



BOARD OF COMMISSIONERS

BOARD OF COUNTY COMMISSIONERS MEETING

9:00 AM, WEDNESDAY, AUGUST 11, 2021

Barnes Sawyer Rooms - Deschutes Services Bldg - 1300 NW Wall St – Bend

(541) 388-6570 | www.deschutes.org

AGENDA

MEETING FORMAT

In response to the COVID-19 public health emergency, Oregon Governor Kate Brown issued Executive Order 20-16 (later enacted as part of HB 4212) directing government entities to utilize virtual meetings whenever possible and to take necessary measures to facilitate public participation in these virtual meetings. Since May 4, 2020, meetings and hearings of the Deschutes County Board of Commissioners have been conducted primarily in a virtual format. Effective June 30, 2021, COVID-based restrictions have been discontinued.

Attendance/Participation options include: A) In Person Attendance and B) Live Stream Video: Members of the public may still view the BOCC meetings/hearings in real time via the Public Meeting Portal at www.deschutes.org/meetings.

Citizen Input: Citizen Input is invited in order to provide the public with an opportunity to comment on any meeting topic that is not on the current agenda. Citizen Input is provided by submitting an email to: citizeninput@deschutes.org or by leaving a voice message at 541-385-1734. Citizen input received by 8:00 a.m. before the start of the meeting will be included in the meeting record.

Zoom Meeting Information: Staff and citizens that are presenting agenda items to the Board for consideration or who are planning to testify in a scheduled public hearing may participate via Zoom meeting. The Zoom meeting id and password will be included in either the public hearing materials or through a meeting invite once your agenda item has been included on the agenda. Upon entering the Zoom meeting, you will automatically be placed on hold and in the waiting room. Once you are ready to present your agenda item, you will be unmuted and placed in the spotlight for your presentation. If you are providing testimony during a hearing, you will be placed in the waiting room until the time of testimony, staff will announce your name and unmute your connection to be invited for testimony. Detailed instructions will be included in the public hearing materials and will be announced at the outset of the public hearing.

For Public Hearings, the link to the Zoom meeting will be posted in the Public Hearing Notice as well as posted on the Deschutes County website at <https://www.deschutes.org/bcc/page/public-hearing-notices>.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CITIZEN INPUT: *For items not on this Agenda*

Note: *In addition to the option of providing in-person comments at the meeting, citizen input comments may be emailed to citizeninput@deschutes.org or you may leave a brief voicemail at 541.385.1734. To be timely, citizen input must be received by 8:00am on the day of the meeting.*

CONSENT AGENDA

1. Consideration of Board Signature to Appoint Toni Williams to the Deschutes County Planning Commission
2. Approval of Minutes of the August 2, 2021 BOCC Meeting
3. Approval of Minutes of the August 4, 2021 BOCC Meeting

ACTION ITEMS

4. **9:05 AM** Consideration of Board Signature of Document No. 2021-498, PPC Solutions, Inc.
5. **9:15 AM** Discussion of CDD Building Safety and Environmental Soils Staffing Request
6. **9:45 AM** Planning Division Work Plan Update / Long Range Planning / FY 2021-22
7. **10:15 AM** American Rescue Plan Funding Update - Public Health Request
8. **10:45 AM** 2021 Spay & Neuter Grant Awards

LUNCH RECESS

OTHER ITEMS

These can be any items not included on the agenda that the Commissioners wish to discuss as part of the meeting, pursuant to ORS 192.640.

EXECUTIVE SESSION

At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories.

Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.

ADJOURN



Deschutes County encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, please call (541) 617-4747.



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 11, 2021

SUBJECT: Consideration of Board Signature of Document No. 2021-498, PPC Solutions, Inc.

RECOMMENDED MOTION:

Move approval and Board signature of Document No. 2021-498, PPC Solutions, Inc.

BACKGROUND AND POLICY IMPLICATIONS:

This contract is a renewal of the current contract between the parties. PPC Solutions, Inc. is a licensed Security Guard Company and provides security services for Deschutes County Health Services Stabilization Center.

Deschutes County Health Services has undertaken the development of a stabilization center project. This collaborative effort resulted in the development of a twenty-four (24) hour, seven (7) days a week Deschutes County Stabilization Center (DCSC) with a twenty-three (23) hour Respite and Sober Station. The Stabilization Center is located at: 63311 NE Jamison Street, Bend, Oregon 97701.

The intention of DCSC is to:

- Reduce the number of individuals with serious mental illness who end up in the criminal justice system;
• Reduce the number of individuals going to the emergency department for mental health crisis;
• Assist individuals experiencing a mental health crisis stabilize within their community and become connected to applicable resources; and
• Provide a place for law enforcement to quickly bring someone in a mental health crisis.

PPC Solutions, Inc., is a woman-owned company, headquartered in Spokane Valley, WA. They provide security services for many clients throughout the northwest to include local, state and federal government agencies. For this project, PPC Solutions provides one (1) unarmed security professional for private security services. Patrols include vehicle and foot patrols with the security professional deterring, detecting, and detaining individuals, as applicable.

BUDGET IMPACTS:

\$249,000.

ATTENDANCE:

Holly Harris, Program Manager

DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections **above** the Official Review line.

Date: July 16, 2021

Department: Health Services, Behavioral Health Division

Contractor/Consultant Name: PPC Solutions, Inc.

Contact: Sheila Leslie

Type of Document: Personal Services Contract

Goods and/or Services: PPC Solutions, Inc. is a licensed Security Guard Company and provides security services for Deschutes County Health Services Stabilization Center.

Background & History: Deschutes County Health Services has undertaken the development of a stabilization center project. This collaborative effort resulted in the development of a twenty-four (24) hour, seven (7) days a week Deschutes County Stabilization Center (DCSC) with a twenty-three (23) hour Respite and Sober Station. The Stabilization Center is located at: 63311 NE Jamison Street, Bend, Oregon 97701.

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Agreement Start Date: July 1, 2021

End Date: June 30, 2022

Annual Value or Total Payment: \$249,000.

Insurance Certificate Received (check box)
Insurance Expiration Date: April 1, 2022

Check all that apply:

- RFP, Solicitation or Bid Process
- Informal quotes (<\$150K)
- Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37) 2.37.070, paragraph B, 14

Funding Source: Criminal Justice Commission (IMPACTS)

Pass Through Other: _____ Project Code HSCRISIS – HS2GR25G

Included in current budget? Yes No
If **No**, has budget amendment been submitted? Yes No

Is this a Grant Agreement providing revenue to the County? Yes No

Special conditions attached to this grant:

Deadlines for reporting to the grantor:

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter: Yes No

Contact information for the person responsible for grant compliance: Name:
Phone #:

Departmental Contact and Title: Holly Harris, Program Manager
Phone #: 541-322-7508

Deputy Director Approval:

Signature: Janice Garceau
Janice Garceau (Jul 28, 2021 10:53 PDT)
Email: janice.garceau@deschutes.org
Title: Behavioral Health Director
Company: Deschutes County Health Services

Department Director Approval:

Signature: George A. Conway
George A. Conway (Jul 28, 2021 11:08 PDT)
Email: george.conway@deschutes.org
Title: Director
Company: DCCHS

Distribution of Document: Grace Justice Evans, Health Services Department.

Official Review:

County Signature Required (check one): BOCC Deputy Director (if <\$15K)
 Administrator (if >\$50K but <\$150K; if >\$150K, BOCC Order No. _____)

Legal Review _____ Date _____

Document Number 2021-498



REVIEWED
LEGAL COUNSEL

For Recording Stamp Only

**DESCHUTES COUNTY SERVICES CONTRACT
CONTRACT NO. 2021-498**

Contract Documents. This Contract includes Page 1-12 and Exhibits A-G. The exhibits are attached hereto and incorporated by this reference. Contractor's services are funded through the Criminal Justice Commission, Improving People's Access to Community-based Treatment, Supports and Services (IMPACTS) grant agreement executed with Deschutes County. The program is further described in **Exhibit "A"**, attached hereto and incorporated by this reference.

CONTRACTOR DATA AND SIGNATURE

A Federal tax ID number or Social Security number is required to be provided by the Contractor and shall be used for the administration of state, federal and local tax laws. Payment information shall be reported to the Internal Revenue Service under the name and Federal tax ID number or, if none, the Social Security number provided on the W-9 form and/or Deschutes County Vendor Application form.

I have read this Contract including the attached Exhibits. I understand this Contract and agree to be bound by its terms.

Signature: *Sheila Leslie*

Email: sheila@phoenixprotectivecorp.com

Title: President

Company: PPC Solutions, Inc.

DESCHUTES COUNTY SIGNATURE

DATED this _____ day of _____, 2021

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

ANTHONY DeBONE, Chair

PHIL CHANG, Vice Chair

PATTI ADAIR, Commissioner

ATTEST:

Recording Secretary

CONTRACT
BETWEEN
DESCHUTES COUNTY
AND
PPC SOLUTIONS, INC.
FOR
PRIVATE SECURITY SERVICES FOR
DESCHUTES COUNTY STABILIZATION CENTER

This is a Contract ("Contract"), made and entered into by and between: Deschutes County Oregon, a political subdivision of the State of Oregon, acting by and through, Deschutes County Health Services, Behavioral Health Division, hereinafter referred to as "County";

And

PPC Solutions, Inc., a corporation registered in the State of Washington and Oregon, hereinafter referred to as "Contractor", (collectively referred to as "Parties").

WITNESSETH:

WHEREAS, County and contracted partners has undertaken the development of a Stabilization Center Project, located: 63311 NE Jamison Street, Bend, Oregon 97701, herein referred to as Deschutes County Stabilization Center (DCSC); and

WHEREAS, County desires to maintain continuous and uninterrupted Private Security services to safeguard persons and property at DCSC;

WHEREAS, a Request for Proposal (RFP) was issued requesting proposals for Private Security Services for DCSC location; and

WHEREAS, Contractor represents that it is experienced in the business of providing the Private Security Services required under this Contract; and

WHEREAS, County desires to engage Contractor to provide Private Security Services at DCSC under an agreement containing mutually satisfactory terms and covenants; NOW THEREFORE

IN CONSIDERATION, of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, the Parties agree as follows:

ARTICLE 1:

RECITALS:

- 1.1 The above recitals are true and correct and are incorporated herein as set forth in full hereunder.
- 1.2 County finds that the provision of Private Security Services at the Deschutes County Stabilization Center as set forth in this Contract is in the best interest of the public and residents of Deschutes County.

ARTICLE 2:

DEFINITIONS AND IDENTIFICATIONS:

The following definitions apply unless the context in which the word or phrase used requires a different definition:

- 2.1 **Board** – The Board of County Commissioners of Deschutes County, Oregon.
- 2.2 **County Administrator** – The administrative head of County appointed by the Board.
- 2.3 **Department Director** – Director or designee of Deschutes County Health Services.
- 2.4 **Performance Monitoring** – Methods used by the Department Director or designee on behalf of County to monitor Contractor’s performance using typical techniques such as, but not limited to, random and planned sampling, surveys, scheduled and unscheduled inspections, audits, security tests, and review of records and reports.
- 2.5 **Post Orders** – site-specific post orders outlining duties to be performed, and specific locations. Post Orders are working documents as a collaboration between County and Contractor, ensuring project needs are met.
- 2.6 **Private Security Professional** – An individual who performs, as the individual’s primary responsibility, private security services for consideration, regardless of whether the individual, while performing private security services, is armed or unarmed or wears a uniform or plain clothes, and regardless of whether the individual is employed part-time or full-time to perform private security services.
- 2.7 **Private Security Services** – Comprehensive professional services, including all necessary, incidental and related support services provided each and every day of the year, on a twenty-four (24) hour per day basis, and shall encompass duties and functions as defined in **Exhibit “A”**.

ARTICLE 3:

SCOPE OF SERVICES:

- 3.1 Contractor shall perform all work identified in this Agreement and **Exhibit “A”**. The Scope of Services is a description of Contractor’s obligations and responsibilities and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by Contractor impractical, illogical, or unconscionable.
- 3.2 If this Contract is amended for any reason, the amendment shall be in writing, signed by all parties, and fully effective before Contractor performs work subject to the amendment.
- 3.3 Throughout the term of this Contract, Contractor shall keep fully informed of and comply with all federal, state, county and local laws, ordinances, codes, and regulations, and all orders and decrees of bodies or tribunals having jurisdiction or authority which, in any manner, affect services to be provided under the terms of this Contract. Contractor, its subcontractors, and their officers, agents, and employees shall at all times observe and comply with all such laws, ordinances, codes, rules, regulations, orders, and decrees in performing its duties, responsibilities, and obligations related to this Contract.

ARTICLE 4:

TERM AND TIME OF PERFORMANCE:

- 4.1 The effective date of this Contract shall be **July 1, 2021**. Unless extended or terminated earlier in accordance with its terms, this Contract shall terminate when County accepts Contractor's completed performance or on **June 30, 2022**, whichever date occurs last. Contract termination shall not extinguish or prejudice County’s right to enforce this Contract with respect to any default by Contractor that has not been cured. This Contract may be renewed or extended only upon written agreement of the Parties.
- 4.2 All duties, obligations and responsibilities of Contractor required by this Contractor shall be completed no later than **June 30, 2022**. Time shall be deemed to be of the essence in performing the duties, obligations, and responsibilities required by this Contract.

ARTICLE 5:

OBLIGATIONS OF SECOND PARTY:

- 5.1 Contractor shall provide Private Security Services at Deschutes County Stabilization Center (DCSC), according to the terms and conditions of this Contract. The hours during which Contractor is to conduct its operations shall be twenty-four (24) hours a day, seven (7) days a week, including holidays. Contractor shall provide adequate personnel at all times. Contractor shall provide all personnel, equipment, uniforms, and related office equipment and supplies for the uninterrupted and safe performance of duties, as described in **“Exhibit A”**. Contractor shall guarantee and provide evidence that all applicable security personnel have completed all training courses outlined in **Exhibit “B”**.
- 5.2 Prior to commencement of operations pursuant to this Contract and throughout the Term and any renewal, Contractor shall secure and maintain any and all permits, insurance, and licenses; ensure that such permits, insurance and licenses list Contractor as the permittee and/or licensee. Contractor shall maintain and provide upon request by County satisfactory documentary evidence of all such requisite licenses, insurance, legal permits, and notifications as hereinabove required.
- 5.3 Contractor shall implement its Quality Assurance Program that was included in its response to the Request for Proposal pursuant to which this Contract was awarded (the “Quality Assurance Program”), which assesses and measures security service performance. At County’s request, Contractor shall meet with County Director or designee, to review any complaints or concerns and to promptly correct any deficiencies regarding operations under this Contract. County’s determination as to quality of operation or services shall be conclusive and curative measures shall be implemented by Contractor as expeditiously as possible.
- 5.4 **Attorney Fees.** In the event an action, suit or proceeding, including appeal there from, is brought for breach of any of the terms of this Contract, or for any controversy arising out of this Contract, each Party shall be responsible for its own attorney’s fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.
- 5.5 **Procedure for Determining a Performance Standard Breach.** Except as otherwise provided for under this Contract, the determination as to whether performance standards have been met is at the County Health Director, or designee, reasonable discretion, as applicable.
 - A. The notice of Performance Standard Breach will become final unless, no later than ten (10) calendar days after Contractor receives the notice of Performance Standard Breach, Contractor provides the Health Director or designee, as applicable, with a written statement accompanied by Contractor’s evidence that the breach did not occur. County Health Director or designee, as applicable, shall review that evidence and determine, in their reasonable discretion, whether Contractor has demonstrated that the breach did not occur.
 - B. The Health Director or designee, as applicable, shall review Contractor’s evidence as soon as reasonably possible after timely receipt of the evidence.

ARTICLE 6:

OFFICE SPACE:

- 6.1 County will provide designated office space at the DCSC to include water, sewer, electric and janitorial services.

