



ARP Equity in Engagement Reporting Template Designed for Local Jurisdictions with Populations under 250,000

INTRODUCTION

The United States Department of the Treasury (Treasury) administers the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, which was signed into law on March 11, 2021, as part of the American Rescue Plan Act. Treasury documentation calls out “strong, equitable growth, including racial equity” as well as prioritizing racial and economic equity as a goal. Embedding equity into outreach and engagement is key to achieving these outcomes.

The Southern Economic Advancement Project (SEAP) designed this template to help jurisdictions with populations under 250,000 increase equity in public outreach and engagement. It helps answer the questions posed in the Treasury’s [“Driving Equity with State and Local Fiscal Recovery Funds”](#) webinar:

“Think about the highest impact service you provide. How do you know if those services are reaching the intended beneficiaries and those most in need? Who else could you talk to / engage to learn more than you know now?”

This template is designed to complement the Project and Expenditure Report for jurisdictions with populations under 250,000. It is a simplified version of the required Recovery Plan Performance Report requirements for jurisdictions with populations over 250,000. While equity in outreach is not required, this template is a simple way to voluntarily report your efforts to the Treasury.

Leveraging the SLFRF [Compliance and Reporting Guidelines](#) Civil Rights (US Title VI) compliance, the White House focus on equity, and the SEAP’s policy expertise, our team created this template especially for local governments.



ABOUT US

The Southern Economic Advancement Project (SEAP) amplifies the efforts of existing organizations and networks that work towards broadening economic power and building a more equitable future. Broadening economic power brings attention to how race, class and gender intersect social and economic policy in the South. We explore policy ideas designed to directly address these connections.

The SEAP provides technical support to local governments in Alabama (AL), Arkansas (AR), Florida (FL), Georgia (GA), Kentucky (KY), Louisiana (LA), Mississippi (MS), North Carolina (NC), South Carolina (SC), Tennessee (TN), Virginia (VA), and West Virginia (WV) and marginalized/vulnerable populations within the region on a number of economic issues, including ARP fund distribution. This work includes the [ARP Toolkit](#), a suite of resources to assist local governments.

HOW TO USE THIS TEMPLATE

This template is a guide designed to make reporting as easy as possible. It contains three sections:

- Goals (*what* your government would like to achieve),
- Partnerships (*who* can help you achieve it), and
- Strategies + Process + Tools (*how* your government will achieve equity goals).

Each section includes an introduction with spaces for your local government name, examples of reporting, and a reference box with additional information. The template, which begins on page 9, can be separated from this document and uploaded to the Treasury portal with other reporting requirements.

Need additional assistance? Please [contact us](#).



FOR REFERENCE

There are some terms and acronyms found throughout this document and other ARP resources. A selection of the most commonly found terms and acronyms are listed below:

Equity - especially in the ARP context, is defined as “the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.” ([more here](#), Presidential Executive Order - Jan 2021)

SLFRF - the Coronavirus State and Local Fiscal Recovery Funds program, administered by the US Department of the Treasury. This program, and corresponding funds, were signed into law on March 11, 2021.

Community / Jurisdiction / City / Town / County - these terms are used to encompass all sub-state levels of government.

Types of Community Engagement - SEAP recommends utilizing the International Association for Public Participation [Spectrum of Public Engagement](#) to understand the type of engagement you wish to pursue.



The following is an example of the Equity Reporting Template and how to fill it out.

Hometown, State
American Rescue Plan Act - Equity in Outreach Report
For Reporting Period: May 1, 2021 to April 30, 2022

GOALS

Example: The State of Colorado set one outreach goal, “Listen to and learn from thousands of Coloradans with unique perspectives and expertise to inform and help focus the use of state and federal stimulus funds.”

- *example:* Learn what is needed to jump start the recovery
- *example:* Learn what systems need to be transformed
- *example:* Learn where there are programmatic gaps

For Reference Only
See also: <ul style="list-style-type: none">● State of Colorado (pop 5,773,714) - conducted listening sessions with different groups, and for a plethora of issue areas, throughout the state.

PARTNERSHIPS

Partners are organizations and groups that can assist local governments by acting as trusted messengers, providing direct services, and in other capacities. Partnerships can be formal with contracts and funding, or informal.

Example: The City of Atlanta, GA partnered with United Way of Greater Atlanta to administer the Emergency Rental Assistance Program.

Example: The City of Denver, CO received input from the public during the RISE Together Denver campaign outlines the needs of community members, particularly



those in more vulnerable neighborhoods. In addition a series of meetings with two community advisory committees was convened to review specific funding proposals before starting the legislative process.

