Department New Request Form
Fiscal Year 2022

Program	**Redevelopment Housing**	***Title of New Request:***	***Rank:*** 7
Department	Housing & Community Development	ARPA Grants Administrator	
Request Category	**New**		
Request Rating	**Expand Level of Service**		
Department Goal	Effectively Administer ARPA Funds for City of Missoula		

1.How will request assist in acheiving Department Goal and benefit the customer?

The City of MIssoula is set to recieve over $14 million in direct federal funding through the American Recovery Plan Act of 2021. In order to comply with all federal reporting, record keeping, public engagement, and other regulations we need a City lead to be our primary Grants Administrator in managing these funds, accepting applications for funding, and reporting back to City Council, the Community, and the federal government on outcomes achieved. This position will be key to our ability to deploy these funds effectively, and will work closely with the other City Grants Administrators and the Affordable Housing Trust Fund Administrator to ensure proper reporting and monitoring through the spending deadline of the ARPA funds at the end of 2024.

2. What specifically is needed to achieve this goal?

We need the allocation of 1.0 additional FTE to coordinate and administer the ARPA funds, manage funded projects, ensure compliance with City and federal regulations and policies, and ensure proper fiscal accounting and responsibility for the federal dollars. In addition, we require one-time setup costs including office furniture and computer and software packages.

3. Cost Impact of New Program:

Account #	Item	Qnty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2022 Unfunded	FY 2022 Funded	Proposed FY 2023 Ongoing
Ongoing Expenses								
1000.255.470210.110	Salaries and Wages	1	55341		55,341	-	55,341	
1000.255.470210.140	Employer Contributions	1	22664		22,664	-	22,664	
1000.255.470210.141	State Retirement	1	52		52	-	52	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
One-time Expenses								
1000.255.479000.210	Desk & Chair	1	1000	1,000		-	1,000	
1000.255.479000.210	Computer Package	1	2000	2,000		-	2,000	
1000.255.479000.210	Headset and Camera	1	300	300		-	300	
				-		-	-	
				-		-	-	
			Expense Sub-Total	**3,300**	**78,057**	**-**	**81,357**	**-**

Revenue Offset:

Account #		Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.334999.00	N	ARPA Revenue Offset	3,300	78,057
		Revenue Sub-Total	**3,300**	**78,057**

4. What sort of data will be used to report results and outcomes of request?

The ARPA Grants Administrator will be responsible for collecting and reporting all outcomes from funded projects, including numbers of individuals served, numbers of properties or homes preserved, number of new units created, miles of streets developed and other infrastructure-related outcomes. These will be reported to both the City leadership and federal and state funding agencies.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	-
Non-tax	**3,300**	**78,057**
Fund Balance	-	-
Total	**3,300**	**78,057**