

## AGENDA

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, DECEMBER 15, 2021 – 1:00  
P.M. FORT KENT REGISTRY OF DEEDS BUILDING – FORT KENT

PLEASE USE THE FOLLOWING INFORMATION FOR ATTENDING THE MEETING VIA ZOOM:

MEETING ID: 867 3173 6167      PASSCODE: 318263

- ART. 1.      CALL TO ORDER.
- ART. 2.      PUBLIC COMMENT PERIOD.
- ART. 3.      APPROVAL OF AGENDA.
- ART. 4.      APPROVAL OF THE COUNTY COMMISSIONERS MEETING MINUTES OF  
NOVEMBER 17, 2021.
- ART. 5.      OTHER ITEMS FOR APPROVAL AND SIGNATURES.
  - A) ATTENDANCE RECORD
  - B) BILLS AND WARRANTS
- ART. 6.      DISPATCH AGREEMENT WITH SOUTHERN AROOSTOOK AMBULANCE SERVICE  
(Sheriff Gillen).
- ART. 7.      AUTHORIZATION FOR THE COUNTY ADMINISTRATOR TO EXECUTE ALL  
DOCUMENTS AND AGREEMENTS PERTAINING TO OPIOID SETTLEMENT  
AGREEMENT(S). (Ryan Pelletier)
- ART. 8.      AMERICAN RESCUE PLAN PROGRAM STATEMENT, GRANT APPLICATION AND  
LETTER OF INTENT APPROVAL. (Steve Pelletier)
- ART. 9.      AUTHORIZATION TO TRANSFER ARPA FUNDING TO COVER RELATED 2021 ARPA  
PROGRAM EXPENSES (Dana Gendreau)
- ART. 10.     COUNTY COMMISSIONER'S REPORT.
  - A) MCCA/RISK POOL UPDATE
  - B) OTHER ITEMS OF INTEREST
  - C) LEGISLATIVE REPORT
- ART. 11.     OTHER BUSINESS
- ART. 12.     TO CONSIDER AN EXECUTIVE SESSION PURSUANT TO TITLE 1 M.R.S.A. §  
405(6)(A) DISCUSSION OR CONSIDERATION REGARDING THE ANNUAL  
PERFORMANCE EVALUATION OF THE COUNTY ADMINISTRATOR.
- ART. 13.     ADJOURNMENT

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING - WEDNESDAY, NOVEMBER 17, 2021  
- 1:00 P.M. - SHERIFF'S OFFICE BUILDING - CONFERENCE ROOM (SECOND FLOOR) - HOULTON

PRESENT

Paul J. Adams, Chair, County Commissioners  
Norman L. Fournier, County Commissioner  
Paul J. Underwood, County Commissioner  
Ryan D. Pelletier, County Administrator  
Shawn Gillen, Sheriff  
Craig Holder, Chief Deputy  
Paul Bernier, Community Services Director  
Dana Gendreau, Finance Director  
Craig Clossey, Jail Commander  
Christina Theriault, HR Director  
Lt. Brian Harris, MSP  
Ryan Bushey, Oxbow Snowmobile Club Representative  
Joe Cyr, Houlton Pioneer Times  
Steve Pelletier, ARP Program Administrator, via Zoom  
Darren Woods, EMA Director, via Zoom

- ART. 1. Chair Paul J. Adams called the meeting to order at 1:05 p.m.
- ART. 2. There was no public comment.
- ART. 3. Chair Paul J. Adams entertained a motion for approval of the agenda.

MOTION:

Motion by Paul Underwood and seconded by Norman Fournier to approve the agenda.

VOTE:

Motion voted on and passed.

- ART. 4. Chair Paul J. Adams entertained a motion for approval of the October 21, 2021 County Commissioners' meeting minutes.

MOTION:

Motion by Paul Underwood and seconded by Norman Fournier to approve the minutes of the October 20, 2021 County Commissioners' meeting.

VOTE:

Motion voted on and passed.

- ART. 5. The County Commissioners approved and signed the following:

- A) Attendance record.
- B) Bills and warrants.

ART. 6. Public Request for snowmobile access route in Oxbow North Township.

Mr. Ryan Bushey introduced himself and explained that the local snowmobile club was seeking designation of the road as a snowmobile access route to allow residents and landowners access to the designated ITS system where it intersects at various points along said road. Mr. Bernier indicated that he was in support of the request and asked that if the Commissioners approve the request to include language that would allow him the authority to decide to suspend the access if problems arise this snowmobile season.

**MOTION:**

Motion by Norman Fournier to authorize the designation of road as a snowmobile access route and to allow the Community Services Director the authority to suspend the designation at his pleasure if the need arises. Seconded by Paul Underwood.

**VOTE:**

Motion voted on and passed.

ART. 7. Quarterly Financial Report

Mrs. Dana Gendreau presented the third quarter financial report for the general fund; the first quarter report for the unorganized territory and jail funds.

**MOTION:**

Motion by Norman Fournier to approve the quarterly financial report as presented. Seconded by Paul Underwood.

**VOTE:**

Motion voted on and passed.

ART. 8. Emergency Management Agency Mutual Aid Agreement

Mr. Woods presented the EMA mutual aid agreement. This agreement is being reviewed by each county and spells out how mutual aid would work in the event one county requested assistance during an emergency from another county.

**MOTION:**

Motion by Paul Underwood to approve the mutual aid agreement as presented. Seconded by Norman Fournier.

**VOTE:**

Motion voted on and passed.

ART. 9. Mileage Reimbursement Rate for Personal Vehicle Use

Mr. Pelletier asked the board to provide a .10 cent increase retroactive to September 1, 2021 until the 2022 mileage rate is published and approved expected in January. This request is due to the recent spike in gasoline and affects only those employees who use their personal vehicles for business travel.

**MOTION:**

A motion was made by Paul Underwood to approve the Administrator's recommendation. Seconded by Norman Fournier.

**VOTE:**

Motion voted on and passed.

ART. 10. 2022 County Commissioners Meeting Dates

The Commissioners reviewed the 2022 Proposed meeting dates. In general, the Commissioners will meet the third Wednesday of each month at 1 pm, with the exception of the Organizational Meeting in January which will be Tuesday January 4, 2022 at 1 pm in Houlton and the September meeting which will be Tuesday September 13, 2022 at 1 pm in Caribou. The County Administrator will post the meeting schedule on the Aroostook County website.

**MOTION:**

A motion was made by Paul Underwood to approve the 2022 County Commissioner Meeting Dates as proposed. Seconded by Norman Fournier.

**VOTE:**

Motion voted on and passed.

ART. 11 OSHA Guidelines and Policy

Mrs. Theriault updated the board on the current status of the OSHA ETS for mandatory testing and/or weekly testing. Mrs. Theriault is continuing to work on a policy for County Commissioner approval, however, at this time the ETS has been suspended by OSHA pending further litigation. Once the issues have been resolved, the Commissioners will be presented with a full draft policy for consideration.

No motion necessary.

ART. 12. County Commissioners Report

Commissioner Fournier updated the Board with various activity and issues at the MCCA Board Meeting and Risk Pool meeting as well as discussion regarding various pieces of legislation affecting County government. No action taken or motions made.

ART. 13. Other Business

There was no other business.

**MOTION:** A motion was made by Norman Fournier and seconded by Paul Underwood to approve the MDOT Crack Seal projects as presented.

ART. 14. To Consider an Executive Session

**MOTION:**

A motion was made by Paul Underwood and seconded by Norman Fournier to enter executive session at 2:05 pursuant to Title 1 MRSA 405(6)(A) discussion or consideration regarding compensation of an individual or group of employees of the body or agency.

**VOTE:**

Motion voted and passed.

The Board exited executive session at 2:35 pm and there was no post executive session action.

ART. 15. Adjournment.

**MOTION:**

A motion was made by Paul Underwood and seconded by Norman Fournier to adjourn the meeting at 2:36 pm.

**VOTE:**

Motion voted and passed.

ATTEST: A True Copy

of Commissioners' Meeting

\_\_\_\_\_  
Ryan D. Pelletier  
County Administrator

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AROOSTOOK COUNTY COMMISSIONERS  
DATE:

## ***DISPATCH SERVICE CONTRACT***

This AGREEMENT, entered into by and between the COUNTY OF AROOSTOOK (hereinafter "County") and the Southern Aroostook Emergency Medical Service (hereinafter "Southern Aroostook EMS").

### **WITNESS,**

That the County and the Southern Aroostook EMS, for consideration paid, hereby agree as follows:

#### **A. SERVICES**

The County agrees to provide the Southern Aroostook EMS with emergency dispatching services. All EMS calls for the towns of Hammond, Ludlow, Littleton, Monticello, Smyrna, Merrill, Hodgdon, New Limerick, Linneus, and Amity received at the Sheriff's Office dispatch center will be dispatched to the Southern Aroostook EMS.

#### **B. COST**

The County will be paid for its services the sum of \$26,568.00 per calendar year, to be paid in advance before January 31 of that calendar year. Failure to pay the above sum will result in termination of any obligation by the County.

#### **C. LINE COST, MAINTENANCE, EQUIPMENT**

The Southern Aroostook EMS shall pay the cost of installing and maintaining any and all equipment needed for the performance of this contract, including but not limited to: telephones, telephone lines, telephone line regular monthly and toll charges, pagers, radio receivers or transmitters and radio repeaters.

