

RESOLUTION BC-R-15

**RESOLUTION OF THE MADISON COUNTY BOARD OF COMMISSIONERS ADOPTING GUIDELINES FOR THE POSSIBLE DISTRIBUTION OF AMERICAN RESCUE PLAN ACT FUNDS**

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**WHEREAS**, the American Rescue Plan Act of 2021 (“ARPA”), awarded a grant to Madison County, Indiana, of \$25,167,259.00, payable to the county in two (2) installments, the first received on June 10, 2021 and the second scheduled to be received in 2022; and,

**WHEREAS**, in September 2021, the Madison County Board of Commissioners (“Commissioners”) adopted Ordinance No. 2021-BC-D-12 which Ordinance adopted a plan for distribution of ARPA funds (the “ARPA Plan”); and,

**WHEREAS**, the Commissioners have been advised by the county’s legal counsel, financial advisor, and various county officials that, it is necessary to adopt certain guidelines to inform those Madison County officers, departments, or agencies seeking ARPA funds of those projects which stand the highest likelihood of ultimately being approved for the distribution of those funds by the Commissioners and Madison County Council; and,

**WHEREAS**, after receiving information from members of the Madison County Council, elected officials, department heads, and other county agencies, the Madison County Council of Governments was requested to draft an initial set of guidelines for the possible distribution of APRA funds; and,

**WHEREAS**, the guidelines for submitting proposals for the distribution of Madison County’s share of ARPA funding are hereby attached as “Exhibit A”, and;

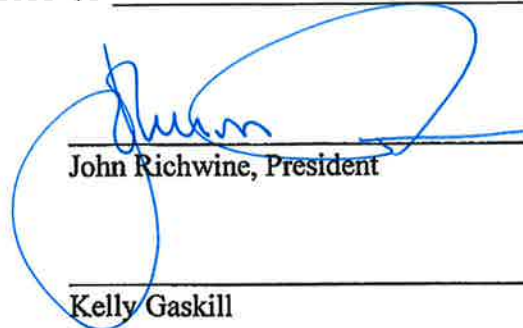
**WHEREAS**, the Commissioners deem it desirable to adopt the guidelines attached hereto, in order to provide guidance to those Madison County officers, departments, or agencies seeking a distribution of ARPA funds.

**NOW THEREFORE BE IT RESOLVED** that the guidelines attached hereto as Exhibit A are hereby adopted by the Madison County Board of Commissioners for those eligible parties seeking distribution of Madison County’s share of the American Rescue Plan of 2021 funds.

**BE IT FURTHER RESOLVED** that the Commissioners reserve the right to amend the attached guidelines in order to comply with federal or state law, as well as to reflect possible changes to the ongoing needs of Madison County Government agencies.

[Signature Page Follows]


SO RESOLVED THIS 16 DAY OF November, 2021.

  
\_\_\_\_\_  
John Richwine, President

\_\_\_\_\_  
Kelly Gaskill

  
\_\_\_\_\_  
Darlene Likens

Attest:

  
\_\_\_\_\_  
Rick Gardner, Auditor

**MADISON COUNTY AMERICAN RESCUE PLAN ACT (ARPA) PROGRAM  
Guidelines for Submitting Proposals for the Distribution  
of the County Share of ARPA Funding**

**I. INTRODUCTION**

The purpose of this program is to provide funding for the distribution of funding received by Madison County for ARPA funded use or projects. The funding for this program is derived from the federal ARPA of 2021 that was additional funding for state and local governments. It is the aim of this program to provide a highly flexible tool that can be used to further use or projects that are designed to promote the recovery and economic vitality of Madison County from the impacts of COVID-19.

Because of statutory requirements concerning the use of the money, and the need to maximize the benefit to the County, project selection criteria are needed. It is intended that these criteria be fair and allow the most objective selection possible. The following constitutes the guidelines for selection of projects seeking assistance under the Madison County American Rescue Plan Act Program.

**II. ELIGIBILITY**

Only project proposals submitted by departments or agencies connected to or that serve Madison County will be considered for funding. Proposals shall be submitted by the department heads or the County Commissioners (President of the Board of Commissioners).

**III. SELECTION PROCESS**

**A. *Preparation of Proposals***

The department or agency desiring to submit a proposal shall submit a letter to the Madison County Council of Governments (COG) by the established due date. Each department or agency will receive a proposal form. Each proposal must contain the following information:

1. A brief description of the proposed project.
2. An explanation of how the project fits under the four (4) primary eligible uses of funds as denoted in the ARPA that benefit the county.
3. An explanation of the public benefit of the project. Describe how the project will benefit the public health, welfare, financial stability, and long-

term economic vitality of the county from the impacts of COVID-19, including future benefits

4. An explanation of the effect the project will have on mitigating the impacts of COVID-19 since March of 2020 or the future economic vitality of the county in response to the pandemic that promote economic recovery.
5. A description of how the project will be funded. The proposal should address all funding sources that are to be used for the project. For example, does the department or agency intend to use other grant funds or revenues to match the ARPA funds? Does the department or agency intend to contribute other local funds to the project? Are there private or non-profit funds to be used in the proposed project?

