

PANDEMIC RECOVERY FUNDS SUBMISSION PROCESS

1. Prospective submitters familiarize themselves with the submission process and all relevant documents.
 - a. Instructions, FAQ Documents, and External Links are available on [the County's Website](#).
 - b. Technical assistance is available through PHAN, the County's Technical Assistance Provider.

To Contact PHAN:
Phone/SMS: (610) 750-8200
Email: montcota@pahealthaccess.org
Website: <https://pahealthaccess.org/montcota/>
 - c. Prospective submitters access [the County submission form via the internet, here](#).
2. Initial Submissions (Projects and Ideas) come into the Recovery Office (RO) staff group for review.
 - a. Projects must be fully fleshed-out with budgets, implementation plan, project timeline, etc. [Full details available here](#).
 - b. Ideas can be anything else from a short description to a more detailed program, but without the supporting documentation required by a project submission. [Full details available here](#).
 - c. Automated confirmation emails are sent to submitters acknowledging receipt of their submission and providing access to review the status of their submission throughout the process (**Note:** if a submitter does not have an email address, submits a project or idea by other means, or has an impairment for which email is not a preferred method of contact, the RO will seek to provide other methods of communication to keep the submitter informed of their submission)
3. On an ongoing basis, Recovery Office staff analyzes and organizes submissions, seeking additional input from submitters as needed, and maintaining communication
 - a. Projects:
 1. Project submissions are reviewed for completeness and RO staff will contact submitters to get any additional information required for analysis
 2. RO Staff fully vets all Projects to ensure they are eligible activities under the [ARPA-SLFRF Final Rule](#) and that organizations serving as fiduciaries are not in bad standing with the county
 3. Where necessary, RO staff will confer with County Subject Matter Experts to ensure accuracy and feasibility of projects
 4. Related/supplementary projects may be consolidated/conjoined as appropriate
 5. RO staff prepares project information sheets to enable project scoring by internal/external review panel

6. All project submissions are posted publicly on the County's OpenGov portal
 7. Automated emails are sent to submitters providing an update on the status of their submission
 - b. Ideas:
 1. Idea submissions are reviewed by RO staff to ensure they are eligible activities under the [ARPA-SLFRF Final Rule](#)
 2. Related/supplementary ideas are consolidated/conjoined as appropriate
 3. RO staff works with other County Departments and/or Community Partners to explore feasibility of submitted ideas
 4. RO staff refers feasible ideas to relevant County Departments and/or Community Partners for further development
4. Project submissions are assembled for scoring by panel of internal/external reviewers
 - a. Review Panel accesses project submissions via OpenGov Portal
 - b. Each Panel Member scores the projects using a consistent, pre-defined, and publicly accessible scoring rubric[Insert Link] that assesses each project across several metrics on a scale of Not Present (0 points), Adequate (1 point), Good (2 Points), and Great (3 points).
 - c. RO Staff updates project submissions with their respective scores and scoring justifications on the County's OpenGov Portal
 - d. Project scores and relevant scoring justifications are posted publicly on the County's OpenGov Portal
 - e. Automated emails are sent to submitters providing an update on the status of their submission
5. Scored project submissions are reviewed by County Management for conditional incorporation into the Draft Recovery Plan
 - a. RO staff compiles prioritized list of formally evaluated projects
 - b. Projects are reviewed by County management towards publishing the Draft Recovery Plan
6. RO staff contacts project managers for conditionally incorporated projects to gather additional information as it relates to reporting and compliance
 - a. Project managers for conditionally incorporated projects provide RO staff with any and all information needed for initial county reports and agree to do so by mutually agreed upon reporting deadlines for future quarterly and annual reports
 - b. Project managers for conditionally incorporated projects must agree to abide by all relevant county, state, and federal compliance and procurement guidelines
7. RO staff creates Draft Recovery Plan

- a. RO staff compiles all approved projects, including relevant information, such as organization serving as fiduciary, project budget, implementation plan, and project timeline, into *Section 1: Approved Projects*
 - b. RO staff compiles all plans for any unspent ARPA-SLFRF funding into *Section 2: Plans for Remaining Funds*
 - c. RO staff compiles all supporting documentation into *Section 3: Appendices*
 - d. The Draft Recovery Plan is circulated according to community engagement plan for feedback
8. RO staff creates Final Recovery Plan
- a. Feedback is assimilated by RO staff into final Recovery Plan
 - b. Final Recovery Plan is presented to County management for adoption
 - c. RO Staff updates project submissions with their final adoption decision on the County's OpenGov Portal
 - d. Automated emails are sent to submitters providing an update on the status of their submission