



# MEMORANDUM

---

“...meeting community needs...enhancing quality of life.”

TO: City of Appleton Finance Committee  
FROM: Director Homan, Community and Economic Development, Olivia Galyon,  
Community Development Specialist  
DATE: January 22, 2024  
RE: American Rescue Plan Act (ARPA) Project Funding Update

---

## **Background:**

The American Rescue Plan Act became law in March 2021 and provided over \$360 billion for states, counties, cities, territories, and Tribal governments across the United States. The City of Appleton received an ARPA award of \$14,891,841, of which \$8,000,000 was set aside for internal and external programmatic areas of focus.

The U.S. Treasury Department issued ARPA guidance that established acceptable expenditures and a timeline for obligating and spending ARPA funding. ARPA dollars must be obligated by December 31, 2024, and spent by December 31, 2026, for most projects. The U.S. Treasury created broad expenditure categories for recipients to adhere to when spending ARPA funding. The eligible use categories, as issued in Treasury’s 2023 Interim Final Rule included: Support Public Health Response; Expand Public Sector Capacity; Water, Sewer, and Broadband Infrastructure; Address Negative Economic Impacts; Premium Pay for Essential Workers; Replace Lost Public Sector Revenue; Emergency Relief from Natural Disasters; Surface Transportation Infrastructure; and Title 1 CDBG Projects.

The Appleton Common Council designated six categories of projects to address community needs when allocating the available \$8 million set aside for programmatic areas of focus. City staff is responsible for identifying potential projects that may fit within these project categories. The categories created by Common Council include:

- Arts, Culture, and Educational Institutions (\$500,000)
- Community Wellness, Mental Health, and Violence Prevention (\$1,000,000)
- Social Infrastructure, Belonging, and Neighborhood Resiliency (\$1,000,000)
- Local Economic Recovery (\$1,000,000)
- Affordable Housing and Housing Support (\$3,000,000)
- Early Childhood Development, Child Care, and Families (\$1,500,000).

City of Appleton contracted with Booth Management Consulting (BMC) to administer the City’s ARPA funding, including review of potential projects, drafting grantee agreements, monitoring

performance, and providing technical assistance to CoA staff. All potential projects are required to be submitted to BMC for evaluation of eligibility and potential risk. This evaluation also determines whether the grantee is a subrecipient or beneficiary. Subrecipient organizations have more stringent reporting requirements than beneficiaries. The City is pursuing a variety of internal projects with departments functioning as subrecipients, as well as external projects with both subrecipients and beneficiaries. At this time, BMC has reviewed 8 projects and determined eligibility and risk level for each project.

**Next Steps:**

At this time, the City of Appleton has identified 13 potential ARPA projects related to the programmatic focus areas. These projects are in varying phases, with three projects in the scoping stage, two external grant opportunities being designed by BMC, and eight projects deemed eligible by BMC. Staff in Community and Economic Development are working closely with department leads and external partners to scope potential projects and are working with BMC to create official agreements and obligate funds in a timely manner. Some projects may require an RFP process to be followed for contractors and consulting agencies, at which point the projects will be brought to Common Council for approval to go out for RFPs. Additionally, CEDD staff are working with BMC representatives to create an external grant program for remaining allocations in the following categories: Community Wellness, Mental Health, and Violence Prevention and Early Childhood Development, Childcare, and Families.

**Exhibit 1: Project/Program Development & Implementation Process**

## ARPA Development and Implementation Steps



**Exhibit 2: Projects Approaching Implementation**

City of Appleton ARPA Project Funding				
City Projects				
Project Name	Project Category	Funded Amount	Lead Department	Next Steps
CPTED Crime Prevention Training and Programming	Community Wellness, Mental Health, and Violence Prevention	\$40,000	Police Department	<u>Step 5</u> Execute contract
Integration of Neighborhood Watch Programming with Registered Neighborhood Program	Social Infrastructure, Belonging, and Neighborhood Resiliency; & Community Wellness, Mental Health, and Violence Prevention	\$50,000	Police Department & Community & Economic Development	<u>Step 4 &amp; 5</u> Release RFP, execute contracts
Traffic Signal Control Safety Enhancements	Community Wellness, Mental Health, and Violence Prevention	\$360,000	Department of Public Works	<u>Step 5</u> Execute contract
Comprehensive Plan Updates – Sub-area Plans	Social Infrastructure, Belonging, and Neighborhood Resiliency	\$350-400K	Community and Economic Development	<u>Step 4 &amp; 5</u> Release RFP, execute contracts
Mixed Use Transit Center	Affordable Housing and Housing Support	\$1,800,000	Valley Transit	<u>Step 5</u> Contract execution pending grant decision from DOT
External Projects				
Project Name	Project Category	Funded Amount	External Partner	Next Steps
Thompson Center on Lourdes	Arts, Culture, and Educational Institutions; Social Infrastructure, Belonging, and Neighborhood Resiliency	\$1,000,000 (\$500,000 from each category)	Thompson Center on Lourdes (TCOL)	<u>Step 5</u> Execute contract

Rise Apartments	Affordable Housing and Housing Support	\$1,000,000	Preservation Housing Partners	<u>Step 6</u> Project under construction, Quarterly reporting requirements
Distributed Site Affordable Housing	Affordable Housing and Housing Support	\$200,000	Habitat for Humanity	<u>Step 5</u> Execute contract

**Exhibit 3: Projects in Development Phase**

<b>City of Appleton ARPA Project Funding</b>				
City Projects				
Project Name	Project Category	Funding Estimate	Lead Department	Next Steps
Neighborhood Leadership Academy / Asset Based Community Development Training	Social Infrastructure, Belonging, and Neighborhood Resiliency	\$100-150K	Community and Economic Development	<u>Step 3</u> BMC eligibility review
APD Basic Needs Team Space Remodel	Community Wellness, Mental Health, and Violence Prevention	~\$50-100K	APD/PRFM/PH	<u>Step 3</u> BMC eligibility review
Local Tourism Recovery	Local Economic Recovery	\$1,000,000	Community and Economic Development	<u>Step 1 &amp; 2</u> Project ID & Scope refinement
Open Non-Profit Grant Opportunity: Early Childhood Development, Childcare, and Families*	Early Childhood Development, Childcare, and Families	\$1,500,000	Community and Economic Development	<u>Step 3</u> Collaboration with BMC to finalize program design
Open Non-Profit Grant Opportunity: Community Wellness, Mental Health, and Violence Prevention*	Community Wellness, Mental Health, and Violence Prevention	\$500,000	Community and Economic Development	<u>Step 3</u> Collaboration with BMC to finalize program design

\*Note: Total available for external grants will be determined after city-led projects are substantially scoped, bid/procured.