ARTICLE 7:

COMPENSATION:

7.1 **Maximum Amount Not-To-Exceed Compensation.**

County agrees to pay Contractor, as compensation for performance of Private Security Services rendered at DCSC location as related to **Exhibit “A”**, required under the terms of this Contract, the hourly costs as described in this Section up to a maximum amount not-to-exceed **\$249,000**. The method of compensation shall be that of “maximum amount not-to-exceed,” which means Contractor shall perform all services set forth herein for total compensation in the amount of or less than that stated above. The total hourly rates payable by County for each of Contractor’s employee categories shall be shown on **Exhibit “A”, Paragraph 3 “Consideration”**.

7.2 **Method of Invoicing and Payment.**

- A. Contractor may submit invoices for compensation to County no more often than on a bi-weekly basis, but only after the services for which the invoices are submitted have been completed. An invoice is due within fifteen (15) days of the end of the month. Invoices shall designate the nature and date of the services performed. Invoice and supporting documentation must be sent to County Accounts Payable by e-mail at: _HSAccountsPayable@deschutes.org.
- B. County shall pay Contractor within thirty (30) calendar days of receipt and approval of Contractor's proper invoice. To be deemed proper, all invoices must comply with the requirements set forth in this Section 7.2. Payment may be withheld for failure of Contractor to comply with a term, condition, or requirement of this Contract.
- C. Notwithstanding any provision of this Contract to the contrary, County may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work which has not been remedied or resolved in a manner satisfactory to the County Director or designee, as applicable, or failure to comply with this Contract. The amount withheld shall not be subject to payment of interest by County.
- D. Contractor shall not invoice and County will not pay, any amount in excess of the maximum compensation set forth above. If this maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs work subject to the amendment. No payment will be made for any services performed before the beginning date or after the expiration date of this Contract.
- E. It is understood and agreed that in the event funds are not awarded to County from Central Oregon Health Council (COHC) or other funding sources, as applicable, or if the amount of funds County actually receives from funding sources is less than anticipated, County may either immediately terminate this Contract or decrease the total compensation and reimbursement to be paid hereunder upon agreement of the Parties.
- F. In the event that a statutorily required operating license, insurance, or letter of approval is suspended or not extended, County's obligation to provide reimbursement for services or program expenses hereunder related to services rendered without the necessary license, insurance, or approval will cease on the date of termination of this Contract (whether in whole or in part) or the date of expiration or suspension of the license, insurance, or letter of approval, whichever date is earlier.
- G. The services to be provided by Contractor under the terms of this Contract shall not be performed by anyone other than Contractor, or approved subcontractor, unless prior written approval from County Director or designee, is given. Contractor shall require all approved subcontractors to keep such records and accounts as may be necessary in order to provide correct entries as to personnel hours and all other amounts charged to Contractor. Contractor shall require the subcontractors to keep all of their books and records of personnel hours and all amounts charged to Contractor for a period of three (3) years following the end of each period covered by this Contract and make same available at Contractor's offices, at all reasonable times, for examination and audit by County. County shall have the right, through its representatives, and at all reasonable times, to inspect and audit any and all books and records related to this Contract.

ARTICLE 8:

OPERATIONAL STANDARDS:

- 8.1 **Independent Contractor.** County is not, by virtue of this Contract, a partner or joint venturer with Contractor in connection with activities carried out under this Contract, and shall have no obligation with respect to Contractor's debts or any other liabilities of each and every nature.
- 8.2 **Contractor Not an Agent of County or State of Oregon.** It is agreed by and between the Parties that Contractor is not carrying out a function on behalf of the County, State of Oregon, or the United States and County. The State of Oregon and the United States do not have the right of direction or control of the manner in which Contractor delivers services under this Contract or exercise any control over the activities of the Contractor.
- 8.3 **Contractor and Subcontractors.** Workers Compensation insurance must be in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2) or claiming exemption by conditions outlined in **Exhibit "E"**. Worker's Compensation Insurance to cover

claims made under Worker's Compensation, disability benefit or any other employee benefit laws, including statutory limits in any state of operation with coverage B Employer's Liability coverage all at the statutory limits. In the absence of statutory limits the limits of said Employers liability coverage shall not be less than \$1,000,000 each accident, disease and each employee. This insurance must be endorsed with a waiver of subrogation endorsement, waiving the insured's right of subrogation against County.

8.4 Delegation and Reports. Contractor shall not delegate the responsibility for providing services hereunder to any other individual or agency.

8.5 No Third Party Beneficiaries. Contractor shall not delegate the responsibility for providing services hereunder to any other individual or agency.

- A. County and Contractor are the only Parties to this Contract and are the only Parties entitled to enforce its terms.
- B. Nothing in this Contract gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.

8.6 Constraints. Pursuant to the requirements of ORS 279B.220 through 279B.335 and Article XI, Section 10, of the Oregon Constitution, the following terms and conditions are made a part of this Contract:

- A. Contractor shall:
 - 1) Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in this Contract.
 - 2) Pay all contributions or amounts due the Industrial Accident Fund from such contractor or subcontractor incurred in the performance of this Contract.
 - 3) Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
 - 4) Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
 - 5) Be responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, County will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.
- B. If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with this Contract as such claim becomes due, the proper offices representing County may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Contractor by reason of this Contract.
- C. Contractor shall promptly, as due, make payment to any person or partnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury to the employees of Contractor, of all sums which Contractor agrees to pay for such services, and all monies and sums which Contractor collected or deducted from the wages of Contractor's employees pursuant to any law, contract or Contract for the purpose of providing or paying for such services.
- D. If required by applicable state or federal law, Contractor shall pay employees at least time and a half for all overtime worked in excess of forty (40) hours in any one week, except for individuals under personal services contracts who are excluded under ORS 653.010 to 653.261 or under the Fair Labor Standards Act of 1938 (29 U.S. C. 201, et seq.) from receiving overtime. If required by applicable state or federal law, persons employed under this contract shall receive at least time and a half for work performed on the legal holidays specified in ORS 279B.020(1)(b)(B) to (G) and for all time worked in excess of ten (10) hours in any one day or in excess of forty (40) hours in any one week, whichever is greater.

- E. This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein, which would conflict with law, are deemed inoperative to that extent.
- F. Contractor shall abide by all mandatory standards and policies which relate to energy efficiency and which are contained in the State of Oregon energy conservation plan that was issued in compliance with the Energy Policy and Conservation Act (PL 94-165).
- G. The individual signing on behalf of Contractor hereby certifies and swears under penalty of perjury that the individual is authorized to act on behalf of Contractor, the individual has authority and knowledge regarding Contractors' payment of taxes, and to the best of the individual's knowledge, Contractor is not in violation of any Oregon tax laws.

- 8.7 Contractor shall at all times retain and place qualified, competent, and experienced employees at DCSC to meet the requirement outlined in **Exhibit "A"**. Contractor's employees shall be clean, courteous, efficient, and neat in appearance. Contractor shall not employ any person or persons in or about the premises who shall use improper language, or act in a loud, boisterous or otherwise improper manner. The County shall be the sole judge on the question as to whether the conduct of Contractor's representatives is objectionable, and if so judged, Contractor shall take all steps necessary to eliminate the conditions which have occasioned such judgement.
- 8.8 Contractor shall immediately remove and keep removed from the DCSC premises any employee who participates in illegal acts, who violates DCSC rules and regulations, or the provisions of this Contract, or who, in the opinion of Contractor or the County, is otherwise detrimental to the public interest at the DCSC.
- 8.9 Contractor shall provide periodic reports, including, but not limited to, training reports, safety training, and other reports with County may request.

ARTICLE 9:

INDEMNIFICATION:

9.1 Indemnity and Hold Harmless.

- A. To the fullest extent authorized by law Contractor shall defend, save, hold harmless and indemnify the County and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of Contractor or its officers, employees, contractors, or agents under this Contract, including without limitation any claims that the work, the work product or any other tangible or intangible items delivered to County by Contractor that may be the subject of protection under any state or federal intellectual property law or doctrine, or the County's use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work utility design or other proprietary right of any third party.
- B. Contractor shall have control of the defense and settlement of any claim that is subject to subparagraph a of this paragraph; however neither contractor nor any attorney engaged by Contractor shall defend the claim in the name of Deschutes County or any department or agency thereof, nor purport to act as legal representative of the County or any of its departments or agencies without first receiving from the County's legal counsel, in a form and manner determined appropriate by the County's legal counsel, authority to act as legal counsel for the County, nor shall Contractor settle any claim on behalf of the County without the approval of the County's legal counsel.
- C. To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, County shall defend, save, hold harmless and indemnify Contractor and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of County or its officers, employees, contractors, or agents under this Contract.
- D. Contractors that are not units of local government as defined in ORS 190.003, shall as and if applicable, indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of the officers, agents, employees or subcontractors. It is the specific intention of the Parties that the State of Oregon shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the State of Oregon, be indemnified from and against any and all claims.

ARTICLE 10:

INSURANCE:

- 10.1 Contractor shall maintain at its sole expense, at all times during the term of this Contract, at least the minimum insurance coverage designated in **Exhibit "C"** in accordance with the terms and conditions stated in this Article. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to County. County shall not authorize contractors to begin work under the Contract until the insurance is in full force. Thereafter, County shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. County shall enforce Contractor compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. Examples of "reasonable steps" include issuing stop work orders (or the equivalent) until the insurance is in full force or terminating the Contract as permitted by the Contract provisions, or pursuing legal action to enforce the insurance requirements. In no event shall County permit Contractor to work under this Contract when the County is aware that Contractor is not in compliance with the insurance requirements.
- 10.2 Such policies shall be issued by companies authorized to do business in the State of Oregon, with a minimum AM Best financial rating of A-. Contractor shall name Deschutes County as an additional insured under the primary and non-contributory Commercial General Liability policy. The official title of the Certificate Holder is Deschutes County Health Services.
- 10.3 Contractor shall furnish a current Certificate of Insurance required by this Article and **Exhibit "C"** to the County for all required insurance before Contractor performs under the Contract. Coverage is not to cease and is to remain in force until County determines all performance required of Contractor is completed. County shall be notified of any restriction or cancellation of coverage within thirty (30) days. If any of the insurance coverage will expire prior to the completion of the work, proof of insurance renewal shall be provided to County upon expiration.
- 10.4 County reserves the right to review and revise any insurance requirements at the time of renewal or amendment of this Contract, including, but not limited to, deductibles, limits, coverage, and endorsements.
- 10.5 If Contractor uses a subcontractor, Contractor shall ensure that each subcontractor names "Deschutes County" as an additional insured under the subcontractor's Commercial General Liability, Business Automobile Liability, and Excess/Umbrella policies, as applicable.

ARTICLE 11:

TERMINATION:

- 11.1 All or part of this Contract may be terminated by mutual consent of both Parties or by either Party at any time for convenience upon thirty (30) days' notice in writing to the other Party. The County may also terminate all or part of this Contract as specified below:
 - A. Upon notice of denial, revocation, or non-renewal of any letter of approval, license, insurance, or certificate required by law or regulation to be held by the Contractor to provide a service under this Contract. County may terminate this Contract if Contractor does not provide County proof with satisfactory documentary evidence of all such requisite licenses, insurance, legal permits, and notifications as hereinabove required.
 - B. This Contract shall be terminated immediately and no obligations, financial or otherwise, shall be imposed upon County if funding to the County from the Criminal Justice Commission (CJC), or other sources is not obtained or is not continued at levels sufficient to allow for purchase of the indicated quantity of services. The County will give notice whenever possible.
 - C. With thirty (30) days' written notice, if Federal or State regulations are modified or changed in such a way that services are no longer allowable for purchase under this Contract.
 - D. With thirty (30) days' written notice, if Contractor fails to provide services, or fails to meet any performance standard as specified by the County in this Contract (or subsequent modifications to this Contract) within the time specified herein, or any extensions thereof.
 - E. Upon written notice, if the Contractor fails to start services on the date specified in this Contract (or subsequent modifications to this Contract).

- F. Upon written or oral notice, if County has evidence that the Contractor has endangered or is endangering the health and safety of clients, residents, staff, or the public.
- G. Failure of the Contractor to comply with the provisions of this Contract and all applicable Federal, State and local laws and rules which may be cause for termination of this Contract. The circumstances under which this Contract may be terminated by either Party under this paragraph may involve major or minor violations. Major violations include, but are not limited to:
 - 1) Acts or omissions that jeopardize the health, safety, or security of individuals.
 - 2) Misuse of funds.
 - 3) Intentional falsification of records.
- H. In the case a failure to perform jeopardizes the safety and security of an individual the Contractor and the County shall jointly conduct an investigation to determine whether an emergency exists and what corrective action will be necessary. Such an investigation shall be completed within five (5) working days from the date the County determines that such failure exists.
- I. In those circumstances where a major violation is substantiated, continued performance may be suspended by the County immediately. In all cases involving a major violation, a written notice of intent to terminate this Contract shall be sent to the Contractor found to be in violation. Prior to termination, the Contractor shall be given a reasonable opportunity to refute the findings. If the problem is not corrected within a reasonable time as determined by County in its sole discretion, this Contract may be terminated or other remedial actions may be initiated.
- J. Minor violations usually involve less than substantial compliance with the general or special conditions of this Contract. In the event of alleged minor violations, written notice shall be given and a reasonable period shall be allowed to develop a corrective action plan. This plan shall describe activities that respond to specific violations and means by which a permanent change will be made in the procedures or practices that caused the violation. If these activities do not occur within the notice period, this Contract may be terminated. Continued substantial minor violations that threaten adequacy of services may be treated like a major violation.
- K. Termination shall be without prejudice to any obligations or liabilities of either Party accrued prior to such termination.
- L. Contractor shall make no expenditures, enter into no contracts, nor encumber funds in its possession or to be transferred by County, after notice of termination or termination as set out above, without prior written approval from County.

11.2 Payment on Early Termination. Upon termination pursuant to Paragraph 11.1 above, payment shall be made as follows:

- A. If Contract terminated because funding from COHC, or other sources is not obtained or is not continued at levels sufficient to allow for purchase of the indicated quantity of services, the County shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract. Provided however, County shall not pay Contractor for any obligations or liabilities incurred by Contractor after Contractor receives written notice of termination.
- B. If this Contract is terminated due to Contractor's failure to perform services in accordance with the Contract, County obligations shall be limited to payment for services provided in accordance with this Contract prior to the date of termination, less any damages suffered by the County.
- C. If Contract is terminated by the Contractor due to a breach by the County, then the County shall pay the Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract:
 - 1) with respect to services compensable on an hourly basis, for unpaid invoices, hours worked within any limits set forth in this Contract but not yet billed, authorized expenses incurred if payable according to this Contract and interest within the limits set forth under ORS 293.462, and

- 2) with respect to deliverable-based Work, the sum designated for completing the deliverable multiplied by the percentage of Work completed and accepted by County, less previous amounts paid and any claim(s) that County has against Contractor.
- 3) Subject to the limitations under paragraph 11.4, “Remedies” of this Contract.

11.3 Contractor’s Tender upon Termination. Upon receiving a notice of termination of this Contract, Contractor shall immediately cease all activities under this Contract unless County expressly directs otherwise in such notice of termination.

- A. Upon termination of this Contract, Contractor shall deliver to County all documents, information, works-in-progress and other property that are or would be deliverables had this Contract been completed.
- B. Upon County’s request, Contractor shall surrender to anyone County designates, all documents, research, objects or other tangible things needed to complete the work.

