



**AMERICAN RESCUE PLAN GRANT PROGRAM
(ARPA GRANT)**

NOTICE OF FUNDING OPPORTUNITIES (NOFO)

NOFO Issuance Date:

August 15, 2022

Grant Period of Performance:

March 3, 2021 to December 31, 2024

Eligible organizations interested in submitting an application are encouraged to read this NOFO thoroughly to understand project eligibility and the application submission requirements.

To be eligible for an award, the applicant must submit all required information and documents in the application including the attached Exhibits.

Table of Contents

| | |
|---|----|
| SECTION 1 – PROGRAM OVERVIEW | 3 |
| 1.1 Eligible Projects | 3 |
| 1.2 Eligible Organizations | 4 |
| 1.3 Ineligible Organizations | 4 |
| 1.4 Reporting Requirements | 5 |
| 1.4.1 Financial Reports | 5 |
| 1.4.2 Programmatic Report | 6 |
| 1.4.3 Final Report | 6 |
| SECTION 2 – REQUIREMENTS | 6 |
| 2.1 Uniform Administrative Requirements | 6 |
| 2.1.1 Code of Federal Regulations 2 CRF § 200.302: Financial management | 6 |
| 2.1.2 Code of Federal Regulations 2 CRF § 200.307: Program income | 7 |
| 2.1.3 Code of Federal Regulations 2 CRF § 200.303: Internal controls | 7 |
| 2.1.4 Code of Federal Regulations 2 CFR Part 200, Subpart E Cost Principles | 8 |
| 2.2 Records and Retention | 9 |
| 2.3 Oversight and Monitoring | 9 |
| 2.4 Audit Requirements | 9 |
| 2.5 Tax Representation | 10 |
| 2.6 Disputes | 10 |
| 2.7 False Statements | 10 |
| 2.8 General Conditions | 10 |
| 2.9 Compensation and Method of Payment | 11 |
| a. Advances | 11 |
| b. Drawdown Reporting | 12 |
| c. Funds Recapture | 12 |
| SECTION 3 – APPLICATION INSTRUCTIONS | 12 |
| 3.1 Communications Regarding this Project | 12 |
| 3.2 Schedule | 12 |
| 3.3 Submitting an Application | 13 |
| 3.4 Required Application Contents | 13 |
| 3.5 Rejection of Application | 13 |
| 3.6 Competitive Award | 13 |
| SECTION 4 – EVALUATION CRITERIA | 14 |

SECTION 1 – PROGRAM OVERVIEW

On March 11, 2021, President Biden signed the U.S. Senate-amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act (hereinafter “ARPA”) and on May 10, 2021, the U.S. Treasury issued the Interim Final Rule (“IFR”) to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations (“CFR”) describing eligible and ineligible uses of funds (as well as other program provisions). Under ARPA Section 603 (c)(1)(A) and (3) and the Interim Final Rule 31 CFR 35.6(b)(7) Subrecipients may use Coronavirus State and Local Fiscal Recovery Fund (“SLFRF”) Funds to award grants to organizations that are responding to the negative impact of the COVID-19 public health emergency.

On January 6, 2022, the Treasury issued the Final Rule which takes effect on April 1, 2022. Until that time, the IFR remains in effect; funds used consistently with the IFR while it is in effect are in compliance with the SLFRF program. Treasury will not take action to enforce the IFR to the extent that a use of funds is consistent with the terms of the final rule, regardless of when the SLFRF funds were used.

Luzerne County is in receipt of funding under the SLFRF program and wants to support local projects that will benefit neighborhoods, business and communities who have been adversely impacted by COVID-19 by making grants available for associated project cost. The Luzerne County American Rescue Plan Grant Program (ARPA Grant) was developed in response to the economic crisis facing the community due to the ongoing effects of the COVID-19 pandemic.

1.1 Eligible Projects

Applicants should propose projects that comply with the requirements indicated in Exhibit A – Eligible Activities.

