



**PROGRAM MANUAL
FOR
ARPA BASIC NEEDS PARTNERSHIP**

DISTRIBUTION OF CLACKAMAS COUNTY BASIC NEEDS

Lead Organization to Distribute Funds: AntFarm

Emergency Operations Manager: Amie Krueger

ARPA Case Manager: Toni Otero

Executive Director: Two Foxes Singing (Nunpa)

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Program Objectives: The goal of this funding is to provide basic goods and services to qualifying households to maintain a minimum standard of living for individuals in Clackamas County who have been impacted by COVID-19 and its after-effects.

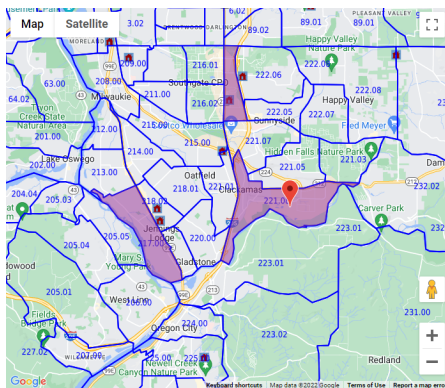
Qualifying Households:

1. Impacted Households

- Households having or currently experiencing unemployment
- Households experiencing increased food or housing insecurity
- Households defined as moderate income relative to the size of the household
- Households receiving benefits from any of the following federal programs:
 - Children’s Health Insurance Program
 - Childcare Subsidies through the Child Care and Development Fund (CCDF) program
 - Medicaid

2. Disproportionately Impacted Households

- Have a home address in a [Clackamas County Qualified Census Tract](#)



- Households receiving services provided by Tribal governments
- Households defined as low income relative to the size of the household
- Households receiving benefits from any of the following federal programs:
 - Temporary Assistance for Needy Families (TANF)
 - Supplemental Nutrition Assistance Program (SNAP)
 - Free and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs

- Medicare Part D Low-income Subsidies
- Supplemental Security Income (SSI)
- Head Start and/or Early Head Start
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- Section 8 Vouchers
- Low-Income Home Energy Assistance Program (LIHEAP)
- Pell Grants

Equitable Distribution: Ensure equitable distribution to underserved communities such as people of color, members of religious minorities, LGBTQIA+, persons with disabilities, persons who live in rural areas, and persons adversely affected by persistent poverty or inequality.

Basic Needs Items

Item	Distribution Frequency	Distribution Cap
1. Hygiene items	1x monthly	\$10 per person in household
2. Clothing	1x only	\$150 for work or school clothes
3. Sanitation supplies	1x monthly	\$50 for household
4. Small appliances necessary for preparing or storing meals	1x only	Single order for microwave, small refrigerator, toaster oven, and/or hotplate
5. Baby essentials	1x monthly	\$100 per child up to 3 years old
6. Energy efficient supplies such as LED light bulbs	1x only	Review household needs
7. First-aid supplies	1x monthly for medical need; 1x only without medical justification	Review household needs
8. Small cooling and heating units	1x only	Single order for window air conditioner with heating element; radiant heat units; box or window fan
9. Culturally appropriate food items	1x monthly	\$50 per household member
10. Bedding	1x only	Review household needs for bedding and beds
11. Childcare	As needed for work	Review household needs

12. Auto Repair for vehicle used for work or school transportation	1x only	\$500
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The intent of the Basic Needs Distribution Frequency and Cap is to provide simple guidelines for CBO staff in determining family needs while also ensuring that the funding can be distributed to the maximum number of families possible. CBO staff will understand specific criteria and apply common and reasonable consideration to review household needs for (6) Energy efficient supplies, (7) First-aid supplies, (10) Bedding, and (11) Childcare.

Item to be reviewed	Review Criteria
6. Energy efficient supplies such as LED light bulbs	Methodology includes counting rooms or light fixtures for LED light bulbs; count windows for winterization
7. First-aid supplies	Methodology includes review of medical conditions requiring first-aid supplies or establishing a first-aid kit in consideration of family age and size
10. Bedding	Methodology includes review of household members who do not have a bed as well as needs for sheets, pillows, pillow cases, and blankets
11. Childcare	Methodology includes number of hours needed for childcare for family member to work or attend a school function

Establishing Partnerships

Development of sound and professional partnerships will ensure equitable and maximum distribution to Clackamas County residents in need of basic needs. The process for establishing CBO partnerships is simple. In compliance with the Clackamas County ARPA Basic Needs contract, AntFarm has a responsibility to solicit and evaluate organizational information to meet these needs.