11.4 Remedies. In the event of breach of this Contract the Parties shall have the following remedies:

- A. Termination under this Contract shall be without prejudice to any obligations or liabilities of either Party already reasonably incurred prior to such termination.
 - 1) Contractor may not incur obligations or liabilities after Contractor receives written notice of termination.
 - 2) Additionally, neither Party shall be liable for any indirect, incidental, consequential or special damages under this Contract or for any damages of any sort arising solely from the termination of this Contract in accordance with its terms.
- B. If terminated under this Contract by the County due to a breach by the Contractor, County may pursue any remedies available at law or in equity.
 - 1) Such remedies may include, but are not limited to, termination of this Contract, and declaration of ineligibility for the receipt of future contract awards.
 - 2) Additionally, County may complete the work either by itself, by agreement with another contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then the Contractor shall be liable to the County for the amount of the reasonable excess.
- C. If amounts previously paid to Contractor exceed the amount due to Contractor under this Contract, Contractor shall repay any excess to County upon demand.
- D. Neither County nor Contractor shall be held responsible for delay or default caused by fire, civil unrest, labor unrest, riot, acts of God, or war where such cause was beyond reasonable control of County or Contractor, respectively; however, Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract. For any delay in performance as a result of the events described in this subparagraph, Contractor shall be entitled to additional reasonable time for performance that shall be set forth in an amendment to this Contract.
- E. The passage of this Contract expiration date shall not extinguish or prejudice the County’s or Contractor’s right to enforce this Contract with respect to any default or defect in performance that has not been cured.
- F. County’s remedies are cumulative to the extent the remedies are not inconsistent, and County may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.
- G. Differences between a Contractor and County, or between contractors, will be resolved when possible at appropriate management levels, followed by consultation between boards, if necessary. County’s Director will have ultimate responsibility for resolution of disagreements among subcontract agencies.

11.5 Suspension. Following reasonable notice to Contractor and attempts to resolve problems informally, County may suspend funding in whole or in part, terminate funding, or impose any other sanction for any of the following reasons:

- A. Failure of Contractor to become operational within the effective date of this Contract, with failure to provide reasons for the delay and the steps taken to initiate services.
- B. Failure of Contractor to comply substantially with the requirements or statutory objectives of the services to be provided, or other provisions of State or Federal law.
- C. Failure of the Contractor to adhere to the requirements for the provision of services.
- D. Proposing or implementing substantial changes that result in services that would not have been selected if it had to be subjected to the original review of scope of work and/or services to be provided.

ARTICLE 12:

CONFIDENTIALITY:

- 12.1 Confidentiality.** In addition to the obligations imposed upon Contractor by **Exhibit "F"**, Contractor shall maintain confidentiality of information obtained pursuant to this Contract as follows:
- A. Contractor shall not use, release or disclose any information concerning any employee, client, applicant or person doing business with the County for any purpose not directly connected with the administration of County's or the Contractor's responsibilities under this Contract except upon written consent of the County, and if applicable, the employee, client, applicant or person.
 - B. Contractor shall ensure that its agents, employees, officers and subcontractors with access to County and Contractor records understand and comply with this confidentiality provision.
 - C. Contractor shall treat all information as to personal facts and circumstances obtained on individuals as privileged communication, shall hold such information confidential, and shall not disclose such information without the written consent of the individual, his or her attorney, the responsible parent of a minor child, or the child's guardian, except as required by other terms of this Contract.
 - D. Nothing prohibits the disclosure of information in summaries, statistical information, or other form that does not identify particular individuals.

ARTICLE 13:

MISCELLANEOUS:

- 13.1 County Code Provisions.** Except as otherwise specifically provided, the provisions of Deschutes County Code, Section 2.37.150 are incorporated herein by reference. Such code section may be found at the following URL address: <http://weblink.deschutes.org/public/0/doc/78735/Page1.aspx>.
- 13.2 Successors in Interest.** The provisions of this Contract shall be binding upon and inure to the benefit of the Parties and their successors and approved assigns, if any.
- 13.3 Access to Records and Facilities.** County and its authorized representatives shall have the right to direct access to all of Contractor's books, documents, papers and records of Contractor that are directly related to this Contract, the financial assistance provided hereunder, or any service for the purpose of making audits, examinations, excerpts, copies and transcriptions. The foregoing access is subject to the Parties and requesting agencies strict compliance with applicable provisions of 42 CFR Part 2.
- 13.4** Contractor agrees that services provided under this Contract by Contractor, facilities used in conjunction with such services, client's records, Contractor's policies, procedures, performance data, financial records, and other similar documents and records of Contractor, that pertain, or may pertain, to services under this Contract, shall be open for inspection by County, or its agents, at any reasonable time during business hours.
- 13.5 Settlement of Disputes.** Differences between a Contractor and County, or between contractors, will be resolved when possible at appropriate management levels, followed by consultation between boards, if necessary. The Deschutes County Health Services Director will have ultimate responsibility for resolution of disagreements among subcontract agencies.
- 13.6 Drugs and Alcohol.** Contractor shall adhere to and enforce a zero tolerance policy for the use of alcohol and the unlawful (under either state or federal law) selling, possession or use of controlled substances while performing

work under this Contract.

- 13.7 Criminal Background Investigations.** Contractor shall, at Contractor's expense, conduct criminal background checks on all Security Professional personnel and certify in writing to County that nothing revealed by such background checks of said personnel that would create a reasonable doubt about the utilization of same for the services in a safe manner with the proper regard for security of DCSC, employees, affiliates, subsidiaries, clients, customers, vendors and other third parties.
- 13.8 Federal Law compliance.** Contractor shall comply with the provisions of those laws referred to in **Exhibit "H"**, attached hereto. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract.
- 13.9 Non-Appropriation.** In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Contract, and if County has no funds legally available for consideration from other sources, then County may terminate this Contract in accordance with **Article 11** of this Contract.
- 13.10 Entire Contract.** This Contract constitutes the entire Contract between the parties on the subject matter hereof. There are no understandings, Contracts, or representations, oral or written, not specified herein regarding this Contract.
- 13.11 Renewal.** This Contract may be renewed, subject to the following conditions: (1) renewal will be based on the County Department approval, and (2) renewal is subject to the availability of funding.
- 13.12 Waiver.**
 - A. County's delay in exercising, or failure to exercise any right, power, or privilege under this Contract shall not operate as a waiver thereof, nor shall any single or partial exercise or any right, power, or privilege under this Contract preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege.
 - B. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.
- 13.13 Notice.** Except as otherwise expressly provided in this Contract, any communications between the Parties hereto or notices to be given hereunder shall be given in writing, to Contractor or County at the address or number set forth below or to such other addresses or numbers as either Party may hereafter indicate in writing. Delivery may be by personal delivery, electronic mail, facsimile, or mailing the same, postage prepaid.
 - A. Any communication or notice by personal delivery shall be deemed delivered when actually given to the designated person or representative.
 - B. Any communication or notice sent by facsimile shall be deemed delivered when the transmitting machine generates receipt of the transmission. To be effective against County, such facsimile transmission shall be confirmed by telephone notice to the County Administrator.
 - C. Any communication or notice mailed shall be deemed delivered five (5) days after mailing. Any notice under this Contract shall be mailed by first class postage or delivered as follows:

<u>To Contractor:</u>	<u>To County:</u>
Sheila Leslie	Janice Garceau, Deputy Director
PPC Solutions, Inc.	Deschutes County Health Services
18303 E. Appleway Ave.	2577 NE Courtney Dr.
Spokane Valley, WA 99016	Bend, Oregon 97701
Fax No. 509.536.6033	Fax No. 541-322-7565
Email:sheila@phoenixprotectivecorp.com	Janice.garceau@deschutes.org

<u>To County – Accounts Payable:</u>	<u>To County – for Notices & Terminations:</u>
Accounts Payable	Grace Justice Evans, Contract Specialist
Deschutes County Health Services	Deschutes County Health Services
2577 NE Courtney Dr.	2577 NE Courtney Dr.
Bend, Oregon 97701	Bend, Oregon 97701
Fax No. 541-322-7565	Fax No. 541-322-7565
_HSAccountsPayable@deschutes.org	Grace.evans@deschutes.org

- 13.14 Governing Law.** This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law.
- A. Any claim, action, suit or proceeding (collectively, "Claim") between County and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Deschutes County for the State of Oregon; provided, however, if a Claim shall be brought in federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.
 - B. CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. The parties agree that the UN Convention on International Sales of Goods shall not apply.
- 13.15 Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Contract did not contain the particular term or provision held invalid.
- 13.16 Merger Clause.** This Contract and the attached exhibits constitute the entire agreement between the Parties.
- A. All understandings and agreements between the Parties and representations by either Party concerning this Contract are contained in this Contract.
 - B. No waiver, consent, modification or change in the terms of this Contract shall bind either Party unless in writing signed by both Parties.
 - C. Any written waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.
- 13.17 Identity Theft Protection.** Contractor and subcontractors shall comply with the Oregon Consumer Identity Theft Protection Act (ORS 646A.600 et seq.).
- 13.18 Representations and Warranties.**
- A. **Contractor's Representations and Warranties.** Contractor represents and warrants to County that:
 - 1) Contractor has the power and authority to enter into and perform this Contract;
 - 2) This Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms;
 - 3) Contractor has the skill and knowledge possessed by well-informed members of its industry, trade or profession and Contractor will apply that skill and knowledge with care and diligence to perform the Work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession;
 - 4) Contractor shall, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work;
 - 5) Contractor prepared its proposal related to this Contract, if any, independently from all other proposers, and without collusion, fraud, or other dishonesty; and
 - 6) Contractor's making and performance of this Contract do not and will not violate any provision of any applicable law, rule or regulation or order of any court, regulatory commission, board or other administrative agency.
 - B. **Warranties Cumulative.** The warranties set forth in this paragraph are in addition to, and not in lieu of, any other warranties provided.
- 13.19 SB 675 (2015) Representation and Covenant.**
- A. Contractor represents and warrants that Contractor has complied with the tax laws of this state, and where applicable, the laws of Deschutes County, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318.

- B. Contractor covenants to continue to comply with the tax laws of this state, and where applicable, the laws of Deschutes County, during the term of this Contract.
- C. Contractor acknowledges that failure by Contractor to comply with the tax laws of this state, and where applicable, the laws of Deschutes County, at any time before Contractor has executed the Contract or during the term of the Contract is and will be deemed a default for which Deschutes County may terminate the Contract and seek damages and/or other relief available under the terms of the Contract or under applicable law.

13.20 Nondiscrimination. Contractor must provide services to clients without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability (as defined under the Americans with Disabilities Act). Contracted services must reasonably accommodate the cultural, language and other special needs of clients including, but not limited to, limited English language proficiency.

13.21 Survival. The provisions of the following paragraphs shall survive termination or expiration of this Contract: 13.2 (Successors in Interest); 13.3 (Access to Records and Facilities); 12.1 (Confidentiality); 13.13 (Notice); 11.3 (Contractor's Tender upon Termination); 11.4 (Remedies); 8.5 (No Third Party Beneficiaries); 9.1 (Indemnity & Hold Harmless); 13.12 (Waiver); 13.14 (Governing Law); 13.17 (Identity Theft Protection); 13.18 (Representations & Warranties).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 818 W Riverside Ave Ste 800 Spokane, WA 99201	CONTACT NAME: Debbie Johnston, CPCU, CIWCS, CPIW, ARM, AMIM, AINS PHONE (A/C, No, Ext): (208) 770-3844 FAX (A/C, No): (509) 325-1803 E-MAIL ADDRESS: debbie.johnston@alliant.com
	INSURER(S) AFFORDING COVERAGE
INSURED PPC Solutions, Inc. 18303 E Appleyway Spokane Valley, WA 99016	INSURER A : Steadfast Insurance Company NAIC # 26387
	INSURER B : Zurich American Insurance Company 16535
	INSURER C : American Guarantee and Liability Insurance Company 26247
	INSURER D :
	INSURER E :
	INSURER F :

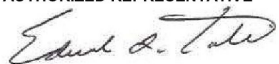
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		EOL008460706	4/1/2021	4/1/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Prof Liability Incl						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> \$5000 Ded Per Occ						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY	X		BAP5547668	4/1/2021	4/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB	X		AUC011324406	4/1/2021	4/1/2022	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 10,000,000
	<input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0						\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Employers Liability is WA Stop Gap only. Workers Compensation coverage is not provided. See separate policies for that info.

Deschutes County Health Services, the State of Oregon, their officers, agents, employees and volunteers are Additional Insured with respect to General Liability per forms attached. Additional Insured status applies to Automobile Liability per forms attached.. General Liability and Automobile Liability Coverage is Primary Non-Contributory per forms attached.. Notice of Cancellation applies per policy form attached. Umbrella follows form. NOTE: Professional Liability is included under the General Liability coverage form.

CERTIFICATE HOLDER Deschutes County Health Services 2577 NE Courtney Drive Bend, OR 97701	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Additional Insured – Automatic – Owners, Lessees Or Contractors



Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem	Return Prem.
EOL008460705	4/1/2020	4/1/2021		62294000		

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Named Insured:

Address (including ZIP Code):

PPC Solutions Inc, J&S Rising LLC
18303 E Appleway
Spokane Valley WA 99016

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization whom you are required to add as an additional insured on this policy under a written contract or written agreement. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations or "your work" as included in the "products-completed operations hazard", which is the subject of the written contract or written agreement.

However, the insurance afforded to such additional insured:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to:

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services including:

- a. The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

C. The following is added to Paragraph 2. Duties In The Event Of Occurrence, Offense, Claim Or Suit of Section IV – Commercial General Liability Conditions:

The additional insured must see to it that:

- 1. We are notified as soon as practicable of an "occurrence" or offense that may result in a claim;
- 2. We receive written notice of a claim or "suit" as soon as practicable; and
- 3. A request for defense and indemnity of the claim or "suit" will promptly be brought against any policy issued by another insurer under which the additional insured may be an insured in any capacity. This provision does not apply to insurance on which the additional insured is a Named Insured if the written contract or written agreement requires that this coverage be primary and non-contributory.

D. For the purposes of the coverage provided by this endorsement:

1. The following is added to the Other Insurance Condition of Section IV – Commercial General Liability Conditions:

Primary and Noncontributory insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured provided that:

- a. The additional insured is a Named Insured under such other insurance; and
 - b. You are required by written contract or written agreement that this insurance be primary and not seek contribution from any other insurance available to the additional insured.
- 2. The following paragraph is added to Paragraph 4.b. of the Other Insurance Condition of Section IV – Commercial General Liability Conditions:**

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", offense, claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by a written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

E. This endorsement does not apply to an additional insured which has been added to this policy by an endorsement showing the additional insured in a Schedule of additional insureds, and which endorsement applies specifically to that identified additional insured.

F. With respect to the insurance afforded to the additional insureds under this endorsement, the following is added to Section III – Limits Of Insurance:

The most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the written contract or written agreement referenced in Paragraph A. of this endorsement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations, whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions of this policy remain unchanged.

POLICY NUMBER: BAP 5547668-04

COMMERCIAL AUTO
CA 20 48 10 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**DESIGNATED INSURED FOR
COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<p>Named Insured: PPC SOLUTIONS, INC. J&S RISING, LLC</p> <p>Endorsement Effective Date:</p>
--

SCHEDULE

<p>Name Of Person(s) Or Organization(s): ADDITIONAL INSURED STATUS IS PROVIDED ON A PRIMARY, NON-CONTRIBUTORY BASIS, AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT, EXECUTED PRIOR TO LOSS, EXCEPT WHERE SUCH CONTACT OR AGREEMENT IS PROHIBITED BY LAW.</p>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.


ZURICH[®]

Blanket Notification to Others of Cancellation

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem	Return Prem.
EOL008460705	4/1/2020	4/1/2021				

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

A. If we cancel this Coverage Part by written notice to the first Named Insured for any reason other than nonpayment of premium, we will deliver electronic notification that such Coverage Part has been cancelled to each person or organization shown in a Schedule provided to us by the First Named Insured. Such Schedule:

1. Must be initially provided to us within 15 days:
 - a. After the beginning of the policy period shown in the Declarations; or
 - b. After this endorsement has been added to policy;
2. Must contain the names and e-mail addresses of only the persons or organizations requiring notification that such Coverage Part has been cancelled;
3. Must be in an electronic format that is acceptable to us; and
4. Must be accurate.

Such Schedule may be updated and provided to us by the First Named Insured during the policy period. Such updated Schedule must comply with Paragraphs **2.**, **3.**, and **4.** above.

