barriers on desks provides division from guests. Touch down workspaces allows for flexibility in the case that one may not feel safe in their current space. These flexible workspaces can help alleviate density.

DIVISION

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PROXIMITY

FLEXIBILITY+ MOBILITY

FURNITURE CONSIDERATIONS - COLLABORATION

FEATURE ONE

FOOTPRINT: 250 S.F.

FEATURE TWO

FOOTPRINT: 400 S.F OVERALL

FEATURE ONE + FEATURE TWO

This dynamic space can easily convert for various uses. Project teams are supported with on-demand generative work sessions and/or quick team huddles. This space can be used for quick gatherings, for hosting webinars or client presentations. Both wall and mobile technology allows you to choose what works best for the moment.

DIVISION

ACCESSIBILITY + INCLUSIVITY

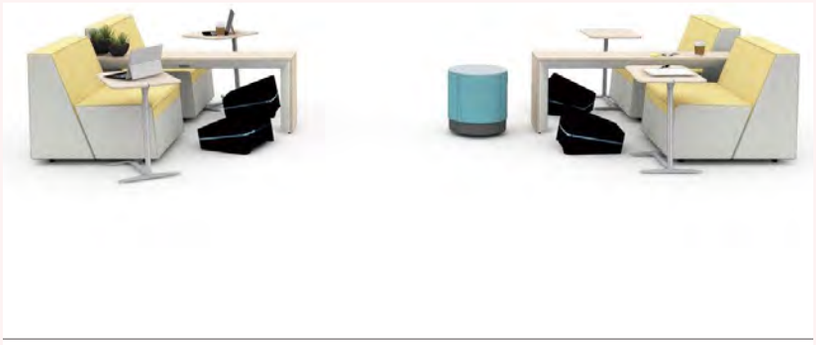
PROXIMITY

FLEXIBILITY+ MOBILITY

GATHERING

SANITATION

FURNITURE CONSIDERATIONS - TOUCH DOWN



A accommodates 5 users

FEATURE ONE - Collaborative Lounge

FEATURE ONE + FEATURE TWO

Configuration of desks with guest seating avoids face-to-face orientation. Protectional barriers on desks provides division from guests. Touch down workspaces allows for flexibility in the case that one may not feel safe in their current space. These flexible workspaces can help alleviate density.

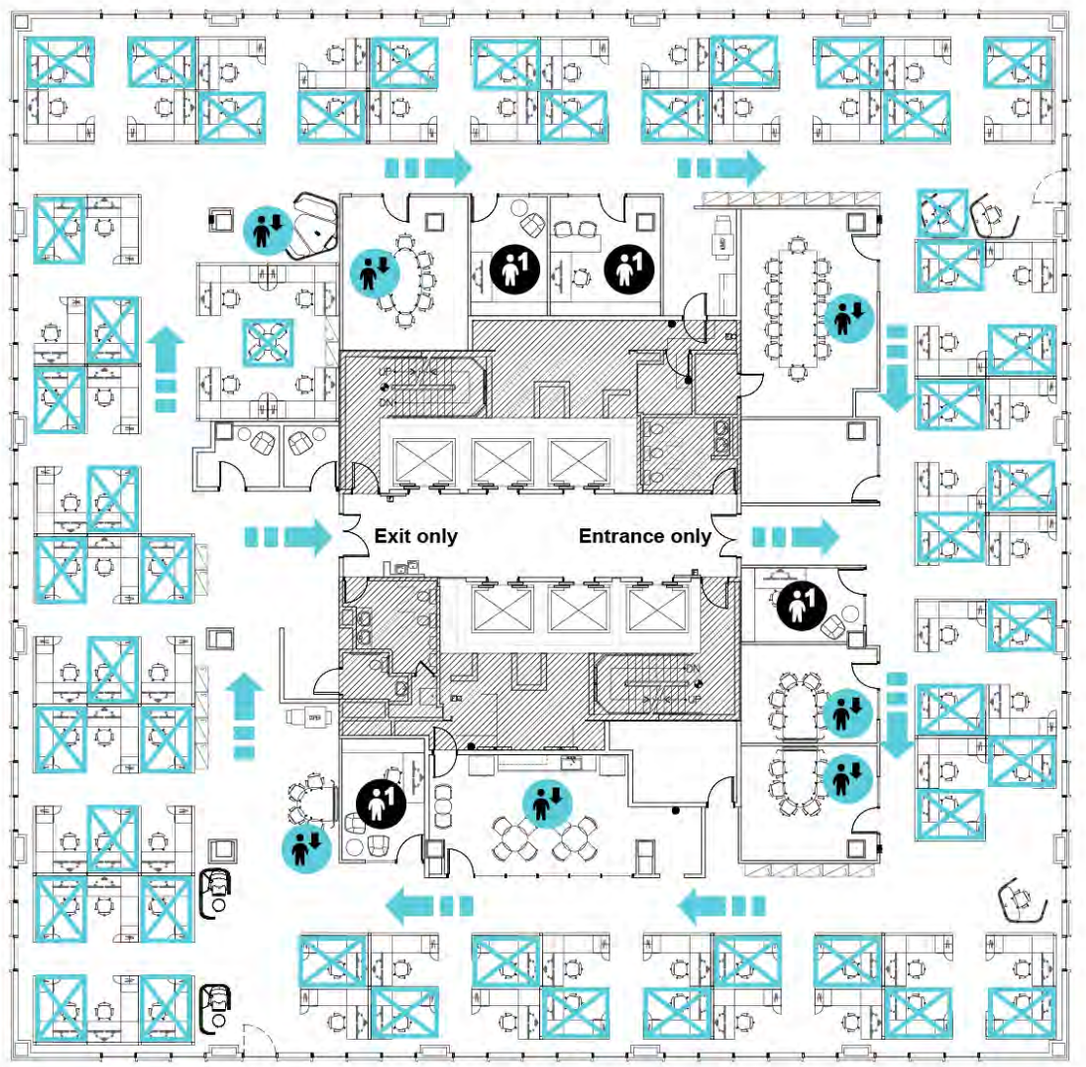
DIVISION

ACCESSIBILITY + INCLUSIVITY

PROXIMITY

FLEXIBILITY+ MOBILITY

Floor Plan Considerations - Example



Due to the width of circulation areas in most office environments, unidirectional circulation patterns for corridors throughout offices and workstations should be considered where possible.

- The restriction of movement will assist with maintaining physical distance and limiting the poten tial spread of germs.
- Marking floors and providing adequate signage to reinforce the practice is recommended.
- Spaces outside meeting rooms could be marked for those waiting to enter, leaving adequate distance for people exiting and avoiding congestion points
- Consider conducting a scan of circulation areas and flows; this will help to disencumber path ways and limit potential for bottlenecks
- Any modifications to circulation widths or patterns should be done with consideration for acces sibility requirements
- The following floor plan provides an example of a staggered seating strategy across an entire floor. It indicates which workpoints shouldn’t be used, modifications to use of enclosed rooms, and how to circulate in 1 direction (as much as possible) on the floor.

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