#### **D. CONTRACT TERM**

This contract shall commence on January 1, 2022, and end DECEMBER 31, 2022. This contract may only be renewed annually by approval of the Board of County Commissioners and the Southern Aroostook EMS Board.

**E. SUPERVISION**

County dispatchers performing this contract are subject only to the authority of the Sheriff's Office, the County Administrator and the Board of County Commissioners, in that order.

**F. TITLE TO PERSONAL PROPERTY**

Personal property and equipment belonging to the County and used in the performance of this contract remains the property of the County. Personal property and equipment provided by the Southern Aroostook EMS remains the property of the Southern Aroostook EMS.

**G. TERMINATION**

This Contract expires automatically on December 31, 2022. It may be terminated earlier by mutual agreement of the parties. Should this Contract be terminated and not renewed, each party should return to the other party any personal property or equipment used in the performance of this Contract and owned by the other party.

Should the County contract out its dispatching services, this Contract may be unilaterally terminated by the County. In such an event, the County will retain the pro rata share of the annual contract cost representing the portion of the year for which services are actually provided, and will refund the balance to the Southern Aroostook EMS.

**H. APPROVAL**

To be effective, this Contract must be approved by an affirmative vote of the Board of County Commissioners and of the legislative body (selectmen, etc.) of the Town, at a

publicly announced duly called meeting. Copies of the minutes of the meeting of each body, attested by the legally appointed custodian of those minutes, along with the executed duplicate original copies of this Contract, shall be provided to and filed with the office of the Board of County Commissioners and the Southern Aroostook EMS Board.

**I. LIABILITY, INDEMNIFICATION**

The Southern Aroostook EMS agrees to assume liability, to indemnify and hold harmless the County, its employees, officials and agents, for any loss caused by any failure to properly dispatch and for any injury caused by any actions undertaken in the performance of this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the 23 day of November, 2021.

\_\_\_\_\_

\_\_\_\_\_ COUNTY ADMINISTRATOR

\_\_\_\_\_ WITNESS

\_\_\_\_\_ SHERIFF

*Paul Stewart*

*Paul Harrison*

TO ALL

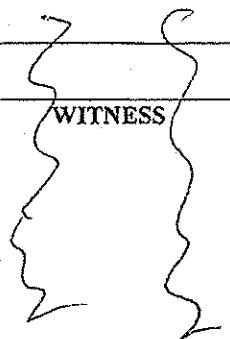
*Don [unclear]*  
*[unclear]*

\_\_\_\_\_

*Sandy Kirkwell*  
Southern Aroostook EMS Executive Board

\_\_\_\_\_ WITNESS

*Dawn C. [unclear]*  
*Cynthia [unclear]*



*Deane J. [unclear]*  
*Barbara C. [unclear]*

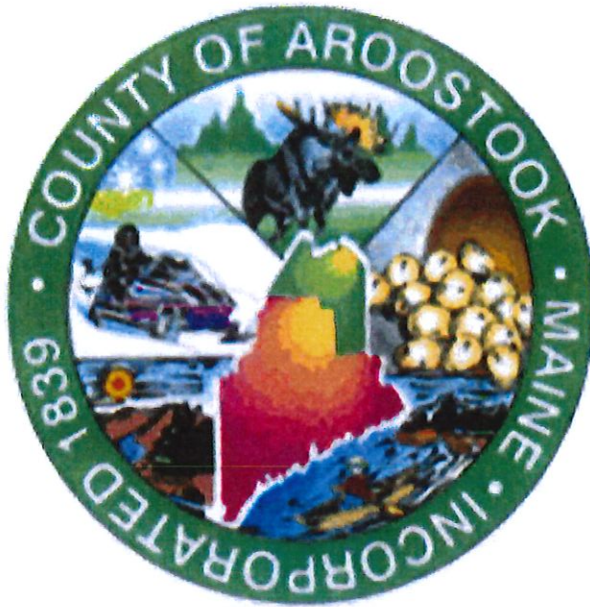
December 7, 2021

TO: County Commissioners

FR: Ryan Pelletier, County Administrator

RE: Opioid Litigation Settlement

I have been following the Opioid Litigation Settlement discussions and have been advised by our contact at the law firm of Napoli Shkolnik that they are getting close to reaching an agreement in these cases. I need authorization from the Board to authorize me to sign on behalf of Aroostook County once the agreements are finalized. I will inform the Board beforehand as to what the settlement amount(s) will be.



# **County of Aroostook**

## **American Recovery Plan Act Fund**

### **2022-2026 Program Statement**

**County Commissioners Office**  
**144 Sweden Street, Suite 1**  
**Caribou, Maine 04736**  
**Phone 207-493-6337**  
**Fax 207-493-6337**  
**[www.arostook.me.us](http://www.arostook.me.us)**

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*The County Commissioners Office reserves the right to fund only those applications deemed to qualify under the ARPA Guidelines, be in the best interest of, and that offer definable benefits to, Aroostook County and the ARPA Grant Program.*

## SUMMARY

This Program Statement describes the method by which the 2022–2026 American Rescue Plan Act (ARPA) program funds will be distributed. The ARPA Program is administered pursuant per sections 602(c). (1) and 603(c). (1). The Aroostook County Commissioners Office approved the ARPA Program Statement at their Public Meeting held on December 15, 2021.

## SECTION 1. PROGRAM OVERVIEW

- A. **ARPA FUND OBJECTIVES** – all ARPA funded activities must meet the Program Statement Guidelines and Interim Final Rule requirements set forth by the U. S. Department of Treasury.
- On March 11, 2021, the American Rescue Plan Act (“ARPA”) of 2021 was signed into law. Two signature programs of the ARPA are the Coronavirus State Fiscal Recovery Fund (“SFRF”) and the Coronavirus Local Fiscal Recovery Fund (“LFRF”). The following information is a high-level review of the Interim Final Rule issued by the U.S. Department of Treasury for these two programs on May 10, 2021.
  - The Fiscal Recovery Funds were established to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

The ARPA Program will not only drive the economic recovery of region's economy, it will also encourage other investment from other federal and state organizations to help complete eligible projects, and:

- Respond to public health needs and negative economic impacts from the pandemic;
- Rehire local government staff to pre-pandemic levels;
- Use recovery funds to invest in certain critical infrastructure projects;
- Address negative economic impacts;
- Small business and non-profit support;
- Aid to impacted industries;

**B. METHOD OF DISTRIBUTION** - ARPA Fund Program, through the Aroostook County Commissioners Office, offers funding categories to assist municipalities, non-profits, and other eligible organizations to develop and achieve projects designed to help in the economic recovery from the fallout of the pandemic. The categories are listed below.

1. **Public Health Emergency & Negative Economic Impacts** – Fund COVID-19 mitigation efforts, medical expenses, behavioral health care and certain county public health, public safety, human service and other related staff; respond to economic harms to workers, families, small businesses, impacted industries, and rehiring of public sector workers.
2. **Investments in Infrastructure** – make necessary investments to improve access to clean drinking water, invest in wastewater and stormwater infrastructure, and provide unserved or underserved locations with new or expanded broadband access.

**C. AROOSTOOK COUNTY ADMINISTRATION** – the Aroostook County Commissioners Office will oversee and administer all ARPA Funding and determine the scoring of the proposed projects submitted by municipalities and non-profits.

**D. PROGRAM TIMELINE**

**Application deadlines – All applications must be received at the physical location of the Aroostook County Commissioners Office on or before 4:00 PM EST on the dates listed below.**

<b>Funding Categories</b>	<b>Letter of Intent Due Date</b>	<b>Application Due Date</b>
<b>Public Health &amp; Negative Economic Impact</b>	<b>February 15, 2022</b>	<b>April 29, 2022</b>
<b>Investments in Infrastructure</b>	<b>February 15, 2022</b>	<b>April 29 2022</b>

**E. 2022-2026 ARPA PROGRAM BUDGET**

**County Administration**

• ARPA Program Administrator Salary, Benefits, and Office	\$500,000	
• Support for Unorganized Territories	\$224,648	
• Revenue Loss	\$500,000	1,000,000.
• Technical Support	\$250,000	
	<b>TOTAL</b>	<b>α</b>

**County Investments**

• Facilities	\$750,000
• Infrastructure	\$1,750,000
• Public Health	\$750,000
• Essential Worker Compensation	\$500,000

**County Total**

**\$3,750,000**

*Grand TOTAL \$224,648*

**Municipalities and Non-Profits**

Public Health and Economic Impacts

• COVID 19 Mitigation and Prevention	\$500,000
• Medical Expenses	\$400,000
• Behavioral Health Care	\$350,000
• Public Health and Safety Staff	\$350,000

Negative Economic Impact

• Impacts to Households and Individuals	\$150,000
• Impacts on Businesses	\$150,000
• Impacts to State and Local Government	\$100,000

**Investments in Infrastructure**

• Water and Sewer Infrastructure	\$3,500,000
• Broadband Infrastructure	\$2,300,000

**Total – estimated 2022 - 2026 ARPA Funds for municipalities and non-profits for eligible categories.**

**~~\$9,274,648~~ 7,800,000**

**Maximum Total Annual Awards 2022-2023**

**~~\$3,091,550~~**

***\*Funding for these programs may be available based upon funding allocation from the Treasury Department.***

**F. CERTIFICATIONS** – All municipalities and Non-profits applying for ARPA funds must certify they will:

- Meet all required State and Federal public participation requirements.
- Meet all Program Statement guidelines.
- Comply with Dept. of Treasury requirements of Section 602 and 603 of the ARPA Final Rule.
- Not attempt to obtain program income from an ARPA funding award.
- With the exception of administrative or personnel costs, verify that no person who is an employee, agent, consultant, officer, elected officer, or appointed official of State or local government or of any designated public agencies, or sub-recipients which are receiving ARPA Program funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to ARPA Program activities.
- Any person or firm associated with the administration of the ARPA Program award is not on the U.S. Department of Labor's Debarred and Suspended Contractor's List.
- Review the project proposed in the application to ensure it complies with the community's comprehensive plan and/or applicable state and local land use requirements.