- B.** Our delivery of the electronic notification as described in Paragraph **A.** of this endorsement will be based on the most recent Schedule in our records as of the date the notice of cancellation is mailed or delivered to the first Named Insured. Delivery of the notification as described in Paragraph **A.** of this endorsement will be completed as soon as practicable after the effective date of cancellation to the first Named Insured.
- C.** Proof of emailing the electronic notification will be sufficient proof that we have complied with Paragraphs **A.** and **B.** of this endorsement.
- D.** Our delivery of electronic notification described in Paragraphs **A.** and **B.** of this endorsement is intended as a courtesy only. Our failure to provide such delivery of electronic notification will not:
1. Extend the Coverage Part cancellation date;
 2. Negate the cancellation; or
 3. Provide any additional insurance that would not have been provided in the absence of this endorsement.
- E.** We are not responsible for the accuracy, integrity, timeliness and validity of information contained in the Schedule provided to us as described in Paragraphs **A.** and **B.** of this endorsement.

All other terms and conditions of this policy remain unchanged.

Carrier no: 20001**Endorsement no:** WC000313
(Ed. 430B)**SAIF policy:** 100015854 PPC Solutions INC

Waiver of Our Right to Recover from Others Endorsement

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Description: Security Guard Services
Contractor name: Deschutes County Health Services
Address: 2577 NE Courtney Drive
Bend
Oregon
97701

This endorsement does not alter the rights of an injured worker to pursue recovery from another party or SAIF to receive a statutory share of recoveries by an injured worker, even from the party listed in the schedule.

The premium charge for this endorsement is based on five (5) percent of your manual premium for work under the contract that is the subject of this waiver. You must maintain separate records of the payroll of employees for their work under the contract.

Minimum charge for waiver: \$250**Effective date:** March 01, 2021

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

Countersigned February 25, 2021 at Salem, Oregon

WC000313
(Ed. 430B)Kerry Barnett
President and Chief Executive Officer

Carrier no: 20001

Endorsement no: WC000313
(Ed. 430B)

SAIF policy: 100015854 PPC Solutions INC

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Countersigned February 25, 2021 at Salem, Oregon



Kerry Barnett
President and Chief Executive Officer

WC000313
(Ed. 430B)

EXHIBIT A
DESCHUTES COUNTY SERVICES CONTRACT
Contract No. 2021-498
STATEMENT OF WORK, PAYMENT TERMS and SCHEDULE

Program Outline:

Deschutes County and contracted partners has undertaken the development of a Stabilization Center Project. In this collaborative effort between Deschutes County Health Services and Deschutes County Sheriff's Office in the development of a twenty-four (24) hour, seven (7) day a week Crisis Stabilization Center with a twenty-three (23) hour Respite and Sober Station. The goal of this project is to reduce the number of individuals with Serious Mental Illness who end up in the criminal justice system; reduce the number of individuals going to the Emergency Department for mental health crisis; assist individuals experiencing a mental health crisis stabilize in their community and become connected to resources so they engage in mental health treatment and regain a better quality of life; and to provide a place for Law Enforcement to quickly bring someone in a mental health crisis. The Deschutes County Stabilization Center (DCSC) is located at: 63311 NE Jamison Street, Bend, Oregon 97701

PPC Solutions Inc., is a licensed Security Guard Company. All assignments are filled with officers licensed in accordance with the Department of Public Safety Standards and Training.

1. Contractor shall perform the following work. Contractor shall provide professional Private Security Services at the Stabilization Center location. Services shall include:

- A. Provide Security Services in eight (8) or ten (10) hour shifts with an option of twenty-four hours (24), seven (7) days a week, three hundred sixty-five (365) days a year, as requested.
- B. Patrols provided by unarmed Security Professionals may be performed in multiple ways throughout one shift: vehicle patrol and foot patrol. Security Professionals shall deter, detect, and detain with necessary force without putting themselves or others at unnecessary risk. All actions in any incidents shall be completely and accurately recorded and emailed to designated County e-mail. Any witnesses should have witness statements and be included with the report.
- C. Security foot patrols shall be conducted every thirty (30) to forty-five (45) minutes of each Security Professional's area of responsibility. Prior to ending shift, Security Professional shall ensure that all exterior doors are secured.
- D. Security Professional shall assist County staff with building or room checks and standby-services, as requested.
- E. Contractor shall provide approved guard uniform, including any belt and equipment. Uniform and equipment must foster a professional, consistent appearance. Security Professional shall ensure their duty gear is clean and functional.
- F. Security Professional shall maintain a presence of interior and exterior of the premises including the following:
 - i. Addressing a rule violation;
 - ii. Addressing an incident that has occurred;
 - iii. Reporting information, as needed, to County staff and Contractor supervisor.
- G. Security Professional shall not have unauthorized visitors, alcohol, firearms, or any other equipment/material not authorized by County or Contractor.
- H. Security Professional shall maintain their assigned work area in a clean, orderly condition. Any deficiencies in cleanliness or any broken equipment will be annotated in the shift log. Security Professional staff will not eat or snack at their work area; instead, a breakroom or kitchen/cafeteria shall be provided at County site location, which Security Professional staff may use.
- I. Security Professional will conduct an inventory of on-site equipment (County owned and Contractor owned) to ensure accountability and condition. Deficiencies will be annotated in the shift log.
- J. When Security Professional engages individuals on-site, Security Professional shall be mindful of: customer service, rules of County location, safety of County clients and County staff, public health and safety.

- K. Contractor shall be responsible for all hiring and training of Security Professional(s), including any replacement of existing Security Personnel. Contractor's on-boarding shall include but not be limited to: pre-employment assessment, reference checks, background checks, panel-style interview, and ensuring all officers meet applicable licensing requirements. Contractor shall guarantee and provide evidence that all applicable security personnel has completed all training courses outlined in **Exhibit "B"**.
- L. Contractor shall, at Contractor's expense, conduct criminal background checks on all Security Professional personnel and certify in writing to County that nothing revealed by such background checks of said personnel that would create a reasonable doubt about the utilization of same for the services in a safe manner with the proper regard for security of DCSC, employees, affiliates, subsidiaries, clients, customers, vendors and other third parties.
- M. Contractor shall certify any and all Security Professional whose background checks indicate the following convictions shall not be assigned to DCSC: any felony conviction, any conviction resulting in time spent in jail, more than one (1) misdemeanor of any kind (excluding traffic violations), any sex offense, any offense involving a weapon, any offense involving violence, any crime against a previous employer, and any crime involving fraud, theft, deception, etc.
- N. Contractor shall ensure Security Professional strictly complies with DCSC's drug-free workplace policies, as the same may be amended by DCSC in its sole discretion.
- O. County shall have the option to meet with Contractor's proposed Security Professional who is meant to be assigned to regular duties at the DCSC.
- P. Contractor will generate "Post Orders" outlining all duties to be performed and specific expectations. Post Orders may be a collaborative document between County and Contractor ensuring County needs are met.
- Q. Contractor will provide technology for tracking routine patrol, alarm responses, and standing uniform security officer sites. Officers enter observations through text, photographs, video or audio recordings, as applicable. Patrol tours are traced and observations recorded. Summaries and Reports shall be scheduled for automated processing daily to a County designated email. Each officer will keep a log of events while on duty. These events may include but not be limited to: foot patrol activity; incidents; observations of site violations; emergency services on-site; lunch breaks and short breaks.
- R. Security Professional shall report all problems and incidents to County designated site supervisor or project manager.
- S. Contractor shall designate a site supervisor or project manager to ensure Quality Assurance. Assigned supervisor shall provide oversight of all aspects of the project ensuring all deliverables are met. Designated site supervisor or project manager serves as single point of contact ensuring clear, concise and accurate communication.
- 2. County Services.** County shall provide Contractor, at County's expense, with material and services described as follows:
- A. Designate an email for daily summary and reports.
- B. Designate applicable emergency contacts for DCSC location and keep Contractor updated on most current emergency contact list.
- C. County shall request applicable Security Professionals from Contractor in accordance with the fee schedule and shift schedule outlined in Paragraph 3, "Consideration".
- D. County will provide designated office space at the DCSC to include water, sewer, electric and janitorial services.
- E. County will provide a break room, kitchen or cafeteria where Security Professional may use for meal times or break times.

3. Consideration. Contractor shall invoice County in accordance with the fee schedule below.

A.

POSITION	DESCRIPTION	RATE	UNIT	QUANTITY	PERIOD	PERIOD COST	NO. OF PERIODS	TOTAL COST
Hourly Rate A	Eight hour shifts, seven days each week.	\$29.03	Hour	56	Week	\$ 1,625.68	52	\$ 84,535.36
Hourly Rate B	Ten hour shifts, seven days each week.	\$28.80	Hour	70	Week	\$ 2,016.00	52	\$ 104,832.00
Hourly Rate D	24/7 coverage	\$27.69	Hour	168	Week	\$ 4,651.92	52	\$ 241,899.84
Holiday Hourly Rate	135% of rate in each category							
Urgent Request	Any request with less than twenty-four (24) hours notice.	\$65.00	Hour					
Cancellation Policy	A four (4) hour minimum will be billed for cancelled assignments with less than twenty-four (24) hours notice.							

B. **Contractor’s proposed shift schedule:** One (1) guard on shift (either 8 hour or ten hour shifts as agreed upon between County and Contractor). Services provided Monday through Sunday, 24/7 coverage in accordance with the fee schedule outlined in Paragraph 3 A above.

4. The maximum compensation.

- A. The maximum compensation under this Contract shall not exceed **\$249,000**.
- B. Contractor shall not submit invoices for, and County shall not pay for any invoice in excess of the maximum compensation amount set forth above.
 - 1) County may be required to modify the maximum compensation through amendment of this Contract. If this maximum compensation amount is decreased or increased by amendment of this Contract, the amendment shall be fully effective before Contractor performs work subject to the amendment.
 - 2) Notwithstanding any other payment provision of this Contract, should Contractor fail to submit required reports, itemized receipts or documentation as outlined in this Contract, or fail to perform or document the performance of contracted Services; County shall immediately withhold payments under this Contract or reject part or all of the Contractor’s invoice for payment.
 - 3) In the event that a statutorily required license or insurance is suspended or not extended, County’s obligation to provide reimbursement for services rendered without the necessary license or insurance will cease on the date of expiration or suspension of license and/or insurance.

5. Schedule of Performance or Delivery.

- A. County’s obligation to pay depends upon Contractor’s delivery or performance in accordance with this **Exhibit “A”**.
- B. County will only pay for completed work that conforms to the terms of the Contract.

6. Renewal. This Contract may be renewed, subject to availability of funding and County approval.

EXHIBIT B
DESCHUTES COUNTY SERVICES CONTRACT
Contract No. 2021-498
PPC SOLUTIONS INC. TRAINING

The foundation of our training is SOCS (Security Oriented Customer service). We have chosen this as our foundation as customer service is the root of each action an officer is taking, whether for the benefit of a guest, vendor or the customer. Customer Service is the corner stone of the Security industry and PPC prides itself with having the Best in the Business customer service.

All training is done in either a classroom or on the job setting depending on the phase of training. It is designed to use various media for delivery to ensure the greatest opportunity for comprehension and information retention. Typically, this involves written material; video/computer-based learning, interactive role-playing scenarios and follow up testing to ensure training effectiveness. All training materials are retained on our online system with access granted to the Client for verification. Our program is flexible to include client-specific training such as *Crisis Intervention Training*. Additional courses and certifications we offer may vary depending on client needs. For example, not all clients require, but we have provided *Basic Security Officer certification under the International Association for Healthcare Security and Safety (IAHSS)*. Each officer will complete any additional requirements that are site-specific to safety training as specified in the contract terms prior to being assigned to any site.

PPC training courses are scheduled on an ongoing basis to provide maximum opportunity for attendance without interfering with site needs and to meet contract requirements. Recertification tests are efficiently coordinated and tracked to ensure officers retain their certifications.

Below is a breakdown of PPCs basic training program. All team members are asked to complete the below training classes within their first 90 days of hire.

New Hire Processing: This is for all team members and must be completed prior to assignment in the field. During our new hire processing a wide range of topics are taught and discussed. Our Policy and Procedure manual is studied with emphasis placed on PPCs mission and goals, customer service, legal topics such as use of force and detainment authority as well as fundamental skills necessary for success in the security field. This process meets the DOL Pre-Assignment Training requirements for licensing purposes.

Phase Training (Individual): This is computer-based training broken into four phases that officers complete throughout their first two weeks of employment. It includes answering various open ended and multiple-choice questions as well as completing scenario questions, filling out logs, reports, and witness statements. This training reinforces orientation and gives the Field Training Officer (FTO) an opportunity to interact with the officers coaching them on the day-to-day procedures.

SOCS: SOCS is a trademarked curriculum developed by Personal Safety Training Incorporated and stands for **Security Oriented Customer Service** which our certified instructors present in a classroom setting. The purpose of SOCS is to empower officers by increasing their ability to effectively respond to customer service needs and behaviors.

Report Writing: Report Writing is taught by our PPC instructor. It covers the basics of writing a narrative, taking field notes, conducting field interviews as well as observation techniques. Report writing is a fundamental skill and offered twice a month to all team members.

First Aid/CPR/AED: PPC has certified First Aid/CPR/AED instructors on staff; the instructors attain and maintain certification in accordance with American Safety and Health Institute (ASHI) standards and use classroom training, written and visual aids, and practical exercises to certify team members in First Aid/CPR/AED.

Initial certification is for a two-year period; team members re-certify prior to the expiration of their First Aid/CPR/AED card to ensure continuity of coverage. Additionally, if there are any changes to the curriculum between certification dates, our certified instructors ensure training regarding the changes is given and documented.

AVADE: The AVADE® training is an integral piece of an effective workplace violence plan. An organization's overall plan should include administrative, behavioral and environmental strategies to prevent and mitigate the risk of workplace violence. The AVADE® Healthcare & Corporate Workplace Violence Prevention training programs are the only source that provides the administrative, behavioral and environmental strategies to keep your workplace safe from crime and violence. The AVADE® Healthcare & Corporate Workplace Violence Prevention training programs can be tailored to your agency's specific needs and dynamics. Our Master Trainer is certified to provide this training to our officers annually.

Defensive Tactics / Baton: This is a classroom, instructor led training provided by our Corporate Trainer for our officers with the goal of de-escalating a confrontation before it becomes physical. Officers are provided instruction and then led through hands-on practical application of the techniques. They are tested and evaluated in each phase of the training before being certified to carry any defensive tools while on-duty.

The training program is managed by our Corporate Trainer, Robert Read. He ensures each team member receives the same level of training throughout the company. He coordinates with each region operations team to ensure continuity and overall success of the program.

EXHIBIT C
DESCHUTES COUNTY SERVICES CONTRACT
Contract No. 2021-498
INSURANCE

Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below. Insurance coverage must apply on a primary or non-contributory basis. All insurance policies, except Professional Liability, shall be written on an occurrence basis and be in effect for the term of this Contract. Policies written on a "claims made" basis must be approved and authorized by Deschutes County.

Workers Compensation insurance must be in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2).

Professional Liability insurance with an occurrence combined single limit of not less than:

- | | |
|---|---|
| Per Occurrence limit | Annual Aggregate limit |
| <input checked="" type="checkbox"/> \$1,000,000 | <input type="checkbox"/> \$2,000,000 |
| <input type="checkbox"/> \$2,000,000 | <input checked="" type="checkbox"/> \$3,000,000 |
| <input type="checkbox"/> \$3,000,000 | <input type="checkbox"/> \$5,000,000 |

Professional Liability insurance covers damages caused by error, omission, or any negligent acts related to services provided under this Contract. The policy must provide extended reporting period coverage, sometimes referred to as "tail coverage" for claims made within two years after this Contract is completed.

