Welcome to Watertown Forward's 4th City Chat

Submitting ARPA Proposals: Q & A

Sunday, March 19th, 2023
6:30-8:00 p.m.

AGENDA

1. Welcome + Guidelines

2. ARPA: Review and Resources

3. Q & A

5. Closing Thoughts/ Stay in Touch

PROPOSAL CONTENT

1. **Applicant name**

2. **Contact person (if applicant is an organization)**

3. **Contact email address**

4. **Contact phone number**

5. **Project name**

6. **Amount of ARPA funds requested to run the project**

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7. Matching funds available for the project from other sources:
    a. Source of funds
    a. Amount
    b. Are funds guaranteed or if not, likelihood

8. Other sources of funds that could be used for the project other than ARPA funds:
    a. Source of funds
    b. Amount
    c. Are funds guaranteed or if not, likelihood

9. Minimum funds needed to make the project worth doing

10. Recommended project manager (i.e. City department, non-profit entity. Note that if a non-profit entity is proposed as project manager, they should submit the proposal.)

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11. A narrative description of the project.
(Could be a simple description of an idea recommended by a resident or a proposal submitted by a department or other entity).

If possible it should include:
   a. Detailed budget
   b. Timeline for the project: encumbrance of funds by December 31, 2024, start date, key milestones, how long will it take to execute, and expenditures of funds complete by December 31, 2026
   c. Any resources required in addition to the ARPA funding
   d. Metrics for success of the project
   e. Outputs / outcomes
   f. What will be the overall benefit (financial or otherwise) to Watertown residents
   g. How the project meets the City's ARPA proposal criteria (to be published on the city webpage)

ASSESSMENT CRITERIA

1. Practical

1. Can the project meet the deadlines for encumbrance no later than December 31, 2024 and expenditure in full by December 31, 2026?

2. Does the applicant demonstrate that they are qualified and have the capacity to execute the project?

ASSESSMENT CRITERIA

2. Benefits to the Residents

1. What number of residents are being served?

2. Does the project serve the most impacted residents?

3. Are the benefits long term and over what period?

3. Financial

1. Does the project leverage other sources of funding so we get more bang for our buck?

2. Is there a funding cliff and if so what is the plan to deal with it when it comes?

3. Does the project address the unintended impact of COVID on our City's ability to maintain the service levels expected?

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4. Strategic

1. Is the project aligned with our Comprehensive Plan and our Charter Preamble?

2. Are we ensuring a variety and a balance of spending across priorities and needs?

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INFORMATION MANAGEMENT PROCESS

1. **Proposals submitted on the City ARPA Webpage whenever possible; residents and organizations may also submit them by email or on paper if needed.**

2. **Users will enter all data elements other than the project narrative into a google form on the webpage, and they'll attach the narrative on the webpage as well.**

3. **The City will post all proposals on the website, in the order received, so that there is full transparency for the public.**

INFORMATION MANAGEMENT SUPPORT
(from City)

1. Create an input form for the webpage.

2. Create an email address for people who need to email their submission rather than using the input form.

3. Ensuring all paper and email submissions are entered into an input form so they are visible to the public and the Committee.

4. Post all proposals on the ARPA webpage in the order in which they are received.

5. Once the submission form is on the website and ready for use, publicize that the 2 month proposal window is open and provide the link, using all possible channels.

More to Come!

Watch the Space in 3 ways…..

1. Contact Watertown Forward and sign up for emails:
    forwardwatertown@gmail.com

2. Visit our webpage: **www.watertownforward.org**

3. Join our Watertown Forward **Facebook Group**