The US Treasury included the below table in their publication “Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule” to illustrate the analysis an organization should undertake when developing a proposal for use of APRA funds. The table is included here for applicant’s reference.

| Step | 1. Identify COVID-19 public health or economic impact | 2. Design a response that addresses or responds to the impact |
|---------------------------------|--|--|
| Analysis | <ul style="list-style-type: none"> • Can identify impact to a specific household, business or nonprofit or to a class of households, businesses, or nonprofits (i.e., group) • Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class | <ul style="list-style-type: none"> • Types of responses can include a program, service, or capital expenditure • Response should be related and reasonably proportional to the harm • Response should also be reasonably designed to benefit impacted individual or class |
| Simplifying Presumptions | <ul style="list-style-type: none"> • Final Rule presumes certain populations and classes are | <ul style="list-style-type: none"> • Final Rule provides non-exhaustive list of enumerated |

impacted and disproportionately
impacted

eligible uses that respond to
pandemic impacts and
disproportionate impacts

1.2 Eligible Organizations

Eligible applicants will be agencies/organizations that meet one of the following criteria:

- Not-for-profit organizations (including 501(c) (3), faith based and other charitable organizations) in good standing* with the state of Pennsylvania
- For-profit business in good standing* with the state of Pennsylvania that have 500 or less employees
- Applicants must be able to certify to and provide supporting documentation of the negative economic impact the agency/organization faced due to COVID-19, or the project/program needs are associated with COVID-19
- Physical location and operating within Luzerne County, Pennsylvania. Preference will be given to those projects that are shown to benefit the County residents and community partners
- No outstanding tax liens or judgements, excluding 2020 property taxes *

**The County understands that the COVID-19 pandemic has had an impact on many small businesses and non-profit organizations which may have impacted their “in good standing” status or ability to pay taxes. We recognize this and want to work with those who have been impacted. If your organization has been negatively impacted by the pandemic and your “in good standing” status has been altered, your organization is still eligible to apply for this grant opportunity under the funding category “Assistance to small businesses” or “Assistance to nonprofits”. In your application materials, please explain what impact the pandemic has had on your business standing and how the grant will assist your organization in recovering from the pandemic.*

1.3 Ineligible Organizations

- Businesses located outside of the eligible geographic area
- Businesses engaged in illegal activities under federal, state, or local laws
- Businesses otherwise prohibited by federal or Pennsylvania laws
- Businesses ineligible or precluded to receive federal or State of Pennsylvania funding due to federal laws (including but not limited to the ARPA Act) or Pennsylvania laws
- Owners or partners currently undergoing bankruptcy proceedings
- Businesses deemed ineligible by the County, including those that fall into the following categories:
 - Real estate holding businesses
 - “Side gig” or “hobby” businesses (not your primary source of income)
 - Gambling businesses, including casinos, racing operations or other activities where the purpose involves gambling
 - Lobbying organizations and political organizations subject to Internal Revenue Code 527
 - Sexually Oriented Businesses (live performances, product sales, items, or materials)
 - Pawn Shops, Pawn Broker, or Secondhand Goods Dealer

1.4 Reporting Requirements

The Subrecipient will be required to submit Financial & Programmatic Reports as described in Section 1.4.1 and Section 1.4.2. Reports must be submitted on a quarterly basis and are due by the 10th day of the calendar month following the end of the reporting quarter. See the detailed schedule below:

| Performance Period | Report Due Date |
|-------------------------|--|
| January 1 – March 31 | April 10 |
| April 1 – June 30 | July 10 |
| July 1 – September 30 | October 10 |
| October 1 – December 31 | January 10 |
| Final Report | 60 days after all funds are exhausted but no later than March 31, 2025 |

If the Grant has been fully expended, the Subrecipient will be required to submit a final report as outlined in [Section 1.4.3](#) below.

If there is no activity during a reporting period, the Subrecipient will be required to submit a quarterly report showing \$0 in expenses for the reporting period but must include cumulative totals for previous reporting periods.

The first report is due for the first quarter following execution of a subrecipient grant agreement unless otherwise indicated by the County.