- Required by County Not required by County (one box must be checked)

Commercial General Liability insurance with a combined single limit of not less than:

- | | |
|---|---|
| Per Single Claimant and Incident | All Claimants Arising from Single Incident |
| <input checked="" type="checkbox"/> \$1,000,000 | <input type="checkbox"/> \$2,000,000 |
| <input type="checkbox"/> \$2,000,000 | <input checked="" type="checkbox"/> \$3,000,000 |
| <input type="checkbox"/> \$3,000,000 | <input type="checkbox"/> \$5,000,000 |

Commercial General Liability insurance includes coverage for personal injury, bodily injury, advertising injury, property damage, premises, operations, products, completed operations and contractual liability. The insurance coverage provided for herein must be endorsed as primary and non-contributory to any insurance of County, its officers, employees or agents. Each such policy obtained by Contractor shall provide that the insurer shall defend any suit against the named insured and the additional insureds, their officers, agents, or employees, even if such suit is frivolous or fraudulent. Such insurance shall provide County with the right, but not the obligation, to engage its own attorney for the purpose of defending any legal action against County, its officers, agents, or employees, and that Contractor shall indemnify County for costs and expenses, including reasonable attorneys' fees, incurred or arising out of the defense of such action.

- Required by County Not required by County (One box must be checked)

Automobile Liability insurance with a combined single limit of not less than:

Per Occurrence

- \$1,000,000
- \$2,000,000
- \$3,000,000

Automobile Liability insurance coverage for bodily injury and property damage resulting from operation of a motor vehicle. Commercial Automobile Liability Insurance shall provide coverage for any motor vehicle (symbol 1 on some insurance certificates) driven by or on behalf of Contractor during the course of providing services under this Contract. Commercial Automobile Liability is required for contractors that own business vehicles registered to the business. Examples include: plumbers, electricians or construction contractors. An Example of an acceptable personal automobile policy is a contractor who is a sole proprietor that does not own vehicles registered to the business.

Required by County Not required by County (one box must be checked)


Additional Insured. The Commercial General Liability insurance and Automobile Liability insurance must include the Deschutes County, the State of Oregon, their officers, employees, volunteers and agents as Additional insureds but only with respect to Contractor’s activities to be performed under this Contract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. Contractor or Contractor’s insurer must provide written notice to County at least thirty (30) calendar days before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

Certificate of Insurance Required. Contractor shall furnish a current Certificate of Insurance to the County with the signed Contract. The certificate(s) or an attached endorsement must specify: i) all entities and Individuals who are endorsed on the policy as Additional Insured; and ii) for insurance on a “claims made” basis, the extended reporting period applicable to “tail” or continuous “claims made” coverage.

Tail Coverage. If any of the required insurance policies is on a “claims made” basis, such as professional liability insurance, Contractor shall maintain either “tail” coverage or continuous “claims made” liability coverage, provided the effective date of the continuous “claims made” coverage is on or before the effective date of this Contract, for a minimum of twenty-four (24) months following the later of : (i) Contractor’s completion and County ’s acceptance of all Services required under this Contract or, (ii) the expiration of all warranty periods provided under this Contract. Notwithstanding the foregoing twenty-four (24) month requirement, if Contractor elects to maintain “tail” coverage and if the maximum time period “tail” coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then Contractor may request and OHA may grant approval of the maximum “tail” coverage period reasonably available in the marketplace. If OHA approval is granted, the Contractor shall maintain “tail” coverage for the maximum time period that “tail” coverage is reasonably available in the marketplace.

Workers Compensation. Worker’s Compensation Insurance to cover claims made under Worker’s Compensation, disability benefit or any other employee benefit laws, including statutory limits in any state of operation with coverage B Employer’s Liability coverage all at the statutory limits. In the absence of statutory limits the limits of said Employers liability coverage shall not be less than \$1,000,000 each accident, disease and each employee. This insurance must be endorsed with a waiver of subrogation endorsement, waiving the insured’s right of subrogation against County.

Signature: 

Email: sarah.key@deschutes.org

Title: Loss Prevention Coordinator

Company: Deschutes County Risk Management

**EXHIBIT D
DESCHUTES COUNTY SERVICES CONTRACT
Contract No. 2021-498
CERTIFICATION STATEMENT FOR CORPORATION
OR INDEPENDENT CONTRACTOR**

NOTE: Contractor Shall Complete A or B in addition to C below:

A. CONTRACTOR IS A CORPORATION, LIMITED LIABILITY COMPANY OR A PARTNERSHIP.

I certify under penalty of perjury that Contractor is a [check one]:
 Corporation Limited Liability Company Partnership authorized to do business in the State of Oregon.
Sheila Leslie

B. CONTRACTOR IS A SOLE PROPRIETOR WORKING AS AN INDEPENDENT CONTRACTOR.

Contractor certifies under penalty of perjury that the following statements are true:

1. If Contractor performed labor or services as an independent Contractor last year, Contractor filed federal and state income tax returns last year in the name of the business (or filed a Schedule C in the name of the business as part of a personal income tax return), **and**
2. Contractor represents to the public that the labor or services Contractor provides are provided by an independently established business registered with the State of Oregon, **and**
3. All of the statements checked below are true.

NOTE: Check all that apply. You shall check at least three (3) - to establish that you are an Independent Contractor.

- A. The labor or services I perform are primarily carried out at a location that is separate from my residence or primarily carried out in a specific portion of my residence that is set aside as the location of the business.
- B. I bear the risk of loss related to the business or provision of services as shown by factors such as: (a) fixed-price agreements; (b) correcting defective work; (c) warranties over the services or (d) indemnification agreements, liability insurance, performance bonds or professional liability insurance.
- C. I have made significant investment in the business through means such as: (a) purchasing necessary tools or equipment; (b) paying for the premises or facilities where services are provided; or (c) paying for licenses, certificates or specialized training.
- D. I have the authority to hire other persons to provide or to assist in providing the services and if necessary to fire such persons.
- E. Each year I perform labor or services for at least two different persons or entities or I routinely engage in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services.

C. Representation and Warranties.

Contractor certifies under penalty of perjury that the following statements are true to the best of Contractor's knowledge:

1. Contractor has the power and authority to enter into and perform this contract;
2. This contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms;
3. The services under this Contract shall be performed in a good and workmanlike manner and in accordance with the highest professional standards; and
4. Contractor shall, at all times during the term of this contract, be qualified, professionally competent, and duly licensed to perform the services.
5. To the best of Contractor's knowledge, Contractor is not in violation of any tax laws described in ORS 305.380(4),
6. Contractor understands that Contractor is responsible for any federal or state taxes applicable to any consideration and payments paid to Contractor under this contract; and
7. Contractor has not discriminated against minority, women or small business enterprises in obtaining any required subcontracts.

Sheila Leslie

EXHIBIT E
DESCHUTES COUNTY SERVICES CONTRACT
Contract No. 2021-498
WORKERS' COMPENSATION EXEMPTION CERTIFICATION

(To be used only when Contractor claims to be exempt from Workers' Compensation coverage requirements)

Contractor is exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656 for the following reason (*check the appropriate box*):

✓ **NOT APPLICABLE**

- Contractor is providing Workers' Compensation certificate.

SOLE PROPRIETOR

- Contractor is a sole proprietor, and
- Contractor has no employees, and
- Contractor shall not hire employees to perform this contract.

CORPORATION - FOR PROFIT

- Contractor's business is incorporated, and
- All employees of the corporation are officers and directors and have a substantial ownership interest* in the corporation, and
- The officers and directors shall perform all work. Contractor shall not hire other employees to perform this contract.

CORPORATION - NONPROFIT

- Contractor's business is incorporated as a nonprofit corporation, and
- Contractor has no employees; all work is performed by volunteers, and
- Contractor shall not hire employees to perform this contract.

PARTNERSHIP

- Contractor is a partnership, and
- Contractor has no employees, and
- All work shall be performed by the partners; Contractor shall not hire employees to perform this contract, and
- Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving or demolition of an improvement to real property or appurtenances thereto.

LIMITED LIABILITY COMPANY

- Contractor is a limited liability company, and
- Contractor has no employees, and
- All work shall be performed by the members; Contractor shall not hire employees to perform this contract, and
- If Contractor has more than one member, Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving or demolition of an improvement to real property or appurtenances thereto.

*NOTE: Under OAR 436-050-050 a shareholder has a "substantial ownership" interest if the shareholder owns 10% of the corporation or, if less than 10% is owned, the shareholder has ownership that is at least equal to or greater than the average percentage of ownership of all shareholders.

**NOTE: Under certain circumstances partnerships and limited liability companies can claim an exemption even when performing construction work. The requirements for this exemption are complicated. Consult with County Counsel before an exemption request is accepted from a contractor who shall perform construction work.

Signature: *Sheila Leslie*

Email: sheila@phoenixprotectivecorp.com

Title: President

Company: PPC Solutions, Inc.

Exhibit F
DESCHUTES COUNTY SERVICES CONTRACT
Contract No. 2021-498
CONFIDENTIALITY AGREEMENT

Deschutes County contracted entities have an obligation to safeguard confidential information and records to which they have access or become aware of during the term of the Contract in which services are being provided. Confidential information is information which is private or which the law prohibits disclosure to unauthorized persons. For example, medical records, mental health records, personal information and financial records of individuals and businesses are confidential.

It is important that **PPC Solutions, Inc.** ("Contractor") understand the obligation to maintain the confidentiality of information and records which Contractor may access or become aware of while under contract with County. Improper disclosure or release of confidential information or records can be damaging or embarrassing and can result in personal legal liability or criminal penalties. Also, any agent, employee, representative or subcontractor of Contractor who improperly uses, discloses or releases confidential information or records will be subject to legal action, up to and including termination of the Contract to which this Confidentiality Agreement is attached. Except as is necessary to perform official work with Deschutes County, Contractor is not authorized to use, disclose or release any information or records to which the Contractor has access or becomes aware of during the term of the Contract in which services are being provided without the express written approval of Deschutes County Department Director or Program Manager.

As an agency under contract with Deschutes County, Contractor needs to agree to abide by the laws and policies governing confidentiality by signing this Confidentiality Agreement. If at any time, Contractor has any questions regarding confidentiality laws or policies or regarding Contractor's obligation to maintain the confidentiality of any information or records, Contractor shall contact Deschutes County Department Director, Program Manager or Legal Counsel.

BY SIGNING BELOW, CONTRACTOR, CERTIFIES THAT CONTRACTOR HAS READ AND UNDERSTOOD THIS CONFIDENTIALITY AGREEMENT, THAT, AS AN AGENCY UNDER CONTRACT WITH DESCHUTES COUNTY, CONTRACTOR HAS A DUTY TO ABIDE BY THE LAWS AND POLICIES REGARDING CONFIDENTIAL INFORMATION AND RECORDS AND THAT CONTRACTOR WILL ABIDE BY THOSE LAWS AND POLICIES. CONTRACTOR FURTHER UNDERSTANDS AND AGREES THAT, IF CONTRACTOR IMPROPERLY USES, DISCLOSES OR RELEASES CONFIDENTIAL INFORMATION OR RECORDS, CONTRACTOR WILL BE SUBJECT TO LEGAL ACTION, UP TO AND INCLUDING TERMINATION OF THE CONTRACT TO WHICH THIS CONFIDENTIALITY AGREEMENT IS ATTACHED.

Signature: *Sheila Leslie*

Email: sheila@phoenixprotectivecorp.com

Title: President

Company: PPC Solutions, Inc.

**Exhibit G
DESCHUTES COUNTY SERVICES CONTRACT
Contract No. 2021-498**

**Compliance with provisions, requirements of funding source and
FEDERAL AND STATE LAWS, STATUTES, RULES, REGULATIONS, EXECUTIVE ORDERS AND POLICIES**

Contractor shall comply with the following federal requirements herein when federal funding is being used and to the extent that the requirements are applicable to the contract for services determined and agreed to by and between Contractor and County. For the purposes of this Contract, all references to federal and state laws are references to federal and state laws as they may be amended from time to time.

- 1. Miscellaneous Federal Provisions.** Contractor shall comply with all federal laws, regulations, and executive orders applicable to the Contract or to the delivery of Services. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Contract: (a) Title VI and VII of the Civil Rights Act of 1964, as amended, (b) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, (f) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended, (g) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, (h) all regulations and administrative rules established pursuant to the foregoing laws, (i) all other applicable requirements of federal civil rights and rehabilitation statutes, rules and regulations, and (j) all federal law governing operation of Community Mental Health Programs, including without limitation, all federal laws requiring reporting of Client abuse. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Agreement and required by law to be so incorporated. No federal funds may be used to provide Services in violation of 42 U.S.C. 14402.
- 2. Equal Employment Opportunity.** If this Contract, including amendments, is for more than \$10,000, then Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (41 CFR Part 60).
- 3. Clean Air, Clean Water, EPA Regulations.** If this Contract, including amendments, exceeds \$100,000 then Contractor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 7606), the Federal Water Pollution Control Act as amended (commonly known as the Clean Water Act) (33 U.S.C. 1251 to 1387), specifically including, but not limited to Section 508 (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (2 CFR Part 1532), which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to OHA, United States Department of Health and Human Services and the appropriate Regional Office of the Environmental Protection Agency. Contractor shall include in all contracts with subcontractors receiving more than \$100,000, language requiring the subcontractor to comply with the federal laws identified in this section.
- 4. Energy Efficiency.** Contractor shall comply with applicable mandatory standards and policies relating to energy efficiency that are contained in the Oregon energy conservation plan issued in compliance with the Energy Policy and Conservation Act 42 U.S.C. 6201 et. seq. (Pub. L. 94-163).
- 5. Truth in Lobbying.** By signing this Contract, the Contractor certifies under penalty of perjury that the following statements are true to the best of the Contractor's knowledge and belief that:
 - a. No federal appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
 - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
 - c. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients and subcontractors shall certify and disclose accordingly.

- d. This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this Contract imposed by section 1352, Title 31 of the U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- e. No part of any federal funds paid to Contractor under this Contract shall be used other than for normal and recognized executive legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the United States Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government.
- f. No part of any federal funds paid to Contractor under this Contract shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the United States Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.
- g. The prohibitions in subsections (e) and (f) of this section shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.
- h. No part of any federal funds paid to Contractor under this Contract may be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal and recognized executive congressional communications. This limitation shall not apply when there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

6. Resource Conservation and Recovery. Contractor shall comply with all mandatory standards and policies that relate to resource conservation and recovery pursuant to the Resource Conservation and Recovery Act (codified at 42 U.S.C. 6901 et. seq.). Section 6002 of that Act (codified at 42 U.S.C. 6962) requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency. Current guidelines are set forth in 40 CFR Part 247.

7. Audits. Contractor shall comply, with applicable Code of Federal Regulations (CFR) governing expenditure of federal funds including, but not limited to, if a sub-recipient (as defined in 45 CFR 75.2) or contractor expends \$500,000 or more in Federal funds (from all sources) in its fiscal year beginning prior to December 26, 2014, a sub-recipient or contractor shall have a single organization-wide audit conducted in accordance with the Single Audit Act. If a sub-recipient or contractor expends \$750,000 or more in federal funds (from all sources) in a fiscal year beginning on or after December 26, 2014, it shall have a single organization-wide audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. Copies of all audits must be submitted to OHA within thirty (30) calendar days of completion. If a sub-recipient or contractor expends less than \$500,000 in Federal funds in a fiscal year beginning prior to December 26, 2014, or less than \$750,000 in a fiscal year beginning on or after that date, it is exempt from Federal audit requirements for that year. Records must be available for review or audit by appropriate officials.

8. Debarment and Suspension. County shall not permit any person or entity to be a contractor if the person or entity is listed on the non-procurement portion of the General Service Administration’s “List of Parties Excluded from Federal Procurement or Non-procurement Programs” in accordance with Executive Orders No. 12549 and No. 12689, “Debarment and Suspension”. (See 2 CFR Part 180). This list contains names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory authority other than Executive Order No. 12549. Contractors with awards that exceed the simplified acquisition threshold shall provide the required certification regarding their exclusion status and that of their principals prior to award.