Example: The City of Milwaukee, WI identified partners for many of their projects. Below is a short summary table which outlines projects, partner organizations, and some additional details.

<u>Project</u>	<u>Existing</u>	<u>New</u>	<u>Partner(s)</u>	<u>Populations Served</u>	<u>Additional Details (if applicable)</u>
Family Food Access	Yes		Milwaukee Public Schools, Boys and Girls Clubs, Milwaukee Center for Independence	Families in Qualified Census Tracts	Address near term food insecurity with existing partnerships leveraged during the pandemic.
Employment Projects	Adding to an Existing project		Employ Milwaukee	Serve the top 10 Zip Codes with high poverty and/or high unemployment for people of color living in the city of Milwaukee.	Connect unemployed and low-wage workers with family supporting jobs and career opportunities.

PARTNERSHIP METRICS:



- This is an increase of [# or %] over the last reporting period.
- A total of [#] organizations have become partners in the ARP funding distribution work since May 2021.

For Reference Only

See also:

- [Milwaukee, WI](#) (pop 590,157) - identified partner organizations for many of their projects.
- [Atlanta, GA](#) (pop 506,811) - partnered with United Way to provide rental, utility, and/or security deposit assistance to more than 6,700 City of Atlanta residents through a network of local service providers, who were selected through a Request for Proposal process.
- [Decatur, GA](#) (pop 25,696) - The City of Decatur launched the Decatur United emergency small business loan program through a partnership with its Development Authority and a local non-profit, Legacy Decatur. The City and Development Authority have contributed \$500,000 to the fund and tax-deductible donations are being collected by Legacy Decatur.
- [Denver, CO](#) (pop 715,522) - convened a series of meetings with two community advisory committees to review specific funding proposals before starting the legislative process.

Types of engagement include (from the International Association for Public Participation [Spectrum of Public Engagement](#)):

- inform
- consult
- involve - *preferred*
- collaborate - *preferred*
- empower



This section details how our jurisdiction conducted outreach and engagement with partners and the general public.

- *example:* The State of Colorado implemented a strategy to have public meetings in every region of the state, on specific sectors, and with historically underrepresented communities.
- *example:* Durham, NC added equity to their procurement process by developing equity impact assessments.
- *example:* New Orleans, LA adopted the SEAP model resolution committing to utilize its share of ARP funds to promote a community-sustaining recovery across all neighborhoods and sectors.
- *example:* The City of Savage, MN is committed to transparency by providing an informational website where the community can see the latest ARP updates and communicate with government leaders.
- *example:* Lorain, OH sent surveys asking for rankings of priorities through water bills.
- *example:* Milwaukee, WI is increasing their business outreach by utilizing the Public Engagement in Budgeting process to educate residents and local businesses (preferably SBE) on the ARP and seek input on priorities based on allowable uses. Special efforts will be made to connect with residents through the Office of Equity and Inclusion and the Office of African American Affairs. Outreach will also involve public education on allowable uses and available funding.
- *example:* Denver, CO employed teletownhalls as part of their outreach strategy and reported their metrics .

STRATEGIES + PROCESS + TOOLS METRICS:

- [#] number of community comments,
- [%] above non-ARP engagements
- [#] Town Halls or events held in each of our
- [#] [HUD Qualified Census Tracts](#)



For Reference Only

See also:

- [New Orleans, LA](#) (pop 383,997) - adopted SEAP ARP model resolution.
- [East Point, GA](#) (pop 34,875) - adopted SEAP ARP model resolution.
- [Durham, NC](#) (pop 278,993) - created Equity Impact Assessments for procurement and other issue areas.
- [Savage, MN](#) (pop 32,362) - engagement and communication website.
- [Lorain, OH](#) (pop 65,211) sent surveys asking for rankings of priorities through water bills.
- [Milwaukee, WI](#) (pop 590,157) - allocation and accountability process, as well as public facing [dashboards](#)
- [Denver, CO](#) (pop 715,522) - employed teletownhalls and reported their metrics

Additional References:

- SEAP [Guidance on Community Engagement](#)
- SLFRF [Compliance and Reporting Guidelines](#)
- State and county populations are from the [2020 Census](#)
- City populations are from [Census Quickfacts](#)



[JURISDICTION], [State]

American Rescue Plan Act - Equity in Outreach Report

For Reporting Period: [date] to [date]

GOALS

PARTNERSHIPS

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