1.4.1 Financial Reports

Subrecipients will be required to submit a Quarterly Financial Report, detailing the financial expenses incurred during the reporting period, and including the following information.

1. **Budget vs. Actual Costs.** Submit a detailed budget vs. actual report by budgetary line item for each quarter and cumulatively for the Grant period to date. At a minimum, the accounting must include the following as applicable: salaries, fringe and other benefits, training, travel, rent, phone, postage, supplies, technology/equipment, marketing, and indirect costs. The accounting must itemize the expenditure of each dollar being billed to the Grant. Any deviation between the budgeted and actual costs must be explained in detail and approved by the County.
2. **Supporting Documentation.** Supporting documentation must be submitted quarterly with the financial report and reconcile to the expended amount for the quarter being reported.
3. **Required Certification.** In accordance with the Code of Federal Regulations 2 C.F.R. § 200.415(a), include a certification, signed by an individual who is authorized to execute the certification on behalf of the Subrecipient, which reads as follows: *“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or*

otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729 – 3730 and 3801 – 3812).”

1.4.2 Programmatic Report

The Subrecipient will submit periodic programmatic reports that comply with requirements from the US Treasury Final Rule for the eligible activity as detailed in [Exhibit A](#).

1.4.3 Final Report

A final report for the entire period of performance will be due 60 days after the Subrecipient has completed all Grant activities that will be funded under the Grant, but not later than March 31, 2025.

- a. ***Programmatic Report.*** The final report must cover all activity conducted under the Grant. In the narrative portion of the report, Subrecipient must briefly summarize the outcomes of the activities that Subrecipient proposed in the Project Description. Additionally, Subrecipient should include in this narrative report items, such as challenges encountered by the Subrecipient and developments having a significant impact on the award supported activities, such as delays or adverse conditions which materially impair the ability to meet the objectives of the awards. The final report shall also describe any action taken or contemplated, and any assistance needed to resolve the situation.
- b. ***Financial Report.*** The Subrecipient will submit a final Financial Report by budgetary line item consistent with the approved project budget. If there are any funds not expended, they must be returned to the County along with the final report.

The Subrecipient will also submit with the final report a certification, signed by an individual who is authorized to execute the certification on behalf of the Subrecipient, which states that all applicable closeout activities required in the Code of Federal Regulations 2 CFR § 200.343 have been completed.

SECTION 2 – REQUIREMENTS

APRA Grants awards from the County are funded with SLFRF federal funds. SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the “Uniform Guidance”). In all instances, the applicant should review the Uniform Guidance requirements applicable to your organization’s use of SLFRF funds, and SLFRF-funded projects. Applicants should consider how and whether certain aspects of the Uniform Guidance apply. Below are sections from the Uniform Guidance applicable to financial requirements.

2.1 Uniform Administrative Requirements

2.1.1 Code of Federal Regulations 2 CRF § 200.302: Financial management

(a) The Subrecipient in accordance with this agreement must expend and account for the ARPA Grant in accordance with federal and state laws. In addition, the County and the Subrecipient’s financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the ARPA Grant, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used

according to the Federal statutes, regulations, and the terms and conditions of the ARPA Grant. See also Code of Federal Regulations 2 CFR § 200.450.

(b) The financial management system of Subrecipient must provide for the following: (see also Code of Federal Regulations 2 CFR §§ 200.334, 200.335, 200.336, and 200.337):

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§ 200.328 and 200.329. If a Federal awarding agency requires reporting on an accrual basis from a Subrecipient that maintains its records on other than an accrual basis, the Subrecipient must not be required to establish an accrual accounting system. This Subrecipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See Code of Federal Regulations 2 CFR § 200.303.

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to implement the requirements of Code of Federal Regulations 2 CFR § 200.305.

2.1.2 Code of Federal Regulations 2 CFR § 200.307: Program income

Generally, program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards and principal and interest on loans made with Federal award funds. Program income does not include interest earned on advances of Federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts. Subrecipients of County Grant funds should calculate, document, and record the organization's program income. Additional controls that the Subrecipient should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records.