**G. GENERAL REQUIREMENTS**

- **Eligible Applicants:** All units of local municipal, non-profits, and other eligible organizations in Aroostook County are eligible to apply for and receive U.S. Dept. of Treasury ARPA Program Funds.
- **Eligible Activities:** Applications will be reviewed to determine that the activities proposed are eligible under the Program Statement and Sections 602 and 603 of the American Rescue Plan Act. Ineligible activities will not be considered.
- **Project Eligibility:** Applications and required documentation will be reviewed to verify that the proposed activities meet at least one of the ARPA Program Statement and requirements pursuant to sections 602 and 603 of the ACT. If the activity does not meet the requirements the application will not be considered for funding.
- **Repayment of Grant Funds:** Grant recipients must repay on demand to Aroostook County Government all funds expended if ARPA Program Grant Projects are not completed as specified in their contract with the County.
- **Application Threshold:** Incomplete and/or non-conforming applications which do not meet the requirements set forth in Program Statement and the 2021 U.S. Dept. of Treasury Final Rule will be removed from the scoring process during the review period.
- **Financial Commitments:** Applications for projects not demonstrating a firm financial commitment as required in the application will be reflected in the scoring process.
- **Grant Termination:** The County may terminate a recipient's grant if progress is not apparent within 6 months of the date of the contract signing. The County Commissioners Office may grant waivers for just cause.

- Multiple Grants: Eligible applicants may not apply for, or benefit from, more than one grant per program category in any grant year.
- Non-profit organizations must have a 501(c)(3) determination letter to apply.
- All applicants must choose from the eligible ARPA Grant Program categories listed in Section 2 of this Program Statement.

## H. AWARD PROCESS

### 1. Scoring:

A score will be assigned to each of the scoring areas and the application's total score will be determined by the sum of the scores. The top scoring applications will be considered for an invitation to participate in the project development phase. Successful communities will receive a funding amount up to the amount applied for determined by the County for their project.

### 2. Project Development Phase:

- Project Planning: Details of the project including pre-engineering, bid requirements, budget, and/or grant administration.
- Acceptance of Funds: Public Hearing and Legislative Body Approval for the acceptance of funds.
- Local Certifications: Local adoption of County and Dept. of Treasury regulations.
- Project Benefit: Verification that proposed activities meet or will meet requirements in one of the ARPA Program Statement categories.
- Environmental Review: Review of project for compliance with State and Federal Environmental Regulations.

### 3. Project Development and Assistance:

The goal of the Project Development Phase is a grant contract for ARPA Program Funds. The ARPA Program Administrator will work closely with each municipality and organization to finalize their projects. ***All ARPA Grant Award Approvals are solely under the discretion of the County Commissioners. The County will rescind the ARPA program award offer if the community or organization is not under contract within six months of the date of the award offer and invitation into the project development phase process.*** The County may grant waivers for just cause.

## SECTION 2. ARPA GRANT PROGRAM CATEGORIES

### A. PUBLIC HEALTH/NEGATIVE ECONOMIC IMPACT

The Public Health and Negative Economic Impact ARPA Category provides public health response funding to COVID-19 mitigation efforts, medical expenses, behavioral health care, public health and safety, human services and other related staff; responds to economic harms to workers, families, small businesses, impacted industries and rehiring of public sector workers.

1. **Eligibility Requirements for Public Health and Negative Economic Applications:**

Municipalities and Non-profits must have an identified project that meets Program Statement Guidelines and Sections 602 and 603 of the Treasury's Final Rule. To respond to the public health emergency or its negative economic impact, applicants must identify a need or a negative impact of the COVID-19 public health emergency, identify how the County investment would address the identified need or impact, and explain how the investment would help the County respond to the disease itself or the harmful economic consequences of the economic disruptions.

2. **Eligible Activities: Eligible Public Health activities include:**

**Preventing and mitigating COVID-19** - funding a broad range of services and programming for prevention and response to COVID-19, such as:

- Vaccination programs.
- Testing, monitoring, and contact tracing.
- Supporting isolation and quarantine.
- Paid sick and paid family and medical leave to public employees related to COVID-19 compliance.
- Public health surveillance and data system enhancement.
- Enforcing public health orders.
- Emergency medical response expenses, including emergency medical transportation related to COVID-19.
- Communication efforts related to COVID-19 vaccination programs and public health orders
- Purchase PPE and disinfection in public areas and other facilities.
- Prevention and mitigation in congregate living facilities, such as:
  - Nursing homes and skilled nursing facilities.
  - Jails and incarceration settings.
  - Group living facilities including residential foster care and behavioral health treatment facilities.
  - Other key settings like homeless shelters and schools
- Ventilation improvements in congregate settings, public health facilities or other public facilities.
- Capital investments or adaptations to public facilities such as hospitals or health clinics.

**COVID-19 Treatment and Medical Services** – funding to enhance health care capacity to treat and provide care and services for near and long-term medical needs for COVID-19 patients as well as genomic surveillance for COVID – 19 variants. This also includes treatment expenses of the long-term symptoms or effect of COVID-19, including post-intensive care syndrome.

**Enhance Behavioral and Mental Health Services** – funding new or enhanced services that met behavioral health needs exacerbated by the pandemic, as well as related public health needs, such as:

- Mental health treatment.
- Substance misuse treatment.
- Hotlines and/or warmlines.
- Crisis intervention services.
- Overdoses prevention.
- Infectious disease prevention.
- Behavioral/physical health primary care services.

**Support Local Health and Safety Workforce** – funding payroll and covered benefit expenses for the following segments of workers who, primarily or partially work regularly to mitigate or respond to the COVID-19 emergency. Recovery funds may be used for ***payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, to the extent that their services are devoted to mitigating or responding to the COVID-19 pandemic.*** Departments include:

- Public safety.
- Public health.
- Health care.
- Human services.
- Other similar employees.

**Improving the Design and Execution of Health and Public Health Programs** – funding efforts to improve programs addressing the COVID-19 public health emergency through planning and analysis, which includes, **but is not limited to:**

- Targeted consumer outreach.
- Improvements to data or technology infrastructure.
- Impact evaluation.
- Data analysis.

**Addressing Disparities in Public Health Outcomes** – in recognition of the disproportionate impacts of the COVID-19 pandemic on health outcomes in low-to-moderate income and the importance of mitigating these effects, the Interim Final Rule identifies a broader range of services and programs that will be presumed to be responding to the public health emergency when provided in these communities. Specifically, Treasury will presume that certain types of services are eligible uses when provided in a Qualified Census Tract (QCT), to families and populations living in QCT, or other households, businesses or populations disproportionately impacted by the COVID-19 public emergency. These services include:

- Community health workers.
- Public benefits navigators.
- Housing services.

- Lead paint remediation.
- Evidence-based community violence intervention programs.

This section also covers program and service activities that address:

- Housing insecurity.
- Impacts of COVID-19 on education.
- Childhood health or welfare.

### **3. Eligible Activities Addressing Negative Economic Impacts:**

**\*\*Any for-profit business wishing to apply for ARPA Funding to address Negative Economic Impact must do so through their respective municipality.**

- a. Assistance to Households – funds may be used to assist households or populations, preferably those most disproportionately impacted, by the negative economic impacts of the COVID-19 public health emergency, such as:
  - Food assistance.
  - Rent, mortgage or utility assistance.
  - Counseling and legal aid to prevent eviction or homelessness.
  - Cash assistance
  - Emergency assistance for burials.
  - Home repairs.
  - Internet access or digital literacy assistance.
  - Job training.
- b. Small Business and Non-Profit Support – funds to small businesses to adopt safer operating procedures, weather periods of closure or mitigate financial hardship resulting from the COVID-19 public health emergency, including:
  - Loans or grant to mitigate financial hardship.
  - Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics.
  - Technical assistance.
- c. Aid to Impacted Industries – funds may be used to aid tourism, travel, hospitality, and other impacted industries that responds to the negative economic impacts of the COVID-19 public health emergency, such as:
  - Implement COVID-19 mitigation and infection prevention measures.
  - Improvement to ventilation, physical barriers or partition.
  - Signage to facilitate social distancing.
  - Provision of masks or PPE.
  - Consultation with infection prevention professionals to develop safe reopening plans.
  - Activities that support safe reopening of tourism, travel, and hospitality industries and business districts that were closed during the pandemic.
  - Planned expansion or upgrade of tourism, travel, and hospitality facilities delayed due to the pandemic.

- d. Rehiring State and Local Government Staff, Including Public Employees – the Interim Final Rule permits coverage of payroll and benefits costs of public health and safety staff primarily dedicated to COVID-19 response, as well as rehiring of public sector staff up to pre-pandemic levels as of 1/27/2020
- e. Expenses To Improve Efficacy of Economic Relief Programs – funding may be used for Fiscal Recovery to improve efficacy of programs addressing negative economic impacts, including through:
  - Use of data analysis.
  - Targeted consumer outreach.
  - Improvements to data or technology infrastructure.
  - Impact evaluations.
- f. Services for Qualified Census Tract and Other Disproportionately Impacted Communities – these services include:
  - Investments in Housing and Neighborhoods.
  - Addressing Educational Disparities.
  - Promoting Healthy Childhood Environments.

