



MEMORANDUM

TO: Clackamas County Board of County Commissioners (BCC)
FROM: Nancy Bush
RE: American Recovery Plan Act (ARPA) Request Form and Process
DATE: March 17, 2022

As instructed by the BCC the ARPA Workgroup has prepared a Request Form (attached). The format of the form will assist the ARPA Workgroup in determining if the project is eligible under the Coronavirus State and Local Fiscal Recovery Funds Final Rule, which can be found here: <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>.

The Request Form will be provided to those that have requested dollars in the past, except for those that have been approved by the BCC, and for any new request. The process of the Request Form is necessary now that the Final Rule is in place and there is a great deal of competition for the remaining dollars. Since the Final Rule was published there have been more requests for ARPA dollars.

The ARPA Workgroup suggests that the deadline for all request by June 3, 2022. No formal requests for the ARPA dollars will be taken after this date in order for the BCC to consider all requests without interruption of new requests to consider. If there are dollars that later need to be redirected because of underspending the requests can be considered again or the Workgroup may be directed to change the process to include new requests.

The Request Form will be posted on the County's website and will be promoted through County Commissioners and County programs and outside organizations. Businesses and non-profits/CBOs will be guided through an alternate process for the ARPA dollars approved for those entities. Both processes are well underway.

The BCC will receive a list of requests that are eligible for ARPA dollars, a copy of the Request Form and criteria applied by the Workgroup to include:

- Direct benefit to Clackamas County communities
- Impact to populations hardest hit by COVID
- Support related to five Clackamas County Goals
- Sticks and Bricks that Support Qualified Census Tract
- Sticks and Bricks that Support mid- to low-income housing
- Consideration regarding previous recipients of ARPA or CARES funding
- Plan for sustainability (for on-going programs)

Approvals needed:

- Request Form deadline of June 3, 2022
- General Request form process:
 - ARPA Workgroup Review for eligibility.
 - BCC will receive list of those eligibility (summary) and a copy of application.
 - Criteria will be noted on the summary list for BCC.
 - BCC determine final approvals for ARPA dollars.
 - Department of Finance will work with approved organizations for final application and risk assessment process for final approval and funding agreement.



Clackamas County American Rescue Plan Act (ARPA) Dollars Request Form (Please use this format)

For Office Use Only
Amount Requested: _____
Approved Amount: _____

Grant Amount Requested: \$	Date Request Submitted:
Project Title:	
Has your Organization received CARES or ARPA dollars previously directly from the County or the State? If yes, please specify date, amount and project. *If you are requesting dollars for more than one project, please submit separate request forms.	
This funding will support (check all that apply): <input type="checkbox"/> Direct services <input type="checkbox"/> Capital needs (specify) <input type="checkbox"/> Administrative costs <input type="checkbox"/> Other (specify)	
Implementing Organization:	Organization's Federal Identification # (Required):
Organization's Project Administrator: Name: Title: Address: Telephone: Fax: E-mail:	Organization's Fiscal Officer: Name: Title: Address: Telephone: Fax: E-mail:
Please provide a summary of the project you are requesting funding for, include the project components, expected timelines, number of people to be served, etc (Maximum of 250 words):	

The ARPA dollars are specifically allotted for projects that aid communities most impacted by COVID-19, especially those in the qualified census track.

<https://www.huduser.gov/portal/datasets/qct.html>

Please describe how this project fits this criteria.

How does the project align with or promote County goals? *You can find the goals here:

<https://www.clackamas.us/performance>

The County is committed to make decisions using an Equity, Diversity and Inclusion lens. Given that Black, Indigenous and People of Color have been historically severely underserved, please describe how you will prioritize these communities in your proposal:

Detailed reporting requirements are mandatory. How is your organization qualified to implement this project? Guidance for reporting can be found here:

<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

ARPA has very specific guidance that recipients need to abide by. Please describe how your project fits into this guidance. Reference page number:

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

What are the measurable outcomes of this project? How will you determine the success of the project?

Is the project dependent on other funding or grants? Is this a onetime project? If not, how will you sustain the project at the end of this grant? (Note: ARPA dollars cannot be used as a federal match).

PROJECT BUDGET

BUDGET CATEGORY <i>Round all numbers to nearest whole dollar.</i>	ARPA FUNDS	ADDITIONAL FUNDS	TOTAL PROJECT AMOUNT
Construction Costs Provide a breakdown of the different aspects of this: materials, planning, etc.			
Personnel Attach detail listing each position by title, percentage of time (i.e. FTE) devoted to the project, and annual salary / hourly rate.			
Fringe Benefits			
Travel Identify purpose of the travel, attach additional information if necessary.			
Equipment Equipment is tangible personal property and having a useful life of more than one year. Attach detailed information for any equipment to be purchased.			
Supplies			
Training Itemize anticipated training needs.			
Consultants/Contracts Provide a brief description of the services to be provided, the hourly/daily rate, estimated time on the project and method of procurement. Consultant fees cannot exceed \$450 per 8-hour day.			
Other Costs Provide detail for costs that do not fit in the above categories.			
<p align="right">Subtotal: Direct Costs</p>			
Grant Administration (No more than 12%) Provide detail for expenses associated with the applicant's administration of the grant funds.			
TOTAL PROJECT			

Project submitted by	
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Signatures	

Additional Information

Projects will be funded by the State and Local Fiscal Recovery funding received by Clackamas County, Assistance Listing Number 21-027. The Request will go through a vetting process with the Clackamas County ARPA Workgroup to determine eligibility. If eligible, the project will be placed on a list for the Board of Clackamas County Commissioners (BCC) to consider for funding. If the project is approved by the BCC your organization will go through the application and risk assessment process to determine final eligibility. The County does not discriminate based on any state or federal protected category.

Return completed request form by 11:59 PM on June 3, 2022 to (late requests will not be accepted):

Office of the Clackamas County Board of Commissioners
Public Services Building, 4th floor
2051 Kaen Road
Oregon City, OR 97045

Phone: (503) 655-8581

Fax: (503) 742-5919

Applications may also be emailed to nbush@clackamas.us