2.1.3 Code of Federal Regulations 2 CFR § 200.303: Internal controls

The Subrecipient entity must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

Across each of the compliance requirements above, the Treasury has described some best practices for development of internal controls in **Table 1** below, with an example of each best practice.

Table 1. Internal controls best practices.

| Best Practice | Description | Example |
|---|---|--|
| Written policies and procedures | Formal documentation of Subrecipient policies and procedures | Documented procedure for determining worker eligibility for premium pay |
| Written standards of conduct | Formal statement of mission, values, principles, and professional standards | Documented code of conduct / ethics for subcontractors |
| Risk-based due diligence | Pre-payment validations conducted according to an assessed level of risk | Enhanced eligibility review of subrecipient with imperfect performance history |
| Risk-based compliance monitoring | Ongoing validations conducted according to an assessed level of risk | Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics |
| Record maintenance and retention | Creation and storage of financial and non-financial records | Storage of all subrecipient payment information |

2.1.4 Code of Federal Regulations 2 CFR Part 200, Subpart E Cost Principles

§ 200.401 Application. (a) *General*. These principles must be used in determining the allowable costs of work performed by the non-Federal entity under Federal awards. These principles also must be used by the non-Federal entity as a guide in the pricing of fixed-price contracts and subcontracts where costs are used in determining the appropriate price. The principles do not apply to:

- (1) Arrangements under which Federal financing is in the form of loans, scholarships, fellowships, traineeships, or other fixed amounts based on such items as education allowance or published tuition rates and fees.

- (2) For IHEs, capitation awards, which are awards based on case counts or number of beneficiaries according to the terms and conditions of the Federal award.
- (3) Fixed amount awards. See also § 200.1 Definitions and 200.201.
- (4) Federal awards to hospitals (see appendix IX to this part).
- (5) Other awards under which the non-Federal entity is not required to account to the Federal Government for actual costs incurred.

2.2 Records and Retention

All Records, including any and all supporting documentation for invoices submitted to County, shall be retained by Subrecipient, and made available for review by County, the Auditor of the State of Pennsylvania, the federal government and any of its departments and agencies, and any of their designees for a minimum of five (5) years after the Period of Performance. Notwithstanding the foregoing, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records pertaining to this Agreement, which commences prior to the expiration of the period of performance, such records shall be retained until the conclusion of such action.

Subrecipient shall comply with the requirements for record retention and access to records specified in the applicable Code of Federal Regulations 24 C.F.R. §§ 214.315, 2 C.F.R. §§200.333-200.337, and other applicable record retention requirements. Subrecipient may also be subject to record retention requirements under other applicable laws and regulations, including but not limited to, the nondiscrimination regulations.

2.3 Oversight and Monitoring

Subrecipient must cooperate with all the County's oversight activities, requests for access to facilities, requests for information, including, but not limited to, complete files, financial data, financial management system, and data. Oversight may include, but is not limited to, on-site or remote audit and/or review of financial records, on-site or remote review of the financial management system, and/or on-site or remote performance reviews by County staff or designee. Subrecipient must take measures to ensure that County has access to all related files, financial management system, financial records, and information for audit and oversight purposes that demonstrates to the satisfaction of County that the Subrecipient is in compliance with Code of Federal Regulations 24 C.F.R. Part 214 and the requirements of this Grant Agreement.

2.4 Audit Requirements

Non-Federal entities that expend \$750,000 or more during a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501-7507) and Code of Federal Regulations 2 CFR Part 200, Subpart F, which is available at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F> Non-Federal entities that expend less than \$750,000 for a fiscal year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

Audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. Additional audit requirements applicable to this

agreement are found at 2 CFR Part 200, Subpart F, as applicable. Additional information on single audits is available from the Federal Audit Clearinghouse at <https://facweb.census.gov/>.

2.5 Tax Representation

Subrecipient certifies that, as of the date of execution, it does not owe any delinquent taxes to the Luzerne County and/or does not owe delinquent taxes for which Subrecipient is liable.

