

City of Wauwatosa ARPA Project Plan

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| Project Name: | Library Equity Collection |
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| Project Manager: | Shellie Anderson, Anne Kissinger, and Sharon Long |
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| Federal Reporting Category (Finance to complete): | 6.1 General Government Services |
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| Demographic info required (Finance to complete): | No |
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| Project Summary <i>(Between 50 and 250 words)</i> | <p>Wauwatosa Public Library (WPL) proposes purchasing materials that are directly responsive to disparities augmented by the pandemic in an effort to reduce barriers. These barriers are disproportionately affecting marginalized populations. ARPA funds will allow WPL to improve its collection in the following areas of equitable need beyond its limited materials budget.</p> <p>WPL's proposal will specifically address:</p> <ul style="list-style-type: none">• Disparities in health, housing and education.• Negative economic impacts on unemployed/underemployed and small business.• Promotion of healthy childhood environments. <p>WPL will utilize the ARPA funds to purchase materials on:</p> <ul style="list-style-type: none">• Health education, specifically minority-focused health topics.• Housing education, focusing on renting and first-time homebuyers.• High interest/low reading level items.• Nonfiction for the Children's and Young Adult collection to ensure accurate information.• Black, indigenous, and people of color (BIPOC), LGBTQ+, persons with disabilities, and other minority group authors.• Children's and Young Adult materials by and featuring BIPOC, LGBTQ+, persons with disabilities, and other minorities to reflect the diversity of our service community and allowing children to see themselves reflected in books.• Homeschooling curriculum.• Parenting/family education.• Career development.• Entrepreneurship.• Small business planning. <p>All patrons will benefit from this proposed project regardless of financial means, opportunity, and accessibility.</p> |
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| Estimated start date: <i>(When significant efforts begin)</i> | |
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| Estimated contract signing date: <i>(When applicable, date when main contract will be signed)</i> | |
| Estimated construction start date: <i>(infrastructure projects only)</i> | |
| Estimated project completion date: <i>(When final costs are expended)</i> | |

Please click on the table below to open it in excel and fill it out by entering your budget by object. The total should match your total award. You can add additional rows as needed. Benefit percentages only pertain to projects with personnel costs. Your budget will be entered into MUNIS based on this table.

| Object | Amount | Benefits as % of Wages | |
|--------------|--------|------------------------|--------|
| | | Social Security: | 7.65% |
| | | WRS: | 6.50% |
| | | Fringe: | 30.60% |
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| | | | |
| TOTAL | \$ - | | |
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Cash Flow. Please estimate by quarter how much you will spend. Total should equal your award. (Double-click on the spreadsheet to open it, it continues beyond the right margin)

| Quarter | 2022Q2 | 2022Q3 | 2022Q4 | 2023Q1 | 2023Q2 | 2023Q3 | 2024Q4 | 2025Q1 | 2025Q2 |
|--------------|----------|--------|--------|--------|--------|--------|--------|--------|--------|
| Amount | | | | | | | | | |
| | | | | | | | | | |
| Total | 0 | | | | | | | | |

Notes for Project Managers:

- You will be able to track you expenditures and budget using “Project Central” in Tyler MUNIS. More information will be provided.
- All expenses must be paid using Fund 38.
- Every expenditure must have a project string. When the project string is entered a general ledger account in Fund 38 with your department number should appear in Tyler MUNIS (ie. 38410000 for health. The appropriate object should always appear (i.e 7001 for fixed assets or 5010 for salary). See Thania if you need a project string set up or for information on how project strings are used.
- If your grant is funding position(s), they will be charged for social security, WRS and fringe benefits.
- Your project’s entire budget will be entered into Tyler MUNIS, even if it spans multiple years. The balance will automatically be carried over each year. The pace at which you spend funds (other than for positions) is up to you. Please notify Finance if you plan to deviate from your estimated cash flow as we will be investing the ARPA funds and making them available based on the estimated cash flow.
- You must receive a W-9 from any vendor who will be paid with a check. Those vendors must be entered into MUNIS as regular vendors (not one-time). Any vendor who will be paid more than \$50,000 must be entered as a regular vendor with a W-9.
- You must inquire whether a vendor (or sub-contractor) is a Disadvantaged Business Enterprise. If they are, please work with Laurie to receive their certification and have them set-up in MUNIS
- Any funds (other than for personnel) not spent by 9/1/24 will be transferred to another project.

- Please notify Finance when you become aware of and possible surplus/deficit
- You must attach 3 quotes for any purchase greater than \$10,000 to the requisition or Pcard statement and greater than \$25,000/\$50,000 requires sealed bid or RFP. All purchasing polices must be followed.