AntFarm welcomes all organizations serving Clackamas County qualifying residents to submit a CBO Partnership Application to learn more of the organization for building and supporting this partnership. Organizational information will be gathered including 501 © 3 status, geographical area and client demographics served, linguistic and cultural supports, and capacity to meet program requirements.

Upon review and conversation with the CBO, determination will be made as how AntFarm can support the CBO to become a Basic Needs Distribution partner. A *CBO Point of Contact* will be identified for day-to-day service management. From this discussion and review a Memorandum of Understanding (MOU) will be established outlining AntFarm and CBO partner responsibilities and agreements. The component parts of the MOU will include understanding: (1) Basic Needs Distribution Process; (2) CBO commitment to meet Program Eligibility Requirements; (3) Use of a unique CBO Client Number system to protect client

confidentiality; (4) Program Deliverables; (5) Quality Management Review; and (6) Complaint and Review Process. The MOU is intended to be clear, simple, and supportive to both AntFarm and the CBO partner.

Basic Needs Distribution Process

The distribution process follows the following procedures:

1. Partner CBO will complete a Basic Needs Request including qualifying households and goods information. To ensure privacy for households and honor confidentiality and respect in CBO staff and client relationships, personally identifiable information will be replaced with a Basic Needs Number that can be used for tracking and audit purposes.
2. The Basic Needs Request will be uploaded to the AntFarm Secure Basic Needs Upload link.
3. AntFarm staff will review the Basic Needs Request for eligibility criteria, basic goods distribution frequency, caps, and delivery information. If there are questions and/or concerns, the AntFarm staff will contact the submitting CBO partner staff to discuss the Request.
4. Upon meeting all criteria, the AntFarm staff will place the order for the goods to be delivered to the Partner CBO. In the case of services, the Basic Needs Request is utilized as an invoice for services with specific information for check distribution and/or payment with AntFarm Credit Card. Services must be provided and documented for a payment to be made.
5. For the purchase of goods, the CBO partner staff will be required to send the packing slip from goods received. For services provided, the CBO partner staff will facilitate receipt of payment from the vendor.

Quality Management Review

To ensure program quality and sound fiscal reporting with required documentation, a Quality Management Review will be conducted routinely.

Automated Upload Report: Utilizing the AntFarm upload system and document library, an automated process review will occur in real time to identify missing information or data errors in the Basic Needs Request. Specific program deliverables and data points reviewed include:

1. Household eligibility criteria is clearly established and documented for either impacted or disproportionately impacted households.
2. Household demographic information has been collected and is reported to include: gender/gender identity, race, veteran status, disability status, and residence city, and zip code.

3. Household beneficiary narratives describing the need, assistance provided, and the positive outcome for the household.
4. Basic Needs Requests meet or are under the distribution frequency
5. Basic Needs Requests meet or are under the distribution cap
6. Basic Needs Requests have been processed (ordered and paid)
7. Basic Needs Requests have been received as documented by a packing slip or service payment receipt

Weekly Data Review: There will also be a weekly audit of all transactions to ensure that client eligibility, basic need orders, and basic need completed transactions are appropriately entered into the required Clackamas County submission format and process.

Ongoing Communication: Through daily monitoring of the automated upload data, AntFarm staff is committed to providing direct feedback to the CBO Point of Contact and will work to strengthen understanding of the process, eligibility criteria, and program needs. Given the volume of goods and services provided, continual errors, concerns, or issues will warrant a “hold” on accepting new Basic Needs Requests until the errors, concerns, or issues are resolved. AntFarm staff intent is to establish a simple and effective system supporting all CBO staff in understanding the process.