Or, if such delinquent taxes are owed, Subrecipient currently is paying such delinquent taxes pursuant to an undertaking enforceable by the State of Pennsylvania or an agent or instrumentality thereof, or Subrecipient filed a petition in bankruptcy under 11 U.S.C. Section 101. et seq., or such a petition has been filed against Subrecipient. For the purposes of this certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Pennsylvania Code governing payment of those taxes.

2.6 Disputes

During performance of this Agreement, disagreements may arise between the Subrecipient and the County on various issues. The Parties shall initially attempt to resolve all claims, disagreements, or controversies arising under, out of, or in connection with this Agreement by conducting good faith negotiations amongst themselves. If the Parties hereto are unable to resolve the matter following good faith negotiations, the Parties reserve the right to pursue all legal and equitable remedies afforded to them by law.

2.7 False Statements

A false statement in the Subrecipient's Project Description or Grant-related documents and reports, will be grounds for termination of this Agreement and recovery of the ARPA Grant funds and punishable as provided in 18 U.S.C. §1001.

2.8 General Conditions

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating, or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services funded by the ARPA grant. Luzerne County shall be exempt from payment of all unemployment compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Subrecipient is an independent entity.
2. Subrecipient shall hold harmless and indemnify the Luzerne County from any and all claims, actions, suits, charges, and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or services provided by the ARPA grant.
3. Luzerne County or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release Luzerne County or Subrecipient from its obligations under this Agreement.
 - Luzerne County may, in its discretion, amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding,

the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the Luzerne County and Subrecipient.

4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by Subrecipient under this Agreement shall, at the option of the Luzerne County, become the property of the Luzerne County.
 - o Luzerne County may also suspend or terminate this Agreement, in whole or in part, if Subrecipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations, or provisions referred to herein; and the Luzerne County may declare Subrecipient ineligible for any further participation in Luzerne County's award agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe Subrecipient is in noncompliance with any applicable rules or regulations, Luzerne County may withhold funding.

2.9 Compensation and Method of Payment

Subrecipient hereby acknowledges and agrees that they shall only use the ARPA Grant for Eligible Expenses, as defined herein. Any expenses incurred by Subrecipient in an amount which exceeds the Grant Amount shall be the sole responsibility of Subrecipient and Subrecipient shall not seek reimbursement of such expenses from the County.

The County will pay to Subrecipient an amount up to that specified in the award document as full compensation for all services and work to be performed or undertaken by Subrecipient under this Agreement. Payment of funds to Subrecipient is subject to all of the following requirements, which shall be conditions precedent to payment:

- (i) that Subrecipient has expended funds for eligible approved expenditures
- (ii) that Subrecipient is not in default of any material provision of this Agreement nor applicable law or regulation
- (iii) that Subrecipient has timely submitted requests for payment or reimbursement detailing the eligible payment or reimbursement items in a format approved by County
- (iv) that Subrecipient has certified with each payment or reimbursement request compliance with the requirements identified in the approved project scope and that all expenditures for which reimbursement is sought were made for and in furtherance of the approved Project and are an eligible use of federal assistance under ARPA and federal regulations as described in Exhibit A.

Payment hereunder will also be subject to and may only be disbursed in accordance with applicable Federal regulations, as presently promulgated and as same may be revised from time to time in the future, all other terms of this Agreement, and any special provisions in the Scope of Services. All payments received by Subrecipient hereunder are subject to repayment by Subrecipient.

a. Advances

Subrecipient may request a funding advance using the Request for Advance or Reimbursement Form in Exhibit G. The County reserves the right to approve or deny the request.

b. Drawdown Reporting

Subrecipient shall comply with the applicable regulations of Code of Federal Regulations 2 C.F.R. §200.305 for cost reimbursement agreements. See Section 1.4 Reporting Requirements, for the required financial reporting for the advanced grant proceeds.

c. Funds Recapture

The County shall recapture any unspent funds or funds for expenses that are determined to be ineligible and/or unallowable. Subrecipients are required to cooperate with recapture requests, including any paperwork requests. See Section 1.4.3 Reporting Requirements for Final Report for additional information concerning the funds recapture.