- 4. **Match** – All Communities and Non-profits applying for the Public Health and Negative Economic Impact Categories must certify that they will provide **a minimum cash match equivalent to 50% of the total ARPA grant award**. This 50% match may come from any public source and/or private. **All match must be fully committed at the time of application.**
- 5. **Maximum Award:** \$150,000 or 50% of the project amount.
- 6. **Demonstrate ARPA Program Requirements:** Applicants must demonstrate that the projects meet Program Statement guidelines and sections 602 or 603 of the Treasury’s Interim Final Rule and Guidance of the American Rescue Plan Act. **These demonstrations must be made part of the Letter of Intent and Verification of ARPA Funding Guidelines submitted to the County.**
- 7. **Selection Process** – The selection process will consist of two stages:

(a) Stage 1:

**Letter of Intent and Verification of ARPA Funding Guidelines**

All municipalities and non-profits wishing to submit a PH & NEI application must submit a Letter of Intent. After review for completeness and eligibility, municipalities and non-profits may be invited to make a full application. Please refer to Page 3 of this document for Program Timelines and due dates.

(b) Stage 2:

**Application:** All sections of the application must be completed in association with the proposed project. If a section or sections are not completed, the application will not be scored.

Members of the review team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable:

**Impact (40 points)**

- A description of why the proposed public health or negative economic impact project is necessary and any previous efforts to address the needs – 5 points.
- What sources and methods of information were used to determine the issues and the need for ARPA funding – 5.
- How the determined issues affect the safety and welfare conditions affect the community and others in the region – 6.
- Size and demographic makeup of community base and target area of projected public health or economic impact project – 6.
- How the ARPA investment will help respond to the pandemic itself or the harmful economic consequences of the economic disruptions – 9.
- Why ARPA funds are necessary for the project and what other state, federal, or local funds are included, how the funding will address the identified need or impact, and how matching funds will work with ARPA funds to implement the project – 9.

**Development Strategy (40 points)**

- A description of the proposed public health or economic impact improvements, including areas within municipal or non-profit organizational structure – 6.
- Positive impacts on health, safety, and welfare of stakeholders directly affected by ARPA funding investment – 6.
- How many jobs will be retained or created by the project- 8.
- How the proposed public health or economic impact project is eligible under the Program Statement Guidelines and ARPA Guidelines of the U.S. Dept. of Treasury's Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule – 10.
- Project Timeline: list tasks necessary to begin project implementation. Is the proposed project "Shovel Ready"? Identify work already completed and when remaining tasks will be completed. Estimate a project completion date and describe why project timeline is feasible – 10.

**Citizen Participation (20 points)** 108T.

- How the overall citizen participation process directly relates to identification of solution strategies and application development – 4.
- Effective use of any media to further public awareness and participation – 4.
- Relevance of listed meeting/ hearing activities/comments on application and project development – 4.

- Involvement of potential LMI project beneficiaries in to the application development and citizen participation process – 4.
- What other local resources (cash and in-kind) are directly related to the project and the cash value equivalent for all in-kind commitments – 4.

## **B. Investments in Infrastructure**

### **Eligible Activities**

#### **1. Water and Sewer Infrastructure**

To assist in meeting the critical need for investments and improvements to existing infrastructure in water and sewer, recipients can invest Fiscal Recovery Funds in these sectors. The Interim Final Rule outlines eligible uses within each category, allowing for a broad range of necessary investments in projects that improve access to clean drinking water, improve wastewater and stormwater infrastructure systems.

The Interim Final Rule does this by aligning eligible uses of the Fiscal Recovery Funds with the wide range of types or categories of projects that would be eligible to receive financial assistance through the Environment Protection Agency's (EPA) [Clean Water State Revolving Fund](#) and [Drinking Water State Revolving Fund](#).

- a. **Clean Water (SRF) Projects** – The CWSRF provides financial assistance for a wide range of water infrastructure projects to improve water quality and address water pollution in a way that enables the County and municipalities to address and prioritize the needs of their populations.

1. The types of projects eligible for **Clean Water SRF assistance** include:
  - Projects to construct, improve and repair wastewater treatment plants.
  - Control non-point sources of pollution.
  - Improve resilience of infrastructure to severe weather events.
  - Create green infrastructure.
  - Protect waterbodies from pollution.
2. Under the Clean Water SRF, each of the 51 State programs normally have the flexibility to direct funding to their particular environmental needs, and each state may also have its own statutes, rules and regulations that guide project eligibility. With the Recovery Fund, the intent of the Interim Final Rule is to outline the list of eligible projects that a county may consider for investment.

#### **b. DRINKING WATER (SRF) PROJECTS**

The primary use of DWSRF funds is to assist communities in making water infrastructure capital improvements, including the installation and replacement of failing treatment and distribution systems. In administering these programs, States must give priority to projects that:

- Ensure compliance with applicable health and environmental safety requirements.
- Address the most serious risks to human health.
- Assist systems most in need on a per household basis according to State affordability criteria.
- Green infrastructure that support stormwater resiliency, including rain gardens and green streets.

## **2. Broadband Infrastructure**

The COVID-19 public health emergency has underscored the importance of universally available, high-speed, reliable and affordable broadband coverage as millions of Americans rely on the internet to participate in, among critical activities, remote school, healthcare and work. Recognizing the need for such connectivity, the ARPA provides funds to state, territorial, local and tribal governments to make necessary investments in broadband infrastructure.

Additional guidance and requirements around use of Recovery Funds for broadband infrastructure are as follows:

- **Unserved and underserved households:** Funds may be used to make necessary investments in broadband infrastructure aimed at “unserved or underserved” communities. Treasury defines unserved and underserved at speeds below 25 Mbps download and 3 Mbps upload.
  - **Eligible projects are expected to meet or exceed symmetrical upload and download speeds of 100 Mbps.** However, in instances where required speeds cannot be achieved (due of the geography, topography, or excessive costs), the affected project would be expected to meet or exceed 100 Mbps download with a minimum of 20 Mbps upload with scalability to a symmetrical minimum of 100 Mbps.
  - **U.S. Treasury used the [Federal Communication Commission’s \(FCC\) Broadband Speed Guide](#)** to determine appropriate speed requirements for all eligible projects.
3. **Match** – All Communities and Non-profits applying for the Investments in Infrastructure Categories must certify that they will provide ***a minimum cash match equivalent to 50% of the total ARPA grant award.*** This 50% match may come from any source and/or public. ***All match must be fully committed at the time of application.***
  4. **Maximum Award:** \$300,000 or 50% of the project amount.
  5. **Demonstrate ARPA Program Requirements:** Applicants must demonstrate that the projects meet the Program Statement Guidelines and sections 602 or 603 of the Treasury’s Final Rule and Guidance of the American Rescue Plan Act. ***These demonstrations must be made part of the Letter of Intent and Verification of ARPA Funding Guidelines submitted to the County.***
  6. **Selection Process** – The selection process will consist of two stages:

(c) Stage 1:

**Letter of Intent and Verification of ARPA Funding Guidelines**

All municipalities and non-profits wishing to submit an Investment in Infrastructure application must submit a Letter of Intent. After review for completeness and eligibility, municipalities and non-profits may be invited to make a full application. Please refer to Page 3 of this document for Program Timelines and due dates.

(d) Stage 2:

**Application:** All sections of the application must be completed in association with the proposed project. If a section or sections are not completed, the application will not be scored.

Members of the review team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable:

**Impact (40 points)**

- A description of why the proposed investment in infrastructure project is necessary and any previous efforts to address the needs – 5 points.
- What sources and methods of information were used to determine the issues and the need for ARPA funding – 5.
- How the determined issues affect the safety and welfare conditions affect the community and others in the region – 6.
- Size and demographic makeup of community base and target area of projected public infrastructure project – 6.
- How the ARPA investment will help respond to the pandemic itself or the harmful economic consequences of the economic disruptions - 9.
- Why ARPA funds are necessary for the project and what other state, federal, or local funds are included, how the funding will address the identified need or impact, and how matching funds will work with ARPA funds to implement the project – 9.

**Development Strategy (40 points)**

- A description of the proposed investment in infrastructure project, including areas within municipal or non-profit organizational structure – 6.
- Positive impacts on health, safety, and welfare of stakeholders directly affected by ARPA funding investment – 6.
- How many jobs will be retained or created by the project- 8.
- How the proposed project is eligible under the ARPA Guidelines of the U.S. Dept. of Treasury's Coronavirus State and Local Fiscal Recovery Funds Final Rule – 10.
- Project Timeline: list tasks necessary to begin project implementation. Is the proposed project "Shovel Ready"? Identify work already completed and when remaining tasks will be completed. Estimate a project completion date and describe why project timeline is feasible – 10.

### Citizen Participation (20 points)

- How the overall citizen participation process directly relates to identification of solution strategies and application development – 4.
- Effective use of any media to further public awareness and participation – 4.
- Relevance of listed meeting/ hearing activities/comments on application and project development – 4.
- Involvement of potential LMI project beneficiaries in to the application development and citizen participation process – 4.
- What other local resources (cash and in-kind) are directly related to the project and the cash value equivalent for all in-kind commitments – 4.