9. Drug-Free Workplace. Contractor shall comply with the following provisions to maintain a drug-free workplace: (i) Contractor certifies that it will provide a drug-free workplace by publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, except as may be present in lawfully prescribed or over-the-counter medications, is prohibited in Contractor’s workplace or while

providing Services to OHA clients. Contractor’s notice shall specify the actions that will be taken by Contractor against its employees for violation of such prohibitions; (ii) Establish a drug-free awareness program to inform its employees about: the dangers of drug abuse in the workplace, County’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations; (iii) Provide each employee to be engaged in the performance of Services under this Contract a copy of the statement mentioned in paragraph (i) above; (iv) Notify each employee in the statement required by paragraph (i) above that, as a condition of employment to provide services under this Contract, the employee will: abide by the terms of the statement, and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction; (v) Notify OHA within ten calendar (10) days after receiving notice under subparagraph (iv) above from an employee or otherwise receiving actual notice of such conviction; (vi) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted as required by Section 5154 of the Drug-Free Workplace Act of 1988; (vii) Make a good-faith effort to continue a drug-free workplace through implementation of subparagraphs (i) through (vii) above; (ix) Neither County, Contractor nor any of County’s or Contractor’s employees, officers, agents may provide any Service required under this Contract while under the influence of drugs. For purposes of this provision, “under the influence” means: observed abnormal behavior or impairments in mental or physical performance leading a reasonable person to believe the County or Contractor’s employee, officer, agent has used a controlled substance, prescription or non-prescription medication that impairs the County or Contractor, County or Contractor’s employees, officers, agents performance of essential job function or creates a direct threat to OHA clients or others. Examples of abnormal behavior include, but are not limited to: hallucinations, paranoia or violent outbursts. Examples of impairments in physical or mental performance include, but are not limited to: slurred speech, difficulty walking or performing job activities; and (x) Violation of any provision of this section may result in termination of this Contract.

10. Pro-Children Act. Contractor shall comply with the Pro-Children Act of 1994 (codified at 20 U.S.C. Section 6081 et. seq.).

11. ADA. Contractor shall comply with Title II of the Americans with Disabilities Act of 1990 (codified at 42 U.S.C. 12131 et. seq.) in the construction, remodeling, maintenance and operation of any structures and facilities, and in the conduct of all programs, services and training associated with the delivery of Services.



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: 8/11/21

SUBJECT: Community Development Staffing Request for Building Safety and Environmental Soils Divisions

RECOMMENDED MOTION:

Move approval of one (1) new building safety inspector FTE with lead pay for plans examination and support to management, one (1) new lead pay designation for an existing building safety field inspector for inspection and support to management and one (1) new environmental health specialist FTE.

BACKGROUND AND POLICY IMPLICATIONS:

The purpose of this memorandum is to request the addition of two (2) FTEs and two (2) lead pay designations to meet significantly growing business demands. In the Building Safety & Electrical Division, one (1) FTE with lead pay to perform and manage plan reviews, one (1) lead pay designation for a current field inspector to perform and manage inspection requests and in Environmental Soils one (1) FTE to perform inspection and regulate on-site wastewater treatment systems (septic). CDD continues to experience an increase in building permit issuance and applications received and environmental soils applications received. Since January 2021, CDD has issued 36.5% more single family dwelling (SFD) permits, received 54% more SFD applications and has experienced a 38.5% increase in septic site evaluation applications, when compared to the same period in 2020.

BUDGET IMPACTS:

The total cost of the new building safety plans examiner position plus lead pay designation(s) is estimated at \$121,000 to cover the fully loaded annual rate, lead pay(s) and equipment. Building fees will fully fund these positions.

The total cost of the new environmental health specialist is estimated at \$88,500 to cover the fully loaded annual rate and equipment. Environmental Soils fees will fully fund this position.

Costs for the new requests have not been budgeted.

ATTENDANCE:

Nick Lelack

Sherrri Pinner



MEMORANDUM

TO: Deschutes County Board of Commissioners
Tom Anderson, County Administrator

FROM: Nick Lelack, AICP, Director
Sherri Pinner, Sr. Management Analyst

DATE: August 11, 2021

SUBJECT: Community Development Building Safety and Environmental Soils Staffing Request

I. SUMMARY

The purpose of this memorandum is to request the addition of two (2) FTEs and two (2) lead pay designations to meet significantly growing business demands. Community Development Department (CDD) acknowledges the increase of two new FTE's approved last March for the Building Safety & Electrical Division to meet business needs. However, continued growth (discussed below) and the adoption of SB 391 (rural ADU legislation) into law causes the need to further add to staff to meet business demands. During the FY 22 budget process, there was a brief discussion regarding the need for additional FTE in Environmental Soils with a final determination and request forthcoming.

Specifically, the Department proposes to:

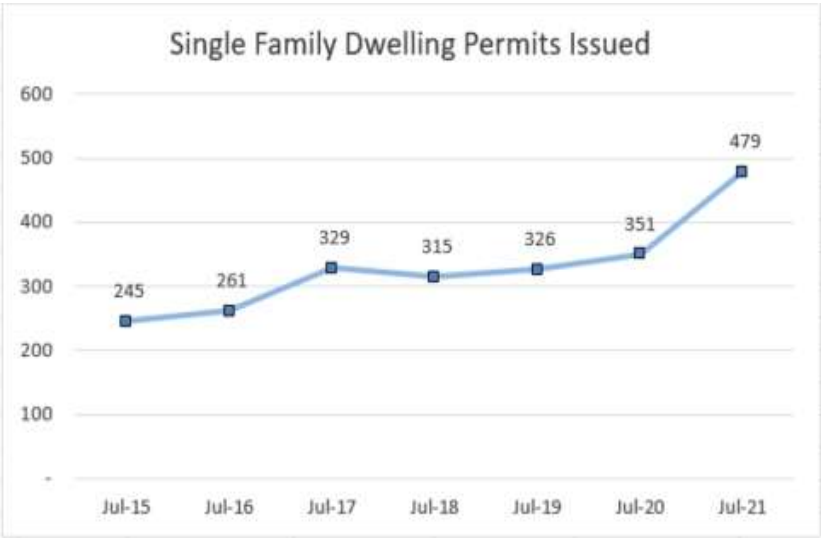
- **Building Safety Division.**
 - Add one (1) full time regular building safety inspector with lead pay (5%) to perform construction plan reviews to ensure compliance with state statutes, state building codes and national standards. The new FTE is critical to reducing the plan review turnaround time with both increasing volumes and increasingly complex plan reviews. Additionally, this position would assist management with staffing assignments, coordination and distribution of plan review assignment, code interpretations, respond to customers for plan review related issues, and attend pre-application meetings, as needed.
 - Add lead pay (5%) to an existing building safety field inspector to assist management with staffing assignments and coordination and distribution of daily inspections. Additional responsibilities include code interpretations, respond to customers for inspection related issues, perform special inspections, and attend pre-application meetings, as needed.

- **Environmental Soils Division.** Add one (1) full time regular environmental health specialist to perform inspection and regulate on-site septic systems to assure compliance with state rules and monitor environmental factors for public health and resource protection. One environmental health specialist 2 staff member reduced her work schedule to 80% time to meet personal needs. This additional staff will both cover that 20% and address the anticipated large number of site evaluation applications forthcoming prior to and during the implementation of SB 391.

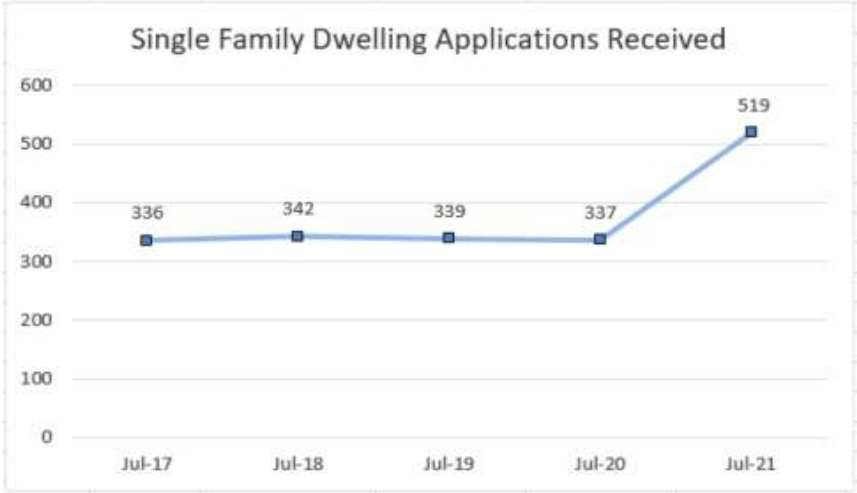
II. BUILDING SAFETY PERMIT VOLUMES AND CUSTOMER INTERACTIONS

CDD continues to experience an increase in building permit issuance and applications. Since January 2021, CDD has issued 36.5% more single family dwelling (SFD) permits and received 54% more SFD applications when compared to the same period in 2020. Within the next 3 to 5 years, development in Newberry Neighborhood and Sisters Forest Service property will generate an estimated 500+ new structures, including commercial/industrial, rural ADU legislation will be implemented in 2022, Caldera II will develop an estimated 500+ new structures and Thornburg Resort continues to make progress with development approval(s).

The graph below highlights SFD permits issued between January and July for the past seven (7) calendar years.



The graph below represents SFD applications received between January and July for the past five (5) calendar years.



Challenges:

- Division is operating beyond capacity with staff unable to meet plan review performance measures. There are approximately 190 submitted plans pending review. Turnaround times are not close to meeting performance measures, causing widespread challenges for scheduling construction projects.
- No seasonal fluctuations over the past few years and increased business volume in the cities of Sisters and La Pine.
- Building Safety involvement and participation in a record number of code enforcement cases and highly complex violations.

CDD Building Safety & Electrical Division requests:

- A) The addition of one (1) full time regular building safety inspector with lead pay to achieve the following results:
 - Perform construction plan reviews to ensure compliance with state statutes, state building codes and national standards.
 - Provide additional lead support to the Building Official and Assistant Building Official.
 - Reduce plan review turnaround times.
- B) The addition of lead pay to one (1) existing full time regular building safety field inspector to achieve the following results:
 - Perform consultation and inspections to ensure compliance with state statutes, state building codes and national standards.
 - Provide additional lead support to the Building Official and Assistant Building Official.

III. ENVIRONMENTAL SOILS PERMIT VOLUMES AND CUSTOMER INTERACTIONS

CDD continues to experience an increase in environmental soils applications. Since January 2021, Environmental Soils has experienced an overall increase of 22% in applications received with site evaluations increasing 38.5% when compared to the same period in 2020. Site evaluations are a leading indicator of future development and it's worth noting several site evaluation applications pertain to siting future accessory dwelling units have been received. Another factor to consider is the criteria for meeting state certification requirements for environmental health specialist certification. These positions require specialized educational requirements. It has been CDD's experience that it is difficult to find applicants that meet all certification requirements, therefore, it is likely the next candidate will be hired as a "trainee" while certification requirements can be met.

Challenges

- Division is operating at capacity with staff unable to regularly take time away from the office.
- Sites are more technical in nature requiring multiple site visits with more denials presented to the Department of Environmental Quality (DEQ) for variance.
- No seasonal fluctuations over the past few years and increased business volume in the rural county and City of La Pine.
- Environmental soils involvement and participation in a record number of code enforcement cases and highly complex violations.
- Projects such as the Terrebonne Feasibility Study and Groundwater Protection require a significant amount of time and focus.
- Staff is anticipating a large number of site evaluations prior to and during the implementation of SB 391.

The graph below highlights site evaluation applications received between January and July for the past seven (7) calendar years.



CDD Environmental Soils Division requests:

- A) The addition of one (1) full time regular environmental health specialist to achieve the following results:
 - Perform septic evaluation and inspection(s) and regulate on-site septic systems to assure compliance with state rules and monitor environmental factors for public health and resource protection.

IV. FINANCIAL IMPACT

The total cost of the new building safety plans examiner position plus lead pay designation(s) is estimated at \$121,000 to cover the fully loaded annual rate, lead pay(s) and equipment. Building fees will fully fund the position and lead pay.

The total cost of the new environmental health specialist is estimated at \$88,500 to cover the fully loaded annual rate and equipment. Environmental Soils fees will fully fund this position.

V. BOARD DIRECTION

1. Approve/deny the addition of one (1) building safety inspector plus lead pay for plan review.
2. Approve/deny the addition of lead pay designation for one (1) building safety field inspector for consultation and inspection.
3. Approve/deny the addition of one (1) environmental health specialist to perform inspections and regulate septic systems.



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 11, 2021

SUBJECT: Planning Division Work Plan Update / Long Range Planning / FY 2021-22

RECOMMENDED MOTION:

Move approval of ____.

BACKGROUND AND POLICY IMPLICATIONS:

Staff is proposing to execute certain long range planning projects starting in the fall in the Community Development Department (CDD) FY 2021-22 Work Plan. Certain projects are identified, based on prior Board direction that are the highest priority.

BUDGET IMPACTS:

None

ATTENDANCE:

Peter Gutowsky, Planning Manager; Nick Lelack, Community Development Director



COMMUNITY DEVELOPMENT

MEMORANDUM

DATE: August 5, 2021
TO: Deschutes County Board of Commissioners
FROM: Nick Lelack, AICP, Director
Peter Gutowsky, AICP, Planning Manager
RE: Planning Division Work Plan Update / Long Range Planning / FY 2021-22

I. WORK PLAN DIRECTION

This memorandum presents a draft approach to implementing the Community Development Department’s (CDD) Long Range Planning FY 2021-22 Work Plan. Staff seeks Board of County Commissioners (Board) comments and revisions. The purpose is to ensure that long-range staff implements the Board’s priorities within its available capacity and resources.1 The following tables summarize projects that are highest priority, ongoing, and to be initiated for Board consideration.

Starting in September, staff will initiate long range planning projects identified in the work plan.2 Table 1 lists projects, based on prior Board direction, that staff recognizes as the highest priorities. As discussed in the development and adoption of the work plan during the 2021 Legislative Session, the potential impact of Senate Bill (SB) 391 (rural ADU legislation) becoming law would impact the implementation schedule. The adoption of SB 391, House Bill (HB) 3295 (requiring the County establish a Cannabis Advisory Panel) and SB 762 (comprehensive wildfire legislation requiring staff to monitor and engage in the rulemaking processes) further impact the implementation schedule as shown in the subsequent tables. The most significant is delaying initiation of the Comprehensive Plan Update until spring 2022.

Table 1 – Highest Priority Long Range Planning Projects

Table with 3 columns: Project, Summary, and Comments. It details two projects: SB 391 (rural ADU legislation) and SB 762 (wildfire mitigation legislation).

1 The Long Range Planning Section consists of a Senior Planner, Senior Transportation Planner (FTE allocated across transportation, current and long range planning duties), and two Associate Planners.

2 https://www.deschutes.org/sites/default/files/fileattachments/community_development/page/110/2021-22_deschutes_county_community_development_work_plan_annual_report.pdf. Pages 34-36.