ARPA BASIC NEEDS PARTNERSHIP CBO PARTNER APPLICATION

PARTNER APPLICATION WILL BE AVAILABLE ON THE ANTFARM WEBSITE ON SEPTEMBER 1, 2022

[HTTPS://ANTFARMYOUTHSERVICES.COM/EMERGENCYMANAGEMENT/](https://antfarmyouthservices.com/emergencymanagement/)

The American Rescue Plan Act provides funds to Clackamas County to provide basic goods and services for individuals who have been impacted by COVID-19 and its after-effects. AntFarm, Inc is the lead agency for Clackamas County to ensure equitable distribution of these basic goods and services in partnership with Community Based Organizations serving Clackamas County.

The *CBO Partner Application* is designed to identify organizations that can provide goods and services as defined by ARPA Final Rule identified in Federal Register/Vol. 87, No. 18/Thursday, January 27, 2022. By completing this application, the organization is seeking to join the ARPA Basic Needs Partnership.

Organizational Name		Date of Application	
Organization Street Address	City	State	Zip Code
Executive Director	Executive Director E-mail	Executive Director Telephone	
Partnership Point of Contact	Point of Contact E-mail	Point of Contact Telephone	

1. When reviewing clients served by this organization, which of the following criteria apply?

- Households having or currently experiencing unemployment
- Households experiencing increased food or housing insecurity
- Households defined as moderate income relative to the size of the household
- Have a home address in a [Clackamas County Qualified Census Tract](#)
- Households receiving services provided by Tribal governments
- Households defined as low income relative to the size of the household

Households receiving benefits from any of the following federal programs:

- Children’s Health Insurance Program
- Childcare Subsidies through the Child Care and Development Fund (CCDF) program
- Medicaid
- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Free and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs
- Medicare Part D Low-income Subsidies
- Supplemental Security Income (SSI)
- Head Start and/or Early Head Start

2. To ensure equitable distribution of ARPA Goods and Services, at least 50% of the goods and services will be distributed to underserved communities. Please identify communities served by this organization.

- People of color
- Members of religious minorities
- LGBTQIA+ people
- Persons with disabilities
- Persons living in Rural Areas (Outside of the Urban Growth Boundary)
- Persons adversely affected by persistent poverty or inequality.

The Basic Needs ARPA Funding totals \$1,800,000 of direct services to eligible Clackamas County households. To ensure equal, timely, and appropriate distribution AntFarm will establish a Memorandum of Understanding (MOU) with each CBO approved for distribution. The following program elements will be reviewed:

- a. **Household Eligibility Requirements:** The Impacted and Disproportionately Impacted Household Eligibility criteria has been reviewed with the organization's Point of Contact. Yes No

- b. **Basic Needs Items Criteria:** The basic needs items, frequencies, and funding caps have been reviewed and discussed with the organization's Point of Contact. Yes No

- c. **Distribution Process:** The basic needs distribution process has been reviewed and discussed with the organization's Point of Contact. Yes No

- d. **Quality Management Review:** Occurs to ensure that all Program Deliverables and Outcomes are achieved with appropriate back up documentation. This plan has been reviewed and discussed with the organization's Partnership Point of Contact. Yes No

- e. **Grievance Policy and Procedure:** I understand that it is AntFarm's policy to respond positively and proactively to client complaints and grievances. Yes No

I agree with the importance of clear communication and am committed to establishing the Memorandum of Understanding. Yes No

Electronic Typewritten Signature:

Date:

MEMORANDUM OF UNDERSTANDING BETWEEN ANTFARM AND _____

**MEMORANDUM OF UNDERSTANDING WILL BE E-MAILED TO THE
PARTNER ORGANIZATION WHEN THE APPLICATION IS APPROVED**

This Memo of Understanding (MOU) is to establish a partnership between “**AntFarm, Inc**” and “**Organization**” for the distribution of Basic Goods and Services to Clackamas County households who meet ARPA eligibility requirements. This agreement between “**AntFarm, Inc**” and “**Organization**” shall be effective on “**Date**” and will remain active until terminated by mutual agreement or as long as funding for services allows.

Program Objectives: The goal of this funding is to provide basic goods and services to qualifying households to maintain a minimum standard of living for individuals in Clackamas County who have been impacted by COVID-19 and its after-effects.