### C. Restrictions on Use

Treasury defines a deposit as an extraordinary contribution to a defined benefit pension fund for the purpose of reducing an accrued, unfunded liability. **Recipients may use funds for routine payroll contributions to pensions of employees whose wages and salaries are otherwise an eligible use.**

The Interim Final Rule outlines and identifies several ineligible uses of Recovery Funds, including:

#### **1. Pension Funds – funds shall not be used for extraordinary deposits into defined pension funds.**

- **HOWEVER**, Treasury defines a “deposit” as an *extraordinary contribution* to a pension fund for the purpose of reducing an accrued, unfunded liability. **Recipients may use funds for routine payroll contributions to pensions of employees whose wages and salaries are an eligible use.**

#### **2. Net Reductions in Tax Revenue (Limited to States and Territories)** If a state or territory has a reduction in net tax revenue, they must demonstrate how they paid for the tax cuts from a source(s) other than the Recovery Fund.

#### **3. Other Restrictions – Including the following:**

- **Using funds for non-federal match** when barred by another federal regulation or statute, including EPA’s Clean Water SRF, Drinking Water SRF, Economic Development Administration or Medicaid.
- **Funding debt service**, including costs associated with tax anticipation notes (TANs) or issuing short-term revenue.
- **Legal settlement** or judgements.
- **Deposits to rainy day funds** or financial reserves.
- **General infrastructure** spending outside of water, sewer and broadband investments or above the amount allocated under revenue loss provision.

- **General economic development or workforce development activities**, unless they directly address negative economic impacts of the public health emergency.

#### **D. Additional Items Effecting Project Scoring**

***Scoring on eligible applications will be affected as follows:***

**1. Percentage of Matching Funds – a 50% match is required on ARPA funding and additional points will be awarded if a higher match is obtained.**

- 60% = 1 point
- 70% = 2 points
- 80% = 3 points
- 90% = 4 points
- 100% and higher = 5 points

**2. Job created or retained:**

- 1 job = 1 point
- 2 jobs = 3 points
- 3 jobs = 5 points

**3. Multi-jurisdiction: 3 bonus points will be added to multi-jurisdiction applications.**

**4. Past Award Recipients: (Beginning with second Round in 2023)**

- Never awarded = 5 points
- One award = minus 2 points
- Two awards = minus 5 points

**5. OTHER COVID RELIEF FUNDS ALREADY RECEIVED:**

- Zero (0) dollars – 5 points
- \$50,000 or less = Zero (0) points
- \$50,001 to \$100,000 = minus 1 point
- \$100,001 to \$250,000 = minus 2 points
- \$250,001 to \$500,000 = minus 3 points
- \$500,001 to \$1,000,000 = minus 4 points
- \$1,000,000 and higher = minus 5 points

### **SECTION 3. AROOSTOOK COUNTY/ADMINISTRATION**

#### **A. County Administration**

- **ARPA Program Administrator:** all salary, benefits, and office expenses are eligible program expenses
- **Support for Unorganized Territories:** eligible unorganized territory projects will be applied for by the County's Unorganized Territory Community Services Director on behalf of the unorganized territory requesting funding.
- **Revenue Loss:** County's calculated revenue loss during the pandemic may be used for projects in conjunction with the Revenue Loss section of the Treasury's Interim Final Rule.
- **Technical Assistance:** technical assistance provided by the County to applicants is an eligible funding expense.

### C. County Investments

- **Facilities:** proposed County facility projects will be completed and funded in conjunction with the Program Statement and Sections 602 and 603 of the Interim Final Rule.
- **Infrastructure:** proposed County infrastructure projects will be completed and funded in conjunction with the Program Statement and Sections 602 and 603 of the Interim Final Rule.
- **Public Health:** proposed County public health projects will be completed and funded as they relate to the pandemic, the Program Statement, and Sections 602 and 603 of the Interim Final Rule.
- **Essential Worker Compensation:** an amount up to \$13 per hour in addition to wages or remuneration the essential worker otherwise receives and in an aggregate amount not to exceed \$25,000 per eligible worker; should prioritize lower income eligible workers and not increase total pay above 150% of their residing state's average wage for all occupations or the County's average wage, defined by the Bureau of Labor Statistic's Operational Employment and Wage Statistics, whichever is higher, on an annual basis. The County must provide the Treasury and make publicly available, a written justification of how essential worker compensation is responsive to workers performing essential work during the pandemic.

## **SECTION 4. Additional ARPA Funding Guidelines**

### A. Program Income

- Program Income means the gross income received by a grant recipient from any ARPA grant supported activity. ***There will be no program income on ARPA awarded funds in any of the Program Statement funding categories.***

### B. Reallocation of ARPA Grant Funds

- **Awarded ARPA Recipients:** Applicants receiving grants under the 2022-2026 ARPA program but failing to have their projects substantially underway within six months of grant award, may have their grant rescinded by the County. Rescinded grant funds will be reallocated to the next funding round of ARPA grant funding.

- **Unexpended Funds:** Remaining funds in the grant recipient's ARPA account after grant closeout, funds remaining in a recipient's award but not requested upon grant closeout, and funds returned to the County because of disallowed costs will be reallocated to the next funding round of ARPA grant funding.
- **Unawarded funds** from a funding round of the ARPA grant funding will be reallocated to the next funding round, not to be extended past 12/31/2024.
- **Basis for Redistribution:** The decision to redistribute funds will be made after staff evaluation of the following: the total funds available, new requests for funding, requests for additional funding from current ARPA grant recipients, and applicants from organizations that did not receive funding. The County may redistribute available funds to any project deemed to be in the best interest of, and that offer ARPA eligible benefits to the County.

### **C. Appeals**

- Appeals of award decisions are restricted to errors of fact and procedure. Appeals in the area of judgement qualitative scoring will not be considered. In the case of a successful appeal, funds will be reserved for the project from available or subsequent ARPA funds.

### **D. Amendments to the Program Statement**

- The County may amend the 2022-2026 Program Statement from time to time in accordance with the same procedures required for the preparation and submission of the program statement. The County Commissioner's and citizen participation requirements will guide the amendment process.

## **SECTION 5. Uniform Guidance**

### **A. Financial Management**

The Financial Management system of A non-federal awardee must provide:

- Identification in its system that the account is a federal award, including award identification number, year, and name of Federal Agency.
- Records that identify the source and application of the funds for federally funded programs and projects (e.g., receipts, invoices, and contracts are common source documentation).

- Written procedures that describe how the awardee will minimize the time between the receipt of funds from the federal agency and the disbursement of funds to applicable activities.
- Each awardee must maintain internal control of funds and must report any deviations from program budgets that were submitted on the Treasury Portal.

## **B. Procurement**

The table below describes the types of procurements that awardees must undertake using ARPA Funds. **Note:** all bids/RFP's must be open and competitive.

### **Non-competitive bids are allowed if:**

- The contract is less than \$10,000,
- The item is only available from a single source,
- The public emergency will not permit a delay resulting from a public competitive bid process,
- After solicitation competition is determined to be inadequate,

Procurement Type	When It Can Be Used	Process and Procedure
Micro-purchase	<ul style="list-style-type: none"> <li>• Applies to the purchase of property, supplies, or services.</li> <li>• Contract is under micro-purchase threshold of \$10,000.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase can be made without going to bid or obtaining quotes.</li> <li>• Unit of government can choose to lower these thresholds. The change in thresholds must be documented.</li> </ul>
Small Purchase	<ul style="list-style-type: none"> <li>• Applies to the purchase of property, supplies, or services.</li> <li>• Contract is for more than \$10,000 but less than \$250,000.</li> </ul>	<ul style="list-style-type: none"> <li>• Price or rate quotations must be obtained from at least two sources.</li> <li>• Unit of government can choose to lower these thresholds. The change in thresholds must be documented.</li> </ul>
Sealed Bids	<ul style="list-style-type: none"> <li>• Contract for goods or services exceeds \$250,000.</li> <li>• Construction contracts, regardless of contract price.</li> </ul>	<ul style="list-style-type: none"> <li>• Bids must be publicly advertised.</li> <li>• Contract must be for a firm fixed price.</li> <li>• Complete, adequate, and realistic specification our purchase description is made available.</li> <li>• Bid must be solicited from an adequate number of qualified sources (government website and paper of general circulation)</li> <li>• Bid must be opened publicly</li> <li>• Bid must provide for sufficient response time.</li> <li>• Contract award must be made to the lowest responsible bidder.</li> </ul>
Request for Proposals (RFP)	<ul style="list-style-type: none"> <li>• Used for fixed price or cost reimbursement contracts.</li> </ul>	<ul style="list-style-type: none"> <li>• RFP's must be public and identify all evaluation labor.</li> </ul>

	<ul style="list-style-type: none"> <li>• Can only be used when conditions are not appropriate for sealed bids.</li> </ul>	<ul style="list-style-type: none"> <li>• Unit of government must have a written method of evaluating proposals.</li> <li>• Contracts must be awarded to the proposal that is the most advantageous to the unit of government.</li> </ul>
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### **C. Contracts**

All federally funded contracts that the non-federal entity enters into will need to contain the following provisions:

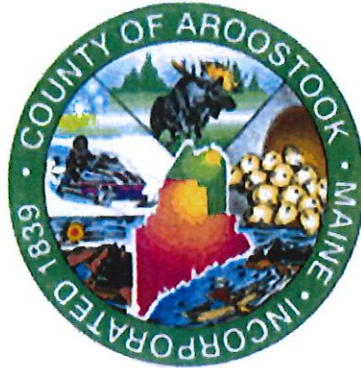
- Contracts for more than \$10,000 must address termination for cause or convenience.
- Contracts for more than \$250,000 must address administrative, contractual, or legal remedies in instances where contractors breach contract terms, and provide for penalties as appropriate.
- Construction contracts must contain the "Equal Employment Opportunity" clause found at [41 CFR 60-1.4\(b\)](#).
- Contracts over \$100,000 will require an anti-lobbying amendment, see sample amendment at: [CERTIFICATION REGARDING LOBBYING \(state.gov\)](#)

### **D. Review**

Local governments and non-profits should review the requirements, compare them to their current policies and procedures. In addition, it is recommended that all ARPA Awardees review [2 CFR Part 200 Subpart D](#), as this section describes the requirements most applicable to local governments.