The information given in the proposal should be expressed to the greatest extent possible in quantifiable terms (i.e., how does the proposal mitigate the negative existing or future economic impacts of COVID-19? how does the proposal improve or mitigate loss of efficiency due to COVID-19? many feet of sanitary sewer? how many dollars of public or private investment?). Proposal drafts should be sent to the Council of Governments staff prior to the due date for preliminary review. At this time suggestions can be made to maximize the strength of the proposal. Finished proposals should be sent to the Madison County Council of Governments for presentation to the Madison County ARPA Review Committee for review before being considered by the County Commissioners and County Council for final approval.

#### **IV. SELECTION PROCESS**

***Selection of Community Proposals shall be done in the following manner:***

##### **A. *Proposal Preparation***

The community must prepare and present to the Madison County Council in care of the Madison County Council of Governments a project proposal by the established due date. A draft copy of the proposal should be submitted to the COG staff prior to the due date. The COG staff can then make suggestions to the department or agency to insure its eligibility and competitiveness.

##### **B. *Staff Report***

After submission of all proposals, the staff of the Council of Governments will review and evaluate them in terms of the established selection criteria. A staff report will then be prepared and submitted to the ARPA Review Committee. As

part of the report, the staff will render separate opinions as to project eligibility. This opinion will be based on the statutory requirements contained in the federal enabling legislation and county ordinance.

**C. *Project Review Committee***

A Project Review Committee, drawn from county department or affiliated agencies, the Commissioners, and the County Council, shall consist of ...to be determined. It shall be the duty of this committee to review the Staff Report and make recommendations for project selection to the County Commissioners and the County Council.

**D. *Recommendations of the Review Committee***

At a meeting of the County Commissioners, the recommendations of the Project Review Committee will be heard. Also comments from department or agency representatives and the general public will be heard. The County Commissioners will then adopt by resolution a list of projects to be recommended to the Madison County Council for funding by the Madison County ARPA Program.

**E. *Selection of Projects by the Madison County Council***

After receiving the recommendations of the County Commissioners, the Madison County Council will then make final approval of projects to be funded by the Madison County ARPA Program. The final list of approved projects and the total amount requested should potentially exceed the amount available. In this way if one of the selected projects is unable to proceed, the next project down on the list can automatically be activated.

**V. STAFF ASSISTANCE**

The Council of Governments staff will be available for assistance at all phases of the program.

**A. *Preparation of the Proposal***

The COG staff will assist, if needed, to a department or agency with review and advice on preparation of the proposal. This would include coordination of the project with any private developers and/or other public agencies for funding. The COG staff would also be available to prepare any other grant applications for

money to be used in the project.

The COG staff will review draft proposals prior to the due date and give constructive advice to the department or agency.

**B. *Staff Report***

The COG staff, in preparing the staff report, will maintain contact with the departments or agencies. This should ensure that the report submitted to the Review Committee will accurately reflect the intent of the proposing department or agency.

**C. *Project Review Committee***

The COG staff will present the staff report to the Project Review Committee. The staff will be available to the Committee to answer any questions concerning the proposals.

**D. *Council Commissioners***

The COG staff will be available to answer any questions the County Commissioners may ask concerning the project proposals.

**E. *Madison County Council***

The COG staff will answer any questions the Madison County Council may ask concerning the County Commissioners' recommendations.

**IV. PROJECT SELECTION CRITERIA**

The following constitutes the selection to be used to evaluate proposals to the Madison County ARPA Program. Each category has a maximum point value assigned to it. The highest possible score is (to be determined). Adequate documentation should be included in the proposal. The proposals receiving the highest scores will be recommended for funding. Multi-year projects will be judged on the same basis as single year projects.

**1. *Does the proposal meet one of the four (4) primary eligible uses of ARAP Funds?***

- Revenue replacement for the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency, relative to revenues collected in the most recent fiscal year prior to the emergency,

- COVID-19 expenditures or negative economic impacts of COVID-19, including assistance to small businesses, households, and hard-hit industries, and economic recovery,
- Premium pay for essential workers,
- Investments in water, sewer, and broadband infrastructure.

2. ***Does the proposal mitigate or enhance the future economic vitality of the county?***
3. ***Does the proposal incur future financial liability to the county without a funding source?***
4. ***Does the proposal mitigate or enhance the impact of COVID-19 from immediate or future demand for county services? (efficiencies)***
5. ***Does the proposal retain or create new jobs?***
6. ***Does the proposal need additional funds to be completed? If so, why, and what is the source of the additional funds?***
7. ***Does the proposal leverage other fund sources to increase the impact of the proposed project?***
8. ***Does the proposal meet the deadline for expenditure of ARPA funds?***
9. ***Does the proposal provide other benefits as denoted in the ARPA?***