SECTION 3 – APPLICATION INSTRUCTIONS

3.1 Communications Regarding this Project

Please direct all communications regarding the NOFO process to:

Grants Management
Booth Management Consulting, LLC
Email: LuzerneARPA@bmc-llc.net

All communications/questions concerning this NOFO must be submitted via email referencing the specific paragraph and page number. A copy of this NOFO, the application questions, the live application, and additional program related materials may be found on the County’s website at: <https://www.luzernecounty.org/>

3.2 Schedule

The following is the anticipated schedule for the NOFO Process:

| | |
|---|------------------------------------|
| Issue NOFO – Application Opens | August 15, 2022 |
| Applicant Informational Sessions – Applicants are strongly encouraged to attend* | August 17, 2022 at 10:00 AM |
| Sessions will be recorded and available by request | August 19, 2022 at 1:00 PM |
| Final Application Submission Deadline | August 31, 2022 at 2:00 PM |
| Funding Must Be Expended by | September 15, 2022 |
| | December 31, 2024 |

**Please register for one of three ARPA Grant Applicant Informational Sessions*

[REGISTER: Wednesday, August 17th at 10:00 AM \(EST\)](#)

[REGISTER: Friday, August 19th at 1:00 PM \(EST\)](#)

[REGISTER: Wednesday, August 31st at 2:00 PM \(EST\)](#)

After registering, you will receive a confirmation email containing information about joining the webinar.

3.3 Submitting an Application

Each Organization seeking consideration for relief funds related to this NOFO must submit an application. Applications and supporting documents must be submitted at the County’s website: <https://www.luzernecounty.org/>

Email, fax or hard copy applications will not be accepted.

Completed applications must be submitted in their entirety by 5:00 PM on the date indicated in [Section 3.2](#) (Schedule). Applications received after the scheduled date/time will not be considered. All supporting materials and documentation must be included with the application.

3.4 Required Application Contents

Proposers are required to submit the following information in their application:

| Document Name |
|--|
| Complete and Signed ARPA Grant Application - https://www.luzernecounty.org/ |
| Pennsylvania Secretary of State Business Filing – Certificate of Good Standing (dated within 12 months) |
| Previous Year Federal Business Tax Return (2021 if filed, or 2020 if last year’s filing has not been completed) |
| Detailed budget for the proposed project/program using Luzerne County - ARPA Grant Budget Template (Exhibit C) |
| Form W-9 (Exhibit D) |
| Completed Vendor Compliance Form (Exhibit E) |
| A proposed project/program timeline (funds must be expended by December 31, 2024) |
| Request for Advance/Reimbursement Form (Exhibit G) |
| Evidence of “Active” standing in System for Award Management (SAM.gov) <i>MUST be submitted prior to the execution of a subrecipient grant agreement</i> |
| Any additional relevant documents regarding the project |

3.5 Rejection of Application

The County reserves the right to reject any and all applications, to waive any irregularities in an application, or to accept the application(s) which in the judgment of proper officials, is in the best interest of the County. The County reserves the right to accept a part or parts of an application unless otherwise restricted in the NOFO or issue subsequent NOFOs. The County reserves the right to approve or reject any sub-Firms proposed for work under this application or waive any minor irregularities.

3.6 Competitive Award

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this NOFO. The County does not guarantee that any contract will be awarded because of this NOFO. If a contract award is made but the contract is not executed, the County does not guarantee that the contract will be re-awarded.

SECTION 4 – EVALUATION CRITERIA

The selection committee will evaluate each application submitted based on the criteria identified Exhibit F. Also, see Exhibit A for detailed information concerning the eligible activities.

Applicants shall not assume that any information shared with the County prior to this NOFO will be considered in the evaluation process of this NOFO. The evaluation team may or may not have prior knowledge of any discussions and processes. Evaluation will be completed on the information submitted in response to the NOFO only; unless a presentation or clarification is requested. Should this occur, all of these factors will be used to determine the outcome.

Evaluation Score Card in Exhibit F