**County of Aroostook Contact Information**  
**Steve Pelletier**  
**ARPA Program Administrator**  
**Phone 207-493-6337 Ext. 337**  
**Email [steve.pelletier@aroostook.me.us](mailto:steve.pelletier@aroostook.me.us)**





*Aroostook County Commissioners Office  
Aroostook County  
144 Sweden Street, Suite 1  
Caribou, Maine 04736*

**AMERICAN RESCUE PLAN ACT  
GRANT LETTER OF INTENT**

**Due at the County Commissioners Office on or before February 15, 2022**

Letters of Intent may be submitted via email to the ARPA Program Administrator, Steve Pelletier at [steve.pelletier@aroostook.me.us](mailto:steve.pelletier@aroostook.me.us)

If you would like to be considered for ARPA funding you are required to submit a **Letter of Intent (LOI)** as part of the application submission. By submitting this form, you are notifying the County that you intend to apply for ARPA funds for an eligible project before the application deadline. If you choose not to apply after submitting the LOI, you do not need to notify the County.

Eligibility to submit an application does not imply final project approval or funding. It will be used to assess eligibility and identify a potential project. You will receive a Notification Eligibility Email from the County if your proposed project is determined to be eligible. If awarded, funds will not be available until after July 1, 2022. If the County Administration has any questions, they will contact you through email.

# Letter of Intent

## 1. Applicant Information

Applicant:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
Address:	Click or tap here to enter text.	Fax:	Click or tap here to enter text.
City/Zip:	Click or tap here to enter text.	Email:	Click or tap here to enter text.
Authorized Person:	Click or tap here to enter text.		
Project Location:	Click or tap here to enter text.		
DUNS Number:	Click or tap here to enter text.		
Non-Profit 501(c)(3) Date:	Click or tap here to enter text.	<b>*Provide Determination Letter</b>	
Contact Person:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
	Click or tap here to enter text.	Email:	Click or tap here to enter text.

## 2. Multi-Jurisdictional Applicant Information

### Application Lead Organization

Applicant:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
Address:	Click or tap here to enter text.	Fax:	Click or tap here to enter text.
City/Zip:	Click or tap here to enter text.	Email:	Click or tap here to enter text.
Authorized Person:	Click or tap here to enter text.		
Project Location:	Click or tap here to enter text.		
DUNS Number:	Click or tap here to enter text.		
Non-Profit 501(c)(3) Date:	Click or tap here to enter text.	<b>*Provide Determination Letter</b>	
Contact Person:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
	Click or tap here to enter text.	Email:	Click or tap here to enter text.

### Sub-Applicant

Applicant:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
Address:	Click or tap here to enter text.	Fax:	Click or tap here to enter text.
City/Zip:	Click or tap here to enter text.	Email:	Click or tap here to enter text.
Authorized Person:	Click or tap here to enter text.		
Project Location:	Click or tap here to enter text.		
DUNS Number:	Click or tap here to enter text.		
Non-Profit 501(c)(3) Date:	Click or tap here to enter text.	<b>*Provide Determination Letter</b>	
Contact Person:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
		Email:	Click or tap here to enter text.

**\*\*Please add additional lines for additional organizations.**

### 3. Eligibility Activity Categories

	<b>Public Health and Negative Economic Impact</b>
	<b>Investments In Infrastructure</b>

### 4. Project Information

Provide a clear, concise description of the proposed project using the space below. The scope of work should be very specific in identifying how the funds will be used to meet the ARPA Grant Program Statement Guidelines within eligible activity categories. *- max. words.*

### 5. Cost Estimates and Project Funding

Provide an estimated project cost, amount of ARPA funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds. **A minimum cash match equivalent of 50% of the grant award** may come from any public or private source.

Total Estimated Project Cost:	\$	ARPA Grant Request:	\$
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Funding Source	Amount	Date Secured

**\*\*Funding Sources Must be Committed by the Application Deadline Date.**

## Applicant Certifications

- a. To the best of my knowledge and belief, the information in this Letter of Intent and all attached documentation is true and correct; and
- b. This Letter of Intent complies with all applicable State and Federal laws and regulations; and
- c. With the exception of administrative costs, verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state, local government, non-profit organizations, and sub-recipients which are receiving ARPA funding may obtain a financial interest in or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to ARPA activities.
- d. Approval of this Letter of Intent by the County to submit a final application does not imply final project approval or funding.

Signature of Authorized Person	Name of Organization	Date

### Signature of Each Participating Applicant in a Multi-Jurisdictional Application

Signature of Authorized Person	Name of Organization	Date

Signature of Authorized Person	Name of Organization	Date

Signature of Authorized Person	Name of Organization	Date

# American Rescue Plan (ARP) Grant Award Contract Agreement

This AGREEMENT, entered into by and between the COUNTY OF AROOSTOOK, (hereinafter "County" and the Awarded Municipality or Non-profit \_\_\_\_\_ (hereinafter "Grantee").

## WITNESS,

That the County and the Grantee, for consideration paid, hereby agree as follows:

### A. FUNDING AWARD

The sum of \$\_\_\_\_\_ has been awarded to \_\_\_\_\_ to complete an eligible ARPA Funding Project. The funding is contingent upon adequate ARPA funding and \_\_\_\_\_ fulfilling the requirements of this contract and completing a project that meets the ARPA Program Statement guidelines and requirements.

### B. MATCHING FUNDS

Matching funds will total a minimum of 50% of the grant award amount.

### C. GRANT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Grant.

- The Representative for the County and his contact information are identified on the Program Statement and Application.
- The Representative for the Grantee and their contact information are identified on the Grant Application.

### D. PURPOSE

The County and the Grantee have entered into this Grant to undertake a local project that furthers the goals and objectives of the ARPA Program Statement Guidelines and Fund Program. The project will be undertaken by the Grantee and will include the activities described in their Application's Project Description and Scope of Work. The project must be undertaken in accordance with all applicable federal, state and local laws and ordinances.

### E. CONTRACT TERM

This contract shall commence on \_\_\_\_\_, 2022 and end at the project and grant closeout, not to continue past December 31, 2026. This contract may only be extended if funding is still available and projects are obligated as outlined in the Program Statement and Interim Final Rule issued by the US Department of Treasury for the American Rescue Plan funding, but all funds must be expended with all work performed and completed by December 31, 2026.

### F. SUPERVISION

The ARPA Fund Administrator overseeing awarded projects will be supervised by the County Administrator and be subject to all County of Aroostook Policies and Procedures.

### G. EXPENDITURES ELIGIBLE FOR REIMBURSEMENT INPUTS

Only eligible expenditures associated with the awarded ARPA Grant project will be reimbursed.

#### **H. BILLING PROCEDURES AND PAYMENT INPUT**

The County shall reimburse the Grantee for eligible project expenditures up to the maximum payable under this Grant. When requesting reimbursement for costs incurred or expenditures made, the Grantee shall submit a signed and completed Invoice Voucher, referencing the Project Scope of Work project activity performed, and any appropriate documentation. The Invoice Voucher must be certified by a representative of the Grantee with authority to bind the Grantee.

Each Invoice Voucher must be accompanied by a Project Status Report, which describes, in narrative form, the progress made on the project since the last invoice was submitted, as well as a report of project status to date. The County will not release payment for any reimbursement request received until the Project Status Report is received. After approving the Invoice Voucher and Project Status Report, the County shall promptly remit a reimbursement payment to the Grantee.

The final Invoice Voucher payment shall not occur prior to the completion of all project activities as identified in the Project Scope of Work.

The Grantee shall submit all Invoice Vouchers and any required documentation via mail to:

County Commissioners Office  
ARPA Grant Fund  
144 Sweden St., Suite 1  
Caribou, ME 04736

Or email to:  
[steve.pelletier@aroostook.me.us](mailto:steve.pelletier@aroostook.me.us)

The County will pay the Grantee upon acceptance of reports documenting work on the Project and receipt of properly completed invoices, which shall be submitted to the County not more often than monthly.

Payment shall be considered timely if made by the County within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Grantee.

No payments in advance or in anticipation of services or supplies to be provided under this Grant shall be made by the County.

**Duplication of Billed Costs:** The Grantee shall not bill the County for work performed under this Grant, and the County shall not pay the Grantee, if the Grantee is entitled to payment or has been or will be paid by any other source, including other grants, for such work.

**Disallowed Costs:** The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its sub-grantees.

## **I. REPORTS**

The Grantee shall furnish the County with Project Status Reports when submitting Invoice Vouchers, Quarterly Progress Reports at the end of each quarter, and Final Progress Report at project completion. Grantee's failure to file required reports may result in termination of this Grant.

