



AMERICAN RESCUE PLAN ACT (ARPA) GRANT PROGRAM

Tuesday, August 9, 2022

6:00 pm ET

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BOOTH MANAGEMENT CONSULTING

LUZERNE COUNTY ARPA GRANT PROGRAM

Booth Management Consulting, LLC

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LUZERNE COUNTY ARPA GRANT PROGRAM

Notice of Funding Opportunity & Application Materials

The screenshot displays the Luzerne County website interface. At the top, the navigation menu includes 'Government', 'Courts', 'Departments', 'Live & Work', 'Visit', and 'How Do I...'. Below the navigation, there are links to the Council Meeting and the Board of Elections & Registration Zoom meeting. A prominent banner features the text 'American Rescue Plan Act Pre-Application' over an image of the American flag. Below this, a teal banner reads 'INTERIM RECOVERY PLAN'. The main content area shows the breadcrumb trail 'Home > Government > County Manager > American Rescue Plan Act' and the page title 'American Rescue Plan Act'. Two links are provided: 'Pre-Application Intro' and 'Pre-Application 3-30-2022'. A sidebar on the left contains links for 'COVID-19 Information', 'Luzerne County COVID-19 Response', 'Roles and Responsibilities', 'Luzerne County Organizational Chart', and 'Division Heads'.

- NEW icon will direct applicants to an application landing page
- BMC developed content will clarify that ALL interested parties (including those who submitted Pre-applications) must submit a formal application

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Notice of Funding Opportunity & Application Materials

- Funding opportunity information, key dates and registration links for Application Information Webinars will be posted to new landing page
- Links to access/download all relevant application materials including:
 - Luzerne County Notice of Funding Opportunity – information about the ARPA fund, Treasury Guidance, the eligible categories, allowable expenses
 - PDF copy of application questions – can be printed to assist in preparing the online application
 - Link to online application – approximately 5 pages using an answer question format.

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Notice of Funding Opportunity & Application Materials

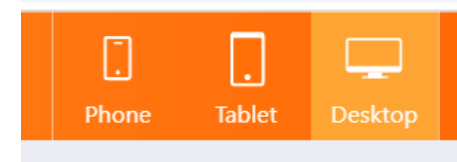
- Link to Register for Webinar "Application Informational Session"
- Exhibits to Application – for review and information purposes
- US Department of Treasury Guidance and Resources

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Online Application Experience



The screenshot shows the top portion of a web application. At the top left is the Luzerne County logo, which includes the text "Luzerne County" and "Pennsylvania • Established 1786" next to a gold dome icon. Below the logo, the text "Luzerne County" is displayed in a large, bold font, followed by "American Rescue Plan Act Grant Program (ARPA Grant) Application" in a smaller font. A horizontal line separates this header from the main content area. The main content area is titled "Section 1. Applicant Information" and includes the instruction "Please provide the following information for your agency/organization:". Below this instruction are two input fields: "Applicant Agency/Organization Name" and "Address".

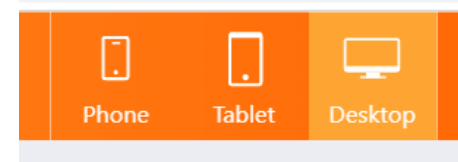


- Online application is optimized for completion using mobile phones, tablets and computers.

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Online Application Experience

Please describe, in detail, the proposed project/program and how it will support Luzerne County in its efforts to respond to and recover from the COVID-19 public health emergency. Refer to Eligible Activities (Exhibit A) for more detailed information related to your selected eligible activity. (*Character Limit*)



- Application in a Question & Answer format.

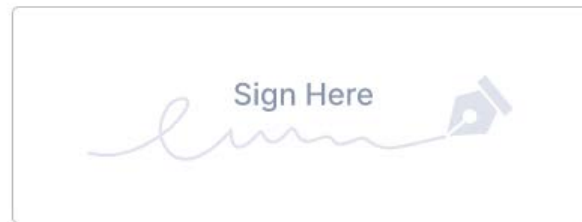
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Online Application Experience

Upload File

Choose files

Signature

A rectangular box for a signature. Inside the box, the text "Sign Here" is written in a light blue font. To the right of the text is a stylized pen nib icon. A faint, light blue signature is visible in the background of the box.

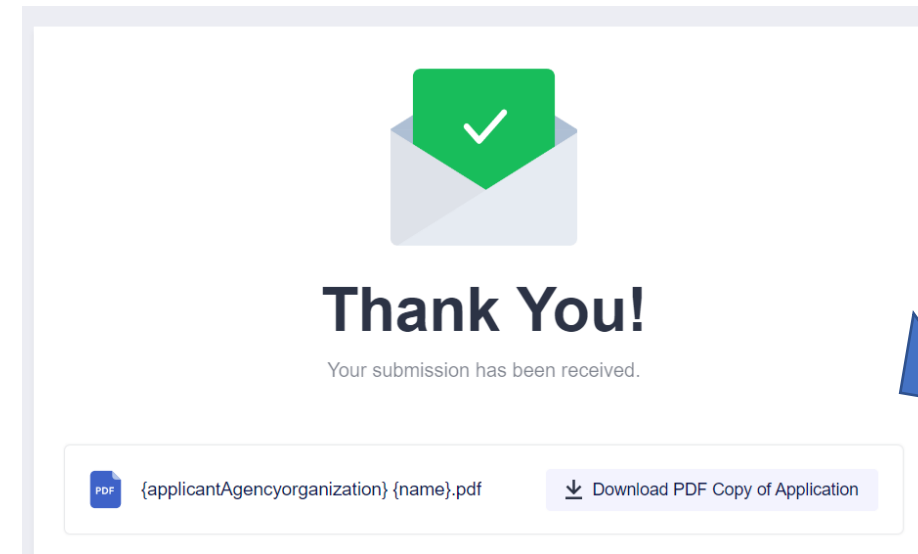
Clear

- Applicants can easily upload all application documents and electronically sign application prior to submission.
- BMC will provide applicants with technical assistance via dedicated email address and hotline number.

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Online Application Experience

- Applicants can save applications to finish at a later time or submit immediately



- Option to download PDF application at submission while confirmation is emailed to BMC

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JotForm Data

- Cloud Based
- As applications are submitted
 - Email to LuzerneARPA@bmc-llc.net
 - Email copy to Luzerne
 - Applicants get an email confirming submission with printable copy of application
- Data can be exported to Excel or pdf
- Download applications/attachments in a zip file
- No additional cost to Luzerne
- Quick reports on submissions, amounts requested, eligible categories, etc.

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Projected Timeline

- Post ARPA Grant Application – August 31, 2022
- Application Submission Deadline – September 30, 2022
- Grant Evaluation Period – October 2002
- Notice of Awards – October 2022 – November 2022

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*thank
you*