

**Luzerne County Council Policies and Procedures
for the Assessment and Evaluation of ARPA Fund Distribution**

The County of Luzerne entered into an agreement with Booth Management Consulting (BMC) for consulting services related to the assessment and evaluation of the federal American Rescue Plan Act grant program. These funds will be awarded to applicants who have met program requirements as specified by BMC. These funds are subject to federal audit by the United States Treasury to assure fair and proper awarding. To avoid any potential adverse audit consequences, County Council agrees the following protocols shall be used in the evaluation of applications.

1. Council shall execute the following documents prior to beginning evaluations:
 - Conflict of Interest § 200.112 (identify any individual conflicts of interest)
 - Confidentiality (Council members shall not discuss their individual evaluations of applications with other Council members or any other individuals)
 - Code of Conduct Certification (agree to process prior to evaluation process)

2. Council shall participate in an evaluation team training to review:
 - Compliance with the required regulations
 - Merit based evaluating techniques
 - Using the application portal

3. BMC to deliver training to evaluators and make all related training materials (including videos/audios) available to the Council for their independent review.

4. Determination of the grade/score for award determination
 - Possible total score = 75 pts.
 - Determine minimum score to be considered for award for example 34.56 pts (or 46.07%). {to be filled in at training}

5. Council agrees to not be influenced by applicants and will not engage in conversations with any applicants related to their application for ARPA funds. This restriction is to protect the integrity of the process and includes both in public meetings and/or private meetings.

6. Applications shall be provided electronically to the 11 County Council members.

7. Each Council member will be given a link and password to access to the application document repository.

8. Each evaluator will have access to folders containing the below listed documents for each applicant.
 - i. Completed application
 - ii. BMC eligibility and risk assessment
 - iii. BMC completed budget review
 - iv. All applicant submitted documentation (financial statements, project support, etc.)
 - v. Evaluation scorecard for completion

9. Council members will only have access to their assigned portal and will not see other Council member scorecards. Council members should not discuss their scorecards with any other Council members or individuals.

10. In order to streamline the review process, BMC will make applications available for review in pools/groupings:

Application Set	Approximate Number of Applications	Approximate Date Available	Approximate Due Date
Pool 1 -Initial/Training Set	10	11/4	11/14
Pool 2	32	11/15	11/22
Pool 3	32	11/23	12/2
Pool 4	32	12/5	12/12
Pool 5	33	12/13	12/20

11. Council members will be notified when the application pools are available and given a deadline date and time (5 business days) to complete their evaluations. BMC will not access the evaluations until after the deadline.
12. The applicant pool/grouping will be closed immediately following the due date and time.
13. Once the pool is closed, Council will not be able to access the applications to complete the evaluations.
14. BMC will tally completed applications only to determine the average score. For example, if only 6 evaluation scorecards are completed, the applicants score will be the average of the total score for the 6 submitted scorecards.
15. As each applicant pool is evaluated, BMC will:
 - a. Tally the evaluation score cards to complete the average score; and

- b. Update the application Tracker with final scores; and
 - c. Within three (3) business days, provide the Council with the list of applicants that meet the minimum score required for award.
16. After all evaluations are completed, BMC will provide the Council with the final list of subrecipients that meet the minimum score to be eligible for award.
 17. If the requested award amount for the subrecipients exceed the approved funding for the ARPA grant bucket (to be determined), BMC will work with Council to determine the actual award amount for each subrecipient.
 18. As part of the grant execution process, the awarded subrecipient will be asked to revise their budget to match the actual award amount.
 19. Notwithstanding the foregoing process, projects determined by BMC to be ineligible based on the federal guidelines shall be excluded from the list of eligible subrecipients/projects.
 20. Where the same entity and/or individual (per identifying information) has submitted multiple project applications requesting ARPA grant funds, only the highest scoring application shall be eligible to receive an ARPA grant; no entity or individual (per identifying information) shall be eligible to receive funding for more than one project.