Project	Summary	Comments
Cannabis Advisory Panel (CAP)	House Bill (HB) 3295 ensures that counties that participate in Oregon marijuana economy receive a share of marijuana revenue. On July 14, 2021, the Board agreed to convene a CAP starting in October.	To receive marijuana tax revenue, the Board must appoint a CAP that meets at least quarterly. Coordinating the CAP is not recognized in CDD's FY 2021-22 work plan and therefore is an unfunded project.
Housekeeping and Legislative Amendments	CDD regularly amends Deschutes County Code and the Comprehensive Plan to correct minor errors identified by staff. This process also incorporates updates from rulemaking at the state level through amendments to Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR).	Completing housekeeping and legislative amendments ensures County Code complies with state law. Two recent changes to state law, HB 2809 and OAR 660, Divisions 4, 6, 11, 14, 22 and 23 pertain to temporary housing associated with dwellings destroyed by natural hazards.
Transportation Growth Management (TGM) Grant	CDD received a \$75,000 TGM grant in 2020 to: <ul style="list-style-type: none"> Update the Tumalo Community Plan; and Implement the rural trails portion of the Sisters Country Vision Action Plan. 	Staff recently finalized a scope of work and grant contract with the Oregon Department of Transportation (ODOT). ODOT is currently finalizing a consultant contract. Project kick-off is expected this fall. The grant expires in June 2023.
Wildlife Inventory Update	CDD recently completed an 18-month Technical Assistant (TA) Grant from the Department of Land Conservation and Development (DLCD) to identify three new/updated wildlife inventories relating to mule deer winter range, sensitive bird habitat (bald and golden eagles) and elk winter range.	Staff will debrief the Board in late August or early September with a Goal 5 Wildlife Inventory Update Report and a request to return at a subsequent meeting with a list of options for updating the three inventories into the Comprehensive Plan.
Comprehensive Plan Update	Deschutes County last updated its Comprehensive Plan in 2011. Since then, Deschutes County's growth has outpaced the state of Oregon, growing more than twice the rate at 21.7 percent this decade. Recent projections from the Portland State University, Oregon Population Forecast Project, estimate Deschutes County's population will be 301,999 by 2043.	Staff is in the process of developing a scope, schedule and budget for a consultant team to initiate a multi-year process to update the Comprehensive Plan. Given the projects listed above and in Table 2, staff intends to initiate the Comp Plan Update in spring 2022.

II. ONGOING PROJECTS

Staff is currently processing or coordinating a number of land use projects.

Table 2 – Ongoing Long Range Planning Projects

Project	Summary	Status
Applicant-initiated Nonresource Land Amendments	Staff is processing two applicant-initiated Plan Amendment and Zone Change applications to change the designation from Exclusive Farm Use (EFU) to Multiple Use Agricultural 10 (MUA-10). 247-21-000400-PA and 401-ZC is scheduled for a public hearing before a hearings officer on August 31. 247-21-000616-PA and 617-ZC is scheduled with a hearings officer on September 21. Public hearings with the Board will be scheduled later in the fall.	<u>Ongoing</u> . Deschutes County has a long-standing policy (for decades) to timely process applicant-initiated plan amendment, zone changes, and/or text amendments. These plan amendments and zone changes require significant resources and are becoming increasingly common.
Campgrounds, RVs, Manufactured Home Parks	The Board requested information regarding the land use entitlement process for siting campgrounds, RV parks, and manufactured home parks in rural Deschutes County on non-federal land.	<u>Ongoing</u> . Staff debriefed the Board on July 7. Staff will meet individually with commissioners to discuss options for next steps, if any, in early September.

Project	Summary	Status
City of Bend	Coordinate with the City of Bend to: <ul style="list-style-type: none"> ○ Amend the City of Bend UGB to implement HB 4079. 	<u>Ongoing.</u> The City of Bend is convening monthly coordination meetings. The Board will receive an update at their joint meeting with Bend City Council on September 2.
City of La Pine Coordination	Participate with Property Management and the City of La Pine process to update and amend the County-owned New Neighborhood comprehensive plan designations, master plan and implementing regulation, if initiated by the city.	<u>Ongoing.</u> City submitted a TGM grant application in July to pay for consultant services to complete these tasks. The state will notify the County in September of this grant application decision. The Property Manager and CDD will meet with the Board in late September or early October to discuss next steps based on the TGM grant application outcome.
City of Redmond Coordination	Coordinate with the City of Redmond to: <ul style="list-style-type: none"> ○ Continue participating in the implementation of their Comprehensive Plan Update. 	<u>Ongoing.</u>
City of Sisters Coordination	Continue participating in the implementation of: <ul style="list-style-type: none"> ○ Sisters Country Vision Plan; ○ City of Sisters Comprehensive Plan update. 	<u>Ongoing.</u>
Growth Management Committees	Coordinate and/or participate on Deschutes County Bicycle and Pedestrian Committee (BPAC), Project Wildfire, and Deschutes County Mitigation and Enhancement Committee. Involve BPAC in the County’s Transportation System (TSP) Plan Update, and Sisters Country Vision Plan implementation of trails strategies.	<u>Ongoing.</u> These meetings occur monthly with the exception of the Mitigation and Enhancement Committee which is annually.
Hemp / Land Use Issues	Last spring, the Board directed the Planning Commission to gain a better understanding of growing and processing hemp to determine if regulations should be considered.	<u>Ongoing.</u> The Planning Commission convened a panel on June 24, 2021. A follow-up work session is scheduled for August 12. A Board work session is anticipated in early September.
Historic Preservation (Certified Local Government Grant)	Every 24 months, the State Historic Preservation Office (SHPO) offers matching grants to counties that have been “certified” as historic preservation partners with both the state and federal governments. Deschutes County is a Certified Local Government (CLG). Staff is administering a \$12,000 CLG grant, which includes coordinating with the Historic Landmarks Commission and City of Sisters. The grant was awarded in May 2021.	<u>Ongoing.</u> Administering CLG Grant through August 2022.
Marijuana Retail Hours & Annual Inspection Amendments	The Board directed staff to initiate legislative amendments to 1) extend the permitted hours for marijuana retail businesses and 2) modify marijuana annual reporting requirements.	<u>Ongoing.</u> The Planning Commission conducted a public hearing on July 22, deliberated, and recommended approval subject to certain revisions. The Board is conducting a work session on August 16 and a public hearing on August 25.
Natural Resource Stewardship Position	Consider scoping for further consideration, a natural resource stewardship position on services to inventory assets and uses/trails, wildlife, rare Oregon plants on County owned lands, oversee conservation easements, etc.	<u>Ongoing.</u> Staff debriefed the Board on June 23. Staff will meet individually with commissioners to discuss options for next steps, if any, in early September.

Project	Summary	Status
Ongoing Coordination Projects	<ul style="list-style-type: none"> Portland State University (PSU) Annual Population Estimate Marijuana Annual Reporting and Inspections Destination Resort Overnight Lodging Unit Annual Reporting 	<p><u>Ongoing</u>. Staff is coordinating with PSU this month to complete its annual population estimate, which is released preliminarily in November and certified in December.</p> <p>Annual reporting and inspections for marijuana related land uses will be completed by late September. Staff will provide a summary of the inspections to the Board in early October.</p> <p>Monitoring destination overnight lodging units will be initiated in January 2022.</p>
Rural Economic Development	The Board asked staff to prepare a white paper on rural economic development opportunities in Deschutes County.	<u>Ongoing</u> . Staff debriefed the Board on June 28. The Planning Commission will be convening a panel of experts on October 14. A follow-up meeting with the Board will occur later in October or in November.
Transportation System Plan (TSP) Update	Coordinate the County TSP update with the Road Department and ODOT.	<u>Ongoing</u> . Senior Transportation Planner is assisting the Road Department which is leading the TSP update. The Planning Commission is serving as the citizen advisory committee (CAC) for this project. CDD/Road Department staff will jointly engage the Planning Commission in serving as the CAC for this Update.

III. PROJECTS NOT YET INITIATED

Table 3 lists long range planning projects that have not been initiated. Projects are organized by theme.

Table 3 – Non-initiated Long Range Planning Projects

Project	Summary
Bend Airport	Update and adopt the Bend Airport Master Plan and amend the Comprehensive Plan and Development Code to incorporate implementation measures to allow new airport-related businesses.
Community Plans	Engage Tumalo, Terrebonne, and Newberry Country residents to determine if community plans should be updated. (Note: The Tumalo Community Plan is referenced above in Table 1.)
Comprehensive Plan Update	The FY 2021-22 County Budget appropriated \$150,000 for consultant services to assist with the Comprehensive Plan Update. Staff intends to initiate a Request for Proposal (RFP) in fall 2021 to hire a consultant and initiate the Update in spring 2022.
Legislative Session	Participate in legislative or rulemaking work groups to shape state laws to benefit Deschutes County. (Note: CDD and the County Forester will be engaged in the SB 762 rulemaking work groups.)
Zoning Text Amendments	Amend DCC to allow or address: <ul style="list-style-type: none"> Limiting hemp production in Rural Residential Zones (Note: Addressed above in Table 2). Minor variance 10% lot area rule for farm and forest zoned properties Nonfarm dwelling code to be consistent with State law Outdoor and Greenhouse Lighting Control Ordinance to comply with new technologies and Dark Skies best practices Outdoor Mass Gatherings to be addressed more thoroughly Replanning Sign code to become consistent with federal law DCC 17.48, Design and Construction Specifications In conduit hydroelectric generation



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 11, 2021

SUBJECT: American Rescue Plan Funding Update

RECOMMENDED MOTION:

A to-be-determined motion will be required if they Board choses to fund additional projects from ARPA funds.

BACKGROUND AND POLICY IMPLICATIONS:

This is a recurring agenda item to provide the Board of County Commissioners updates on the status of ARPA funds and the opportunity to review eligible project requests for funding consideration.

Discussion items for today's update:

- 1. Presentation from Health Services to provide further details on \$2 million temporary staffing of COVID-19 Response and Recovery Efforts request.
- 2. Review ARPA funding requests.

BUDGET IMPACTS:

None. Budget appropriations for the entire \$38 million ARPA funding award are included in the FY 2021-22 Adopted Budget.

ATTENDANCE:

Greg Munn, County Treasurer and Chief Financial Officer
Dan Emerson, Budget Manager
Health Services staff

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Eligible Requests

Project/Funding Request	Est. Cost	BOCC Approved
Public Health	11,976,300	3,063,184
Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
Higher rated HVAC filters for County facilities		
Annual		
North county health facility-acquisition and remodel		
Expansion of health services in north county.	8,300,000	
North county health facility-furniture, fixtures and equipment		
To accommodate expansion of health services in north county.	897,700	
COVID-19 Contact Tracing		
Temporary Staffing for COVID-19 Response and Outreach (Contact Tracers, Case Investigators, and Call Center staff)		
Outbreak Investigation, containment, and future pediatric needs. Temporary staffing will be used to support activities, such as staffing the call center, conducting investigations, outreaching and engaging with the community, and various other activities that support the ongoing COVID-19 response and recovery efforts. 23 CI/CT staff as of July 2021; 16 Call Center staff.	2,000,000	
Estimate is \$30K from 7.1.21 - 6.30.23. Represents phased-down approach at:		
* 100% July 1 - Sept 2021		
* 75% October 1 - December 2021		
* 50% January - June 2022		
* 25% July 2022 - June 2023		
Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
Isolation motel liability insurance		
Paid approx 05.13.21 to extend to 07.01.22 out of ARPA funds ahead of BOCC approval. Move to CW if not approved. BOCC approved 07.14.21.		8,184
Outreach Van		
Outreach and support for preventive and clinical services, meeting community where they are at.. One-time capital investment (multi-program van).	85,000	
Personal Protective Equipment		
UV sanitizer for jail		
BOCC approved 07.14.21.		40,000
(blank)		
Health Unintended Consequences		
Funding placeholder		1,500,000
Public Health Response Contingency		
Funding placeholder		1,500,000
Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
Additional County cleaning supplies and labor (annual)		
	168,000	

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Eligible Requests

Project/Funding Request	Est. Cost	BOCC Approved
Additional County cleaning supplies and labor FY21 March 11-June 30, 2021	49,000	
Mobile technology upgrade for the Clerk A mobile training cart would allow training of new and existing employees while accommodating social distancing. It will also be used for virtual appellant sessions for Board of Property Tax Appeals instead of meeting in person. The entire setup will include a cart, TV, camera, microphone, wireless keyboard and mouse. Virtual meeting rooms such as Zoom, Webex or MS Teams will be utilized and accessed through a laptop the office already owns. The flexibility of having the setup on a cart allows for multiple training configurations within the Clerk's office. Clear Access, and its related peripherals, is a portable accessible ballot marking device that allows voters with disabilities to mark their ballot independently. Using this device on their own limits the close proximity voters would otherwise need to have with staff if the technology was not available. It could be used in the office or in the field.	6,600	
Mental Health Services		
Technology enhancements for telemedicine and collaboration Cameras, microphones, and additional technology in large conference rooms to facilitate telemedicine and group work.	200,000	
The Shield free counseling to Veterans THE SHIELD's mission is to remove all barriers to our local Veterans accessing mental health services. Our primary activity is providing specialized, evidence-based mental health counseling/therapy at no cost to our Veterans. We eliminate the long wait-times for appointments; no co-pays; no deductibles; no red-tape & no bureaucracy. Our clients only need to make one contact to see a therapist. One call or one email and they have an expedited appointment to meet with a counselor without waiting. THE SHIELD is pursuing funding for our CY2021-2022 program to provide free specialized counseling to Central Oregon Veterans. We are requesting \$20,000 in ARPA funding which will provide 200 hours of specialized counseling to local Veterans. 100% of grants & donations go directly toward providing services to clients. All fundraising and administrative costs are covered through our unpaid volunteer board members and other volunteers of THE SHIELD.	20,000	
COVID-19 Testing		
Covid Testing Increase access to reliable and rapid covid tests. Estimate through FY23.	250,000	
COVID testing - Dr. Young Amount to fully fund contract that isn't covered by CARES. BOCC approved 07.14.21.		15,000
Negative Economic Impacts	9,233,249	1,600,000
Household Assistance: Food Programs		
Food Insecurity for Older Adults -- Partnership with Council on Aging & Redmond Senior Center COHC recommended project. Includes Council on Aging -- \$500K (Include an ask to share with LaPine/Sisters); Redmond Senior Center -- \$300K	800,000	
NeighborImpact warehouse expansion		

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Eligible Requests

Project/Funding Request	Est. Cost	BOCC Approved
<p>We increased our numbers served during the pandemic by 54%. The volume of food being distributed does not appear to be receding because we had inadequate food pre-pandemic and people are continuing to utilize our system. The food warehouse is also part of the disaster recovery plan for Deschutes County. We currently have the smallest warehouse in the state (among the 21 food pantries) based on volume of food moved per square foot. The warehouse was last upgraded in 1992. Since then, Deschutes County has grown 239%. The warehouse is the same size. Funds would be used to extend the warehouse and to make improvements to HVAC, unloading area (including installation of a much-dreamed of unloading docks, plumbing and electrical systems, security and other construction needed to improve the facility. The \$5 million is probably high. Engineering is underway. Full cost but looking for partners.</p>	5,000,000	
Nutritional assistance		
Nutritional assistance to local families who are financially struggling through purchase of fresh produce from Deschutes County farmers (coordinate through a food bank of the Veggie Rx program)		
The Giving Plate		
<p>The Giving Plate's story is our own family's story and was birthed out of a season of our own loss after the 2008 recession. With little to give beyond our time, heart, and passion, we entered in to this venture of feeding our neighbors in need with a lot of faith. Yet, we never could have imagined the growth that was ahead for this little "mom and pop" food pantry. We are now the largest food pantry in Central Oregon, still run by the family that founded it, and one of the only pantries in Oregon with a kid's food pantry. We have a special focus on childhood hunger, with 60% of individuals we serve as an organization falling under the age of 18. Since 2017, The Giving Plate has been on a steady trajectory of growth as an organization given the need for our services, expanding our programs, and community awareness and support. In 2020, the need for our services rose to a whole new level with a 40% increase in the number of families we helped in our food-box program alone. In 2021, we have watched the need stabilize with some of the stimulus that the government has infused into our communities. Currently, we are helping an average of 550 families each month in our food-box program, and nearly 750 bags of food each month are going into the hands of children in need through our Kid's Korner program. For at least three years, the need for space has been an issue and are planning to consolidate operations into one location this year. We are capital campaigning to help raise funds for the remodeling work to make the location usable for our operations. Depending on the level of remodeling needed we are estimating a cost of \$500,000 to \$700,000. We have meetings set to get the numbers finalized and should have more clarity on the exact amount needed in the next couple months.</p>	700,000	
Aid to Nonprofit Organizations		
La Pine Chamber of Commerce		
Help community recover from loss of events revenue.	250,000	
NeighborImpact rental assistance float loan		
\$1.5 million 1% interest cash flow line of credit or deposit. We will need this for the duration of distribution of pandemic-related relief. (American Rescue and Recovery Plan has some programs that go through 2027.) We will use the funds to manage cash flow needs while we wait for reimbursement to avoid turning off and turning back on rental assistance and to avoid delaying childcare center support payments. We can return the full \$1.5 to the county as soon as the volumes subside.	1,500,000	
Redmond Chamber - lost revenue		

