# INSTRUCTIONS FOR ARPA PROJECT REQUEST

This guide will help you complete the ARPA Project Request Form.

## GUIDELINES FOR COMPLETING EACH SECTION

- ☐ **Project Name:** Choose a name that accurately on concisely describes the requested project
- ☐ **Project Sponsor:** Who is requesting this project? Indicate which Council member or City department is requesting this project.
- ☐ **Project Category:** Which category of allowable use of ARPA funds would this project fall under? See attached "US Dept. of Treasury Guidance on Allowable Use of ARPA" to determine the most appropriate category.
- ☐ **Requested Funding Amount:** Include the total amount of ARPA funds being requested.
- ☐ **Primary Responsible Agency:** Who will take the lead on the project? A City department? A community organization? If more than one agency, indicate who will be the primary agency responsible for managing and completing the project.
- ☐ **Existing Project or New Project:** Is there already a program or project in existence? Or is this a brand new initiative?
- ☐ **Description:** Provide as much detail as possible on what the project is, how it will be carried out, what the requested funding would pay for, and who would benefit from this project
- ☐ **Purpose:** Here you can highlight what issue or challenge this project would address, and what you hope to accomplish through this project.
- ☐ **In a Qualified Census Tract:** A Qualified Census Tract (QCT) is any census tract (or equivalent geographic area defined by the Census Bureau) in which at least 50% of households have an income less than 60% of the Area Median Gross Income (AMGI). This link allows you to search addresses to determine whether a location is within a QCT. Projects that take place within a QCT or primarily benefit residents who reside within QCT's will be viewed more favorably than those that do not.
- ☐ **Estimated Project Timeline:** Is this a one-time project with a clear end-date? Once funding has been awarded, how long would it take to complete the project and all requested funds are expended? Projects that are one-time in nature will be viewed more favorably than projects with an expectation of continued funding. Projects that will have all ARPA funding under contract by December 31, 2024 and all ARPA funding spent by December 31, 2026 will be viewed more favorably than projects that may have difficulties meeting the deadline.
- ☐ **Equity Impact:** Highlight what if any effect this project would have on measures of equity and inequity. Which specific measures on inequity would this project address? Projects that can measurably improve equity in the City of Milwaukee will be viewed more favorably than those that do not.
- ☐ **Performance Measures:** Output measures include any quantifiable metrics that convey the scale of the project (i.e. number of homes to be rehabilitated). Outcome measures will quantify the extent to which the project achieves its goals (i.e. increased resident perception of safety in an area).