

ARPA Update

Additional Public Input Plan

ARPA Management for the City of Urbana

Draft timeline, October 2021

Key Dates	5/2021	First round funds dispersed
	9/2021	CCRPC contract executed
	5/2022	Second round funds dispersed
	12/2024	Deadline to commit funds
	12/2026	Deadline to expend funds
	3/2027	Final reporting due

Fall 2021 – Spring 2022

Background Research and Synthesis of Priorities

- Learn ARPA regulations
- Compile and summarize existing City priorities according to ARPA framework (incl. plans, budgets, public input)
- Identify gaps in current services and funding (local, state, federal) related to existing priorities
- Work with City to collect additional input from Urbana residents to develop and refine priorities for ARPA funding
- Set up website for ongoing ARPA documentation
- Work with City to finalize priorities eligible for ARPA funding

Spring 2022 – Fall 2022

Develop Concept Plan

- Develop overall strategy and goals consistent with identified goals and federal guidance
- Define metrics to measure progress toward goals and evaluate applications for funding
- Draft a Concept Plan that will serve as a comprehensive guide to the City's ARPA strategy, goals, and application process
- Finalize the Concept Plan with the City

Fall 2022 – Spring 2027

Implement Plan

- Outreach, education, and applicant recruitment
- Create and maintain online application forms
- Work with applicants to complete/refine/improve applications
- Work with City to process applications and identify opportunities to leverage additional resources
- Work with City to develop and document award selection process
- Create and maintain reporting forms for grantees to document performance toward goals
- Work with grantees on ongoing performance reporting
- Fulfill ongoing reporting requirements of ARPA with Department of Treasury

City Council Participation

Significant City Council Meetings concerning ARPA funds

Council Meeting 1: Presentation to Council re existing priorities, service gaps, input. January 24th

Council Meeting 2: Presentation to Council re input and final priorities. **Date: Q2 2022**

- *As a follow up to Meeting 1, this meeting will present more or less the totality of input from Council and the public. Survey/New public Input will end early April*
- *This is the conclusion of the input phase and kickoff to the concept plan phase.*

Council Meeting 3: Concept Plan presented to council. **Date: Q3 2022**

- *This meeting will present the concept plan to council for approval and advancement to the soliciting proposals stage (implementation plan).*

Council Meeting(s) 4(+): Reviewing submittals. **Date: Q1 2023**

Urbana ARPA Outreach Outline

1. Survey (online and paper): March 14 – April 11 (4 weeks)
2. Public Input at Committee of the Whole and Council Meetings:
March 14, March 21, March 28, April 4
3. In-Person Meeting for Public Input: Week of April 4
4. Website for background information and ongoing documentation

Urbana ARPA Outreach Outline

	Physical Presence		Input Format		Time Flexibility		Minimum Technology Requirement
	In-Person	Virtual	Written	Verbal	On-Demand	Scheduled	
Online Survey		X	X		X		Internet Connected Device
Paper Survey	X		X		X (open hours)		None
Public Input at Council Meetings		X	X	X		X	Phone
In-Person Meeting for Public Input	X			X		X	None
Website		X	X		X		Internet Connected Device

Survey

- https://www.surveymonkey.com/r/Preview/?sm=iyB44YLKfoi4Si7tTFHCjes37QbCp_2Fm6OtzxaOKEREHKhWAocLEHskMVZuWDkQRH
 - ADA web compliant
 - Available in four languages: English, Spanish, French, Chinese
 - Live Date of the 14th
- Paper Survey
 - City Building
 - Library
 - Township

Listening Sessions

- 30 Minutes of Public Input at four meetings (March 14, March 21, March 28, and April 4), which could be extended by council vote
 - Introduction will recommend that people take the survey
 - Prompts (spoken and on agenda)
 - Given the 5 possible priorities for Use of ARPA funding, what is/are the most important?
 - What is/are the outcome(s) that you would like to see from the use of ARPA funds?
- Tentative: A Discussion Item on the Agenda for each one of these meetings for Council to discuss

In-Person Listening Session

- Short Introduction
- Public Input
 - Facilitated by City Staff
 - Time limited
 - Prompts
- Graphic Recording (not yet confirmed)
- Posters and Paper Surveys

Website

- <https://ccrpc.gitlab.io/urbana-arpa/>
- More pages will be added to the website as necessary (e.g. to document the Concept Plan, directions for applying for funding, reporting documentation, etc.)

Launch

- City website
- ARPA project website
- Social media
- Direct emails to share survey link and offer paper surveys
 - Neighborhood groups
 - USD 116 families/superintendent newsletter update?
 - Some churches?
 - Cunningham Township
 - Other local groups: PACE, Immigration Forum, food pantries, First Followers, etc