## **J. MODIFICATION TO THE PROJECT BUDGET**

- The Grantee shall notify the County in writing (by email or regular mail) when proposing any budget modification or modifications to a line item in the Project Costs that would increase the line item by more than ten percent (10%). Conversely, the County may initiate the budget modification approval process if presented with a request for payment under this Grant that would cause one or more budget line items to exceed the 10 percent (10%) threshold increase described above.
- Any such budget modification or modifications as described above shall require the written approval of the County (by email or regular mail), and such written approval shall amend the Project Budget. Each party to this Grant will retain and make any and all documents related to such budget modifications a part of their respective Grant file
- Nothing in this section shall be construed to permit an increase in the amount of awarded ARPA Grant funds.

## **K. TERMINATION FOR FRAUD OR MISREPRESENTATION or Project Inactivity**

In the event the Grantee commits fraud, makes any misrepresentation in connection with the Grant application or during the performance of this Grant, or the project has not started within 6 months of the grant award, the County reserves the right to terminate or amend this Grant accordingly, including the right to recapture all funds disbursed to the Grantee under the Grant.

## **L. AMENDMENTS**

This Grant may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

## **M. COMPETITIVE BID REQUIREMENTS**

Project bid process and requirements shall meet the Uniform Guidance of the ARPA Program Statement for Financial Management, Procurement, and Construction Contracts.

## **N. EQUAL OPPORTUNITY**

The County is an equal opportunity employer and will continue to abide by all state and federal equal employment laws. Likewise, the Grantee, sub-grantees, contractors, and sub-contractors associated with the awarded grant projects will abide by all state and federal equal employment laws.

## **O. APPROVAL**

This Grant shall be subject to the written approval of the County Administrator and shall not be binding until so approved. The Grant may be altered, amended, or waived only by a written amendment executed by both parties.

*To be effective, this Contract must be approved by an affirmative vote of the Board of County Commissioners and of the Municipal/Non-profit Officers (Selectman, Council, Board, etc.) of the Municipality/Non-profit at a publicly announced and duly called meeting.*

**P. LIABILITY/INDEMNIFICATION**

The Grantee agrees to assume liability, to indemnify and hold harmless the County, its employees, officials and agents, for any loss caused by any errors or omission of the ARPA Fund Administrator in his capacity in the performance of this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
County Administrator

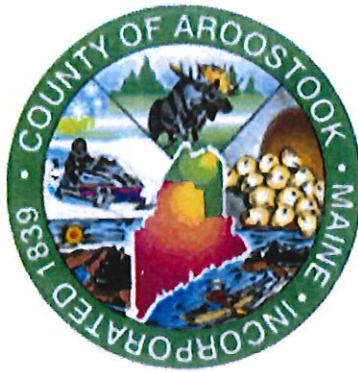
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Municipal/Non-Profit Officials

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WITNESS

SELECTMAN/COUNCIL/CEO



*Aroostook County Commissioners Office  
Aroostook County  
144 Sweden Street, Suite 1  
Caribou, Maine 04736*

## **AMERICAN RESCUE PLAN ACT GRANT APPLICATION**

**Aroostook County will receive approximately \$13 million in ARPA funds; 50% of this amount was received in May, 2021, and the other 50% will be received in May of 2022. The County will use at least some of the funds for its own needs, and will consider grants to Aroostook County municipalities, non-profits, or other eligible applicants who have a project funding request that meets The County ARPA Program Statement Guidelines.**

**Note: This form must be completed as part of the application; additional information may be required upon assessment of the application.**

**Applicants must choose from eligible ARPA Fund Categories listed in the Program Statement.**

**All applications must be received electronically by 4 p.m., Friday, April 29, 2022.**

**Late or faxed submissions will not be accepted.**

**Application and other documents must be received as one complete PDF format application submitted via email to: [steve.pelletier@aroostook.me.us](mailto:steve.pelletier@aroostook.me.us)**

**For further information: 207-493-6337 Ext. 337**

## **ARPA Grant Funding Application Overview**

### **1. Introduction**

ARPA Grant Funds will provide funds to communities and non-profits to implement proposed projects that deal with COVID-19 related issues and meet ARPA Program Statement Guidelines and Sections 602 and 603 of the Dept. of Treasury's Interim Final Rule. ***All approved funding awards are at the discretion of the County Commissioner's.***

### **2. Letter of Intent as ARPA Grant Application Eligibility Requirement**

Eligible applicants for ARPA funding are required to submit a Letter of Intent to Apply. Applicants submitting an ARPA application without first submitting a Letter of Intent and receiving a Notification Eligibility Email from the County will have the application un-scored.

### **3. Public Hearing Requirements**

Each applicant is required to hold a duly authorized public hearing during the Application process. The hearing must be advertised in local newspapers and posted according to local requirements. Any applicant submitting a non-compliant public hearing notice will have five points deducted from their final application score. Applicants must attach a copy of the published hearing notice, attested copy of the minutes, and attendance list to the Application.

### **4. Matching Funds Requirements**

Municipalities and eligible non-profits applying for ARPA funds must demonstrate they will provide a direct cash match of at least 50% of the total ARPA grant award. The minimum 50% may come from any source public and/or private. This must be reflected on the Matching Funds Table contained on Page 5 of this Application Package. Firm letters of commitment for all cash matching funds must be attached to the table.

### **5. Financial Commitments as a Scoring Requirement**

Applications for projects not demonstrating a firm financial commitment as required in the application materials will be removed from the scoring process.

### **6. Maximum ARPA Grant Amounts:**

- **Public Health and Negative Economic Impact - \$150,000 or up to 50% of Project Amount.**

- Investments to Infrastructure - \$300,000 or up to 50% of the Project Amount.
- Total Annual Maximum Awards - ~~\$3,091,550~~ 2,800,000

## 7. Multi-Jurisdictional Application

A multi-jurisdictional application is one submitted from two or more municipality or non-profit joining together to create a single ARPA proposed project to meet shared problems in the respective organizations.

## 8. Application Process

### Step 1

#### A. Letter of Intent - see Number 2.

#### B. Completed Application

The application must provide a narrative description of the Impact, Development Strategy, and Citizen Participation relating to ARPA activities proposed in the application. The applicant must complete the Application form and may only attach additional information if specifically requested. Please remember to answer briefly and as completely as possible within the allotted space. Each application will be rated on its own merit and in relation to all other applications. After the scoring process is completed, successful organizations will be invited into the project development phase.

#### C. Project Implementation

Following contract execution, the community or non-profit will be awarded ARPA funds and will begin to implement their project. The ARPA Program Administrator will remain involved with the awardee throughout project implementation.

## 9. Application Scoring

Members of the ARPA Scoring Team will assign a Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area.

A. **Impact – 40 points** ↑

B. **Development Strategy – 40 points** ↑

C. **Citizen Participation – 20 points** ↓

**\*\*For possible scoring points within specific ARPA Eligible Categories, please review the Selection Process under Section 2 of the ARPA Program Statement.**

<b>APPLICANT INFORMATION</b>	
<b>Name of Municipality or Non-Profit:</b>	Click or tap here to enter text.
<b>DUNS Number:</b>	Click or tap here to enter text.
<b>SAM Registration Number:</b>	Click or tap here to enter text.
<b>Non-Profit 501(c)(3) determination date: (provide letter)</b>	Click or tap here to enter text.
<b>Authorized Person/Title:</b>	Click or tap here to enter text.
<b>Contact Name:</b>	Click or tap here to enter text.
<b>Contact Title:</b>	Click or tap here to enter text.
<b>Contact Email:</b>	Click or tap here to enter text.
<b>Contact Phone Number:</b>	Click or tap here to enter text.

**Multi-Jurisdictional Applicant Information**

<b>LEAD APPLICANT INFORMATION</b>			
<b>Applicant:</b>	Click or tap here to enter text.	<b>Phone:</b>	Click or tap here to enter text.
<b>Address:</b>	Click or tap here to enter text.	<b>Fax:</b>	Click or tap here to enter text.
<b>City/Zip:</b>	Click or tap here to enter text.	<b>Email:</b>	Click or tap here to enter text.
<b>Authorized Person/Title:</b>	Click or tap here to enter text.		
<b>Project Location:</b>	Click or tap here to enter text.		
<b>Non-Profit 501(c)(3) Date (provide letter):</b>	Click or tap here to enter text.	<b>DUNS Number:</b>	Click or tap here to enter text.
<b>Contact Name:</b>	Click or tap here to enter text.	<b>Title:</b>	Click or tap here to enter text.
<b>Contact Email:</b>	Click or tap here to enter text.	<b>Phone:</b>	Click or tap here to enter text.

**Sub-Applicant**

<b>Applicant:</b>	Click or tap here to enter text.	<b>Phone:</b>	Click or tap here to enter text.
<b>Address:</b>	Click or tap here to enter text.	<b>Fax:</b>	Click or tap here to enter text.
<b>City/Zip:</b>	Click or tap here to enter text.	<b>Email:</b>	Click or tap here to enter text.
<b>Authorized Person/Title:</b>	Click or tap here to enter text.		
<b>Project Location</b>	Click or tap here to enter text.		
<b>DUNS Number</b>	Click or tap here to enter text.		
<b>Non-Profit 501(c)(3) Date (provide letter):</b>	Click or tap here to enter text.	<b>DUNS Number:</b>	Click or tap here to enter text.
<b>Contact Name:</b>	Click or tap here to enter text.	<b>Title:</b>	Click or tap here to enter text.
<b>Contact Email:</b>	Click or tap here to enter text.	<b>Phone:</b>	Click or tap here to enter text.