Terms of Agreement:

1. Services will be offered at the onset of the execution of this agreement until December 31, 2023 or as long as funding for services allows.
2. The agreement may be terminated by any party in the agreement by providing written notice to the other at least one month in advance of termination.
3. Equitable distribution to underserved communities will account for 50% of all distributed goods and services.
4. “**Organization**” will identify a staff person as the Point of Contact for the Basic Goods and Services program. Point of Contact will identify Authorized Purchaser/s for each location if applicable, or dept./program.
5. “**AntFarm, Inc.**” will provide written materials and training to “**Organization**” Point of Contact to include program definitions and instructions. This includes the following:
 - a. Household eligibility criteria is clearly established and documented for either impacted or disproportionately impacted households.
 - b. Basic services and needs criteria include a list of eligible items with funding caps and time limits for purchasing basic needs goods.
 - c. The five-step distribution process utilizes a Basic Needs Request that is uploaded and processed by AntFarm staff with a final review to include product delivery.

- d. Use of a client number assigned to each household using a four-letter organization abbreviation and a three-digit client number to protect client confidentiality.
6. **“Organization”** is responsible for following all program policies and procedures and will provide
 - a. Proof of tax-exempt status
 - b. The most recent copy of the last annual audit or if no audit has been conducted, a copy of the last fiscal year Statement of Activity Accounting report with a statement that there was no audit completed
 - c. Documentation of household eligibility, demographic information, and beneficiary narratives
 - d. Accurately and fully completing Basic Needs Requests for eligible items following frequency and distribution caps policies and procedures.
 - e. Assurance that the Agency Four-Digit Number and Household Three-Digit Number is assigned to an identifiable and verified household with accurate information
 - f. Assurance that the qualifying household does not have a **Basic Needs Request Form** submitted to **AntFarm, Inc.** through any other organization.
 7. **“AntFarm, Inc”** is committed to providing direct ongoing feedback to the CBO Point of Contact and will work to strengthen understanding of the process, eligibility criteria, and program needs.
 8. **“AntFarm, Inc”** will actively problem solve errors, concerns, or issues in the distribution process and if there are continual errors, concerns, or issues will warrant a “hold” on accepting new Basic Needs Requests until the errors, concerns, or issues are resolved.
 9. **“Organization”** is committed to problem solving errors, concerns, or issues in the distribution process to ensure no disruptions in goods and service distribution.
 10. **“AntFarm, Inc”** will respond positively and proactively to client complaints and grievances as per AntFarm Grievance Policy and Procedure.

Organization Authorized Signature:
Organization Printed Name:

Date:

AntFarm Authorized Signature:

Date:

AntFarm Printed Name:

ARPA BASIC NEEDS HOUSEHOLD ELIGIBILITY REVIEW

ARPA BASIC NEEDS HOUSEHOLD ELIGIBILITY REVIEW WILL BE AVAILABLE ON THE ANTFARM WEBSITE ON SEPTEMBER 1, 2022 [HTTPS://ANTFARMYOUTHSERVICES.COM/EMERGENCYMANAGEMENT/](https://antfarmyouthservices.com/emergencymanagement/)

Agency Requesting Basic Needs:

Agency Four Digit Code:

Client Three Digit Code:

Staff Requesting Basic Needs:

Staff Telephone:

Staff E-mail:

1. When reviewing the household which of the following criteria apply?

- a. Currently experiencing unemployment
- b. Experiencing increased food or housing insecurity
- c. Moderate income relative to the size of the household
- d. Home address in a [Clackamas County Qualified Census Tract](#)
- e. Receiving services provided by Tribal governments
- f. Low income relative to the size of the household

Households receiving benefits from any of the following federal programs:

- g. Children’s Health Insurance Program
- h. Childcare Subsidies through the Child Care and Development Fund (CCDF) program
- i. Medicaid
- j. Temporary Assistance for Needy Families (TANF)
- k. Supplemental Nutrition Assistance Program (SNAP)
- l. Free and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs
- m. Medicare Part D Low-income Subsidies
- n. Supplemental Security Income (SSI)
- o. Head Start and/or Early Head Start
- p. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- q. Section 8 Vouchers
- r. Low-Income Home Energy
- s. Assistance Program (LIHEAP)
- t. Pell Grants

2. To ensure equitable distribution of ARPA Goods and Services, at least 50% of the goods and services will be distributed to underserved communities. Does this household meet any of the following criteria?

