



MEMORANDUM

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

TO: City of Appleton Finance Committee
FROM: Kara Homan, AICP, Director, Community and Economic Development
Olivia Galyon, Community Development Specialist
DATE: March 25, 2024
RE: American Rescue Plan Act (ARPA) Memorandum of Understanding Agreements

Background:

The American Rescue Plan Act (ARPA), passed in March 2021, provided the City of Appleton with \$14,891,841 for projects related to recovery from the COVID-19 pandemic. Appleton’s Common Council set aside \$8,000,000 for internal and external programmatic areas of focus. The remainder was reserved for revenue recovery to supplement decreased tax revenue. City staff is responsible for identifying and recommending potential projects within the programmatic areas of focus. Common Council designated the following categories and allocation amounts for the available \$8,000,000:

- 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).

ARPA dollars must be obligated by December 31, 2024, and spent by December 31, 2026. The City has contracted with Booth Management and Consulting to oversee the administration of ARPA funding, including assistance in identifying and qualifying projects for eligibility and risk assessment. City staff has worked with BMC to identify and qualify multiple projects, both internal and external, that are eligible uses of ARPA funds. Funds are then obligated through a formal contract between the City and the project partners.

For internal department projects, a Memorandum of Understanding (MOU) agreement between the City and the department carrying out the project constitutes the obligation of funds to a project. Projects requiring an RFP for services over \$25,000 will be brought before Common Council again prior to the contracts being awarded (post bid or RFP). There are eight projects in progress that are ready for or approaching the obligation phase and will require MOU approval by Common Council to be considered obligated. Exhibit 1 outlines the current projects that require MOU approval to continue implementation.

Staff **recommend approval** for common council to authorize execution of MOUs for the projects outlined in Exhibit 1, and thus “obligating” funds per ARPA regulations.

Exhibit 1: Projects requiring MOU Agreement for Implementation

City of Appleton ARPA Internal Department Projects				
Project Name	Project Category	Funded Amount	Lead Department	Brief Project Description
Safe and Secure Cities Program	Community Wellness, Mental Health, and Violence Prevention	\$40,000	Police Department	Multiple methods of community engagement and outreach including community mural creation in collaboration with a local artist and youth, targeted outreach and educational workshops on crime prevention, partnership with local businesses and non-profit organizations, and community events for informal engagement opportunities.
Neighborhood Watch Programming Integration	Community Wellness, Mental Health, and Violence Prevention	\$50,000	Police Department, Community & Economic Development	Integrate APD’s existing Neighborhood Watch programming with the City’s Neighborhood Program, to increase education on safety efforts and align branding and marketing between the programs and to City’s new branding standards.
APD Basic Needs Team Space Remodel	Community Wellness, Mental Health, and Violence Prevention	\$50,000	APD/PRFM/PH	Add two individual offices within the Police Department for members of the Basic Needs Team, who require space to privately meet with clients in crisis.
Traffic Signal Control Safety Enhancements	Community Wellness, Mental Health, and Violence Prevention	\$360,000	Department of Public Works	Replace existing traffic control signal hardware and software at 80 intersections. This will increase reliability, functionality, and safety on the roadways.
Downtown Lighting Enhancements	Local Economic Recovery	\$15,000	Department of Public Works, APD	Upgrades and additions of street lighting on 100N and 100S blocks of Walnut Street to improve safety conditions at night and deter crime.
Comprehensive Plan Updates & Sub-area	Social Infrastructure, Belonging, and	\$400,000	Community and Economic Development	Provide updated data and goals and vision sections within Comp Plan; Create a vision for development and future improvements in multiple commercial sub-

Planning	Neighborhood Resiliency			area nodes that are high traffic but experience less investment compared to Downtown.
Neighborhood Leadership Academy	Social Infrastructure, Belonging, and Neighborhood Resiliency	\$100,000	Community and Economic Development	Educational and organizing opportunity for neighborhood leaders on increasing effectiveness of a neighborhood organization, developing organizational and project management skills, and identifying aspects of Asset Based Community Development (ABCD) in their neighborhoods.
Appleton Transit Center Renovation	Affordable Housing and Housing Support	\$1,800,000	Valley Transit	Supplement Valley Transit's RAISE grant (awaiting decision) to update the existing Valley Transit Center in downtown Appleton; expect for private developer to create multi-family housing above the Transit Center once renovations are completed.