**\*\*Please add additional lines for additional sub-applicants.**

**ARPA Grant Program  
Matching Funds Table**

Funding Source	Grant/Loan	Amount

**COVID-19 Related Funds Already Awarded (Excluding Municipal ARPA Funds)**

Funding Source	Grant/Loan	Year	Amount

**DETAILS OF THE ARPA GRANT REQUEST**

<b>DETAILS OF THE ARPA GRANT REQUEST</b>	
<b>Name of Grant Project/Request:</b>	Click or tap here to enter text.
<b>Eligible APRA Funding Category:</b>	Click or tap here to enter text.
<b>Dollar Amount of Grant Funds Requested from Aroostook County:</b>	Click or tap here to enter text.
<b>Other Funds Invested in this Project and the Source of those funds:</b>	Click or tap here to enter text.

<b>Period that the Funds will Cover and be Spent (from and to):</b>	Click or tap here to enter text.
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**Project Scope of Work and Funding Eligibility**

**Explain your organization's COVID-19 related issue and proposed description of how the issue will be resolved with ARPA Funding.**

**Cite the specific language in the ARPA Program Statement that supports your request for funds, list the supporting expenditure category, and why you feel your request fits ARPA requirements and sections 602 and 603 of the Treasury Interim Rule.**

**Explain in detail the purpose of the funds, how they will be expended, who will benefit, what geographic area will be covered, what impact the funds are intended to have, and how you will evaluate and measure success.**

**Do you have any other information to add that is pertinent to your proposed project and request?**

**Please attach the following supporting documents, if applicable and available:**

- **Mission, Vision, Strategic Plan**
- **Proof of financial stability – e.g., last audit**
- **Annual Budget**
- **Financial, Procurement, and Contractual Guidelines from Section 4 of the ARPA Program Statement**
- **501(c)(3) Determination Letter for Non-Profit Organizations**

**I acknowledge that our municipality is a member of the ARPA Coalition and therefore understand our 2% contribution covers compliance.**

**I acknowledge our municipality is aware we are not a member of the ARPA Coalition and will be subject to an administrative fee equal to 10% of the amount of ARPA Funding from the County.**

**I acknowledge our non-profit organization is aware we are not a member of the ARPA Coalition and will be subject to an administrative fee equal to 10% of the amount of ARPA Funding from the County.**

**I acknowledge our non-profit organization is located within a municipality that is a member of the ARPA Coalition and will be subject to an administrative fee equal to 2% of the amount of ARPA Funding from the County.**

<b>Signature of Authorized Representative:</b>	I certify that the information in this Grant Application is true and correct to the best of my knowledge:  <b>Signed:</b>
	<b>Date:</b>

**For Office Use Only**

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# County of Aroostook

## COMMISSIONERS' OFFICE

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**FINANCE DIRECTOR / DEPUTY TREASURER**  
Dana L. Gendreau



### COUNTY COMMISSIONERS

**PAUL J. ADAMS**  
HOULTON

**NORMAN L. FOURNIER**  
WALLAGRASS

**PAUL J. UNDERWOOD**  
PRESQUE ISLE

December 7, 2021

**Subject: ARPA Funding Approval**

This letter is to request the approval of funding from the designated ARPA bank account to cover ARPA related expenses for fiscal year 2021.

The 2021 related expenses are:

- ARPA Program Administrator Salary, Benefits & Office Expenses: \$35,000
- Essential Worker Compensation (pending approval)

Regards,

*Dana Gendreau*

Dana Gendreau  
Finance Director

**Ryan D. Pelletier**

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**From:** Lauren Haven <lauren.haven@mainecounties.org>  
**Sent:** Tuesday, December 7, 2021 11:27 AM  
**Subject:** 2022 MCCA Board of Directors

Good Morning!

Please send me your county's selection for director and proxy to serve on the 2022 Board of Directors by the end of the year.

Thank you!

**Lauren Haven**

Maine County Commissioners Association  
4 Gabriel Drive Suite 2, Augusta, ME 04330  
Phone: 207-623-4697 Fax: 207-512-2124  
Website: [www.mainecounties.org](http://www.mainecounties.org)



This email comes from outside the County of Aroostook email system. Please be cautious opening or clicking on any attachments or links.

## Ryan D. Pelletier

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**From:** Malcolm L. Ulmer <mlu@mainecounties.org>  
**Sent:** Saturday, December 11, 2021 11:26 AM  
**To:** Larry Post; Ryan D. Pelletier; Jim Gailey; Scott Adkins; Scott Ferguson; Andrew Hart; Carrie Kipfer; Donald Durrah; Erika Honey; Michael Williams; William S. Post; Dawn DiBlasi; Barbara Arseneau; Betsy Fitzgerald; Gregory Zinser  
**Cc:** Roland Poirier; Norman Fournier; Thomas S. Coward; William F. Clark; George Jabar; Sharyn Pohlman; William B. Blodgett; Steven M. Merrill; Peter Baldacci; Wayne Erkinen; Brian Hobart; Newell B. Graf; Amy Fowler; Chris Gardner; Richard Dutremble; James Bailey  
**Subject:** MCCA Risk Pool Directors, Authorized Proxy Representatives, and Primary Contact Persons for 2022

Dear County Administrators / Managers / Clerk:

Please provide the following information to me via reply e-mail by no later than January 5, 2022:

1. The elected official who will be serving as your entity's appointed representative to the Risk Pool's Board of Directors in 2022;
2. The authorized individual who will be serving as your entity's proxy representative in 2022; and
3. The individual who will be serving as your entity's primary point-of-contact with the Risk Pool in 2022.

Your primary point-of-contact serves as the contact person for routine matters and general communications between the Risk Pool and your entity and is also responsible for implementing and managing loss control measures and other directives issued by the Risk Pool. This individual has traditionally been the county administrator / manager / clerk, but this individual could also be the elected official who serves on the Risk Pool's Board of Directors or another person selected by your entity.

As a reminder, the Risk Pool's proxy policy is, as follows: "Any Director who shall be absent from a meeting may be replaced by another commissioner designated in writing by the Director, or by the administrator, clerk or manager from the Director's County designated in writing by the Board of County Commissioners from the Director's County, to vote in place of the Director. Each proxy designation shall be submitted in the manner prescribed by the Risk Pool's Board of Directors and be submitted in advance of any proxy votes being cast. Standing proxies shall be permitted. In the event that the designee of the Director is present along with an administrator, clerk or manager, the designee of the Director would exercise the proxy. Directors shall not be required to be present in order to cast a vote if they are able to participate in the discussion and vote by telephone."

Thank you in advance for your timely response to this request. Knox County may disregard this notice, as I have received its submission for 2022.

Please contact me with any questions. Have a nice weekend.

Regards,

Malcolm L. Ulmer  
MCCA Risk Pool  
Gabriel Drive, Suite 2  
Augusta, Maine 04330

## Ryan D. Pelletier

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**From:** Ryan D. Pelletier  
**Sent:** Monday, December 13, 2021 12:09 PM  
**To:** pjundeco@hotmail.com; Norman Fournier (anfournier@roadrunner.com); p.adams@pwless.net  
**Subject:** LD 1 Limit

Commissioners,

After the meeting, I followed up on Commissioner Underwood's question regarding the LD 1 limit. First of all, the Towns are not required to track property growth anymore so it is impossible to even receive their property growth data. The only thing I have to go by is the change in total state valuation which to factor for 2022, I have to use the % change from 2021 over 2020 since 2022 only comes out in January of each year. For this current year, the change was 3.89%. I then have to add that to the change in the Average Personal Income Growth for the entire State. This % is released by Maine Revenue Services and for this year not surprisingly it was quite high at 3.78%. This gives us an LD growth rate of 7.67% for 2022. Our tax increase for the County taxes came in at 7.49% for 2022 so no vote is needed for the County budget (including jail).

For the UT same personal income number is used and we rely on Maine Revenue (Lisa Whynot) to provide us the change in property growth in the UT. For this year, that % is 1.05% added to the 3.78% for a total LD 1 Growth rate of 4.83%. Therefore, we will have to take a vote to override the LD 1 limit for the Unorganized Territory since our increase in taxes in the UT was 6.58%.

To the question regarding if the Finance Committee has to take a vote on this as well. The statute is at Title 36 MRSA Section 1611(2)(A) and reads as follows:

**3. Exceeding or increasing growth limitations.** Growth limitations on the municipal cost component may be exceeded or increased as follows.

A. A governmental body with the authority to approve the county municipal cost component under [Title 30-A, chapter 305](#) may exceed or increase the county growth limitation only if that action is approved by a majority of the county budget committee or county budget advisory committee and the county commissioners. [PL 2005, c. 624, §1 (NEW)].

Therefore it is clear that the Finance Committee should also vote to increase the limit for the UT budget. I will send out an email to get their electronic vote and then we can ratify that action at the next Finance Committee meeting. I will also plan to have the Commissioners vote on the LD 1 limit for the UT under Other Business at your December meeting.

Ryan

Ryan D. Pelletier, MPA, CMM  
County Administrator  
MTCMA Ambassador

County of Aroostook  
144 Sweden Street, Suite 1  
Caribou, ME 04736

(p) 207-493-3318  
(c) 207-551-0411

[ryan@aroostook.me.us](mailto:ryan@aroostook.me.us)