- a. People of color
- b. Members of religious minorities
- c. LGBTQIA+ people
- d. Persons with disabilities
- e. Persons living in Rural Areas (Outside of the Urban Growth Boundary)
- f. Persons adversely affected by persistent poverty or inequality.

3. What is the city and zip code for this household?

City:

Zip Code:

4. Is this Basic Needs Request an urgent need or a result of a household crisis?

- Yes No

5. Is this Basic Needs Request a result of the impact of Covid-19?

- Yes No

Agency Four Digit Code:

Client Three Digit Code:

6. Please complete the following chart for each member in the household. Each household member is required to have the household member information completed to provide necessary background information to meet contract guidelines.

Household Member Information

	Member
#1	Member
#2	Member

ARPA BASIC NEEDS HOUSEHOLD REQUEST

ARPA BASIC NEEDS HOUSEHOLD REQUEST WILL BE AVAILABLE ON THE ANTFARM WEBSITE ON SEPTEMBER 1, 2022 [HTTPS://ANTFARMYOUTHSERVICES.COM/EMERGENCYMANAGEMENT/](https://antfarmyouthservices.com/emergencymanagement/)

Agency Requesting Basic Needs:

Agency Four Digit Code:

Client Three Digit Code:

Staff Requesting Basic Needs:

Staff Telephone:

Staff E-mail:

BASIC NEEDS REQUEST	Member #1	Member #2	Member #3	Member #4	Member #5	Member #6	Member #7	Member #8
1. Hygiene items (1x monthly; \$10 per member)								
2. Clothing (1x only; \$150 per member for work or school)								
3. Sanitation supplies (1x monthly; \$50 per household)								
4. Small appliances (1x only; single order) <ul style="list-style-type: none"> a. Microwave b. Small refrigerator c. Toaster oven d. Hot plate 	Household Review: (Methodology includes review of household small appliance needs with specific request justification)							
5. Baby essentials (1x monthly; \$100 per child up to 3 years old)								
6. Energy efficient supplies (1x only; Review household)	Household Review: (Methodology includes counting rooms or light fixtures for LED light bulbs; count windows for winterization)							
7. First-aid supplies (1x monthly for medical need; 1x only without medical justification; Review household)	Household Review: (Methodology includes review of medical conditions requiring first-aid supplies or establishing a first-aid kit in consideration of family age and size)							

8. Small Cooling and Heating units (1x only single order for window air conditioner with heating element, radiant heat unit, window or box fan)		Household Review: (Methodology includes review of household cooling and heating needs with specific unit request justification)					
9. Food Box Items (1x monthly; \$50 per household member)							
10. Bedding (1x only; review household for bedding and beds)		Household Review: (Methodology includes review of household members who do not have a bed as well as needs for sheets, pillows, pillow cases, and blankets)					
11. Childcare (as needed for work)		Household Review: (Methodology includes number of hours needed for childcare for family member to work or attend a school function)					
12. Auto Repair (1x only; \$500)		Household Review: (Methodology includes review of auto repair needs in relation to specific request with work or education justification)					

Please share additional information that will assist in processing this Basic Needs Request.

I have provided accurate household information to support this Basic Needs Request.

Electronic Typewritten Signature:

Date:

Qualitative Reporting

To support community awareness and ongoing program review, Community Partners will be asked to provide Qualitative Reporting. AntFarm will prepare a Client Testimonial to share a personal story or experience in receiving ARPA help. This form will be in English and Spanish. The Client Testimonial access link will be posted on the AntFarm website after October 1, 2022 at <https://antfarmyouthservices.com/emergencymanagement/>

Grievance Procedure

It is important to AntFarm that concerns of our clients are always heard. We always recommend beginning problem solving any concerns with staff whom are working with the client. To ensure that clients and partners have the opportunity to voice a grievance, AntFarm will provide a Grievance Form link posted on the AntFarm website after October 1, 2022 at <https://antfarmyouthservices.com/emergencymanagement/>