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Eligible Requests

Project/Funding Request	Est. Cost	BOCC Approved
The Redmond Chamber of Commerce & CVB remained active, helping all businesses in Redmond and surrounding area during the COVID year of 2020. The Redmond Chamber assisted all business, not just our 820+ members navigate the challenges of COVID. Many of our members struggled and some were closed under Executive Orders. These members lost the ability to pay their membership. As a Chamber, we made the decision to not drop any member for the inability to pay. This was when our members needed us the most. The Redmond Chamber of Commerce became a lifeline for information, PPP, PPE and other valuable information and grant programs as they became available. We would like to ask for funds to bring the outstanding 2020 membership current and the uncollected outstanding ad sales from the 2020-2021 Visitor Guide.	53,249	
Redmond Rotary Fundraiser cancellations	90,000	
Ronald McDonald House Charities Capital Campaign Project, local family foundation \$100K match. These past 13 months have been devastating for many individuals, businesses and non-profits in our community. With the cancellation of events due to a worldwide pandemic, it has greatly impacted the ability for us to fundraise to support our mission and the work that we do for families in need. BOCC approved 07.14.21.		100,000
Sisters Rodeo Association The Sisters Rodeo Association has suffered significant economic losses as a result of the COVID-19 pandemic. This last year, with no Rodeo event revenue, we have tapped into our reserves to maintain our facilities and meet our monthly expenses. Fortunately for an all-volunteer Association, no one was laid off or furloughed. Sisters Rodeo respectfully requests ARPA grant funds of \$100,000. Our intended use of the grant funds would include: student college scholarships; community and student club/organization grants; capital improvements for arena lighting and completion of previously commenced renovations of our storage facilities and other necessary repairs. Except for our pre-committed scholarships, we have been unable to meet these Association and community needs the last two years.	100,000	
Small business grants - Sisters COC These funds would be used for grants to businesses with the largest negative impacts due to COVID-19 and administrative and operational costs directly to the Sisters Area Chamber of Commerce. It is my request that you also consider supporting the other Chambers in Deschutes County with a portion of the Rescue funds.	350,000	
Sunriver Area Small Business Assistance Grant Program and Hiring Campaign With these critical funds, the Chamber would provide direct financial relief to those small businesses that have suffered from significant economic hardship from the COVID pandemic. The Chamber would also launch a new campaign to attract much needed employees for our local businesses.	350,000	
Small Business Economic Assistance (General)		
Business Assistance Placeholder		1,500,000
Redmond Chamber - Redmond Parklet The City has a permit process for Redmond area businesses to apply for a temporary Parklet in the street in front of their business. The cost of permits, materials and construction make Parklets almost cost prohibitive - estimated at around \$10,000. The Redmond Chamber would like to offer four grants to cover costs to the first 4 businesses who request assistance with a Parklet.	40,000	

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Eligible Requests

Project/Funding Request	Est. Cost	BOCC Approved
Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
(blank)		
Work training for adults with disabilities		
Services to Disproportionately Impacted Communities	18,366,116	4,300,000
Healthy Childhood Environments: Child Care		
Childcare Facility and/or start up costs		
*County builds		
Funding Placeholder		2,000,000
Little Kits Early Learning & Child Care Center - Phase 1 Bend		
\$1M Deschutes County investment + \$1M Match Senator Knopp + \$300K City of Bend. Build modular center, Little Kits to operate center, Launch incremental workforce development programming on site. BOCC approved 07.14.21.		1,000,000
Little Kits Early Learning & Child Care Center - Phase 2 La Pine		
\$500K Deschutes County investment. Select home based providers or find location for center, Construction or building improvements as necessary, Build operational capacity.	500,000	
Little Kits Early Learning & Child Care Center - Phase 2 Redmond		
\$1.3M Deschutes County investment + \$200K Match Representative Zika. Develop partnership between REACH + Early Learning Center, Complete tenant improvements for childcare in existing physical centers, Local provider to operate center, Expand Little Kits workforce development programming at center.	1,300,000	
Little Kits Early Learning & Child Care Center - Phase 2 Sisters		
\$500K Deschutes County investment, Select home based providers or regional Early Childhood Center as operator(s), Construction or building improvements as necessary, Build operational capacity.	500,000	
ReVillage Childcare Proposal		
4 childcare centers, purchase materials, administration	350,000	
Housing Support: Affordable Housing		
Affordable housing project		
Habitat for Humanity-Bend 12 Townhomes		
This is to complete the land development and construction of 12 townhomes on SE 27th Ave in Bend (total cost is \$3.5 million).	2,000,000	
Habitat for Humanity-Bend 8 Townhomes		
This is to complete the land development and construction of 8 townhomes on Watercress Way in Bend (total cost is \$2.5 million).	1,500,000	
Habitat for Humanity-Sisters Woodland Project		
Sisters Habitat for Humanity has successfully negotiated with the developers of Sisters Woodlands to purchase 10 to 15 residential lots at a price significantly below market value.	1,500,000	
Permanent Supportive Housing		

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Eligible Requests

Project/Funding Request	Est. Cost	BOCC Approved
HOUSING PRIORITY #1. Staffing for DCHS to support efforts working with FUSE as well as other projects that are forthcoming. Of the DCHS projects proposed related to housing, this is most important as it will have the biggest impact.	2,099,777	
Habitat for Humanity La Pine Sunriver subsidize homebuilding costs	200,000	
Housing Support: Services for Unhoused Persons		
Bend Heroes Vets Village construction support On 5/18/21 the County contributed an additional \$100K (for a total of \$250K) for the development of the Veterans Village project. This amount was funded out of the General Fund until a decision was made to use ARPA dollars. BOCC approved 07.14.21.		100,000
Bethlehem Inn Redmond Request \$450K of \$1.2M to complete conversion of 1960s motel into a year-round shelter with the capacity of up to 88 individuals per night. BOCC approved 07.14.21.		450,000
Construction of Cleveland Avenue Project Housing Impact LLP, a partnership between Housing Works, the regional housing authority, and Neighbor Impact, the regional Community Action Agency, is requesting approximately \$4.2 million in ARPA funds to support the construction of a 36 unit Permanent Supportive Housing apartment complex in the City of Bend to house the chronically homeless population which has grown considerably during the COVID-19 pandemic. The \$4.2 million dollar request reflects the amount of capital need to gap the total cost of the facility (\$8.5 million) and the funds that the partnership can deliver to the project through other non-competitive funding sources. A commitment of these funds would permit the partnership to begin construction of the project at the beginning of 2022. I have attached a number of documents which detail the request and the project.	4,200,000	
Managed Camp - City of Bend \$1.5M match to City funds. The initial estimates indicate that this level of funding would allow us to create safe camping spaces for approximately 60 households for a year. BOCC approved \$750K on 07.14.21.	750,000	750,000
Navigation Center HOUSING PRIORITY #2 (time sensitive). City of Bend has \$2.5 million for the building/acquisition of a site. Question remains on who and how this will be run. City of Bend just closed RFQ for entities able to provide services. Per Molly, not many options. DCHS requested to be considered. Would not have the bandwidth to support this with current staff. Request is to increase Colleen's team in order to coordinate projects, which will inevitably be coming to DCHS anyways. Included truck and M&S for supplies in this request, and is part of minimum ask.	774,117	
New facility in Redmond (blank)		
Redmond Oasis Village Project Jericho Road is presenting this request for American Rescue Fund support in the amount of \$367,500. The funds will be used to secure and prepare the living facilities and support units necessary for ten initial units with a goal of increasing the capacity to 40 units over a period of three years. Attached to this application is our Pro Forma Capital Budget for the Redmond Oasis Village Project.	367,500	
Sisters Cold Weather Shelter		

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Eligible Requests

Project/Funding Request	Est. Cost	BOCC Approved
<p>We are writing on behalf of the Sisters Cold Weather Shelter to request American Rescue Plan Act (ARPA) funding to purchase an existing building that is ready to function as a transitional and permanent shelter for at least six houseless guests and has an apartment for the full time resident staff. We are also requesting funding for start-up costs and staffing over three years.</p> <p>The facility would serve as a navigation and resource center for community members experiencing homelessness plus replace our system of host churches as our emergency warming shelter in the winter months. When you consider the opportunity, I am sure you will agree that this is a compelling all-inclusive solution. It is a perfect fit for a town the size of Sisters to begin addressing the daunting need of our community members who are currently forced to live in the national forest.</p> <p>We understand that the City of Sisters will also receive ARPA funding. We intend to work with them and other partners to help with this important project.</p>	1,000,000	
Transitional Housing		
	359,951	
Managed Camp Support		
HOUSING PRIORITY #3. City of Bend putting \$1.5 million of their ARPA funds towards this project; requested Dechutes County to match. At present, BOCC awarded \$750K. City of Redmond intention to request funds to support structured camp next Wednesday (7.21.21). Staffing to support all structured camps.	964,771	
Housing Support: Other Housing Assistance		
Workforce Housing Project		
You can help address the workforce housing crisis by using the federal funds at your disposal to reduce the cost and delay the city and county cause in the process of constructing workforce housing. City and county planning and building permit processes adds tens of thousands of dollars to the cost of a house or apartment that someone working in Bend could afford. This increases the price of that housing for working families, and leads developers to create less workforce housing. The city and county should subsidize permitting fees and system development charges charged to workforce housing projects with the federal funds for those projects that lead to housing that working people in Bend can afford.		
Infrastructure	1,000,000	1,450,000
Clean Water: Other Sewer Infrastructure		
NeighborImpact south county septic replacement program		
We currently operate a modest septic replacement program for south county, mostly in La Pine area. This was put together to respond to concerns from DEQ about potential groundwater contamination. However, we are getting 2-3 calls per week inquiring about septic replacement and funding for well replacement as water tales. These calls appear to reflect a general dropping of the water table probably related to long-term drought. We turn most of these calls away but with the funding from the county, could extend the existing program to more residents ensuring continuation of quality water supply and accelerating septic replacement. Funds would be lent on an amortizing basis and returned to the lending fund as loans are repaid. We would approach Crook and Jefferson about their interest in making smaller investments to serve residents of their two counties.	1,000,000	
Terrebonne Sewer System		
Wastewater investments in South County		

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Eligible Requests

Project/Funding Request	Est. Cost	BOCC Approved
Clean Water: Water Conservation		
Deschutes County On-Farm Efficiency Water Conservation Investment		
\$1.45M of a total \$4.75M project presented to and approved by the BOCC on 08.04.21.		1,450,000
Administrative		392,000
Administrative Expenses		
ARPA Administration		
Provides for 1 FTE and associated costs for term of ARPA funding (12.31.24). BOCC approved 07.14.21.		392,000
Grand Total	40,575,665	10,805,184

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All Requests

Project/Funding Request	Eligibility		
	Yes	TBD	No
Public Health	11,976,300	7,180,860	15,691
Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency			
Higher rated HVAC filters for County facilities			
North county health facility-acquisition and remodel	8,300,000		
North county health facility-furniture, fixtures and equipment	897,700		
COVID-19 Contact Tracing			
Temporary Staffing for COVID-19 Response and Outreach (Contact Tracers, Case Investigators, and Call Center staff)	2,000,000		
Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)			
Isolation motel liability insurance			
Outreach Van	85,000		
Regional Resilience Coordinator position		90,000	
Personal Protective Equipment			
UV sanitizer for jail			
(blank)			
Health Unintended Consequences			
Public Health Response Contingency			
Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)			
Additional County cleaning supplies and labor (annual)	168,000		
Additional County cleaning supplies and labor FY21	49,000		
Circuit court facility rental at F&E		60,860	
Circuit court facility set up costs		30,000	
Expansion of the Jail Booking and Visitation Areas		7,000,000	
Mobile technology upgrade for the Clerk	6,600		
Mental Health Services			
Technology enhancements for telemedicine and collaboration	200,000		
The Shield free counseling to Veterans	20,000		
COVID-19 Testing			
Covid Testing	250,000		
COVID testing - Dr. Young			
COVID-19 Vaccination			
Vaccine Center rent Jan 18-20			15,691
Negative Economic Impacts	9,233,249	164,000	
Aid to Tourism, Travel, or Hospitality			

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All Requests

Project/Funding Request	Eligibility		
	Yes	TBD	No
Fairgrounds capital improvements			
La Pine Frontier Days		75,000	
Smith Rock parking lot			
Household Assistance: Food Programs			
Food Insecurity for Older Adults -- Partnership with Council on Aging & Redmond Senior Center	800,000		
NeighborImpact warehouse expansion	5,000,000		
Nutritional assistance			
The Giving Plate	700,000		
Aid to Nonprofit Organizations			
Deschutes Cultural Coalition support		35,000	
La Pine Chamber of Commerce	250,000		
NeighborImpact rental assistance float loan	1,500,000		
Redmond Chamber - lost revenue	53,249		
Redmond Chamber - Sam Johnson Park Upgrade		54,000	
Redmond Rotary	90,000		
Ronald McDonald House Charities			
Sisters Rodeo Association	100,000		
Small business grants - Sisters COC	350,000		
Sunriver Area Small Business Assistance Grant Program and Hiring Campaign	350,000		
Small Business Economic Assistance (General)			
Business Assistance Placeholder			
Performing arts support			
Redmond Chamber - Redmond Parklet	40,000		
Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)			
(blank)			
Services to Disproportionately Impacted Communities	18,366,116	1,059,880	5,000,000
Education Assistance: Early Learning			
School of Enrichment support		1,059,880	
Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System			
CASA of Central Oregon			
Healthy Childhood Environments: Child Care			
Childcare Facility and/or start up costs			
Funding Placeholder			

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All Requests

Project/Funding Request	Eligibility		
	Yes	TBD	No
Little Kits Early Learning & Child Care Center - Phase 1 Bend			
Little Kits Early Learning & Child Care Center - Phase 2 La Pine	500,000		
Little Kits Early Learning & Child Care Center - Phase 2 Redmond	1,300,000		
Little Kits Early Learning & Child Care Center - Phase 2 Sisters	500,000		
ReVillage Childcare Proposal	350,000		
Housing Support: Affordable Housing			
Affordable housing project			
Habitat for Humanity-Bend 12 Townhomes	2,000,000		
Habitat for Humanity-Bend 8 Townhomes	1,500,000		
Habitat for Humanity-Land for Future Affordable Housing			5,000,000
Habitat for Humanity-Sisters Woodland Project	1,500,000		
Permanent Supportive Housing	2,099,777		
Habitat for Humanity La Pine Sunriver	200,000		
Affordable Home Ownership			
Housing Support: Services for Unhoused Persons			
Bend Heroes Vets Village construction support			
Bethlehem Inn Redmond			
Construction of Cleveland Avenue Project	4,200,000		
Managed Camp - City of Bend	750,000		
Navigation Center	774,117		
New facility in Redmond			
Redmond Oasis Village Project	367,500		
Sisters Cold Weather Shelter	1,000,000		
Transitional Housing	359,951		
Managed Camp Support	964,771		
Housing Support: Other Housing Assistance			
Workforce Housing Project			
Infrastructure	1,000,000	200,000	
Broadband: Other projects			
Broadband infrastructure in Sunriver area and greater Sisters area			
Sunriver Broadband		200,000	
Clean Water: Other Sewer Infrastructure			
NeighborImpact south county septic replacement program	1,000,000		

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All Requests

Project/Funding Request	Eligibility		
	Yes	TBD	No
Terrebonne Sewer System			
Wastewater investments in South County			
Clean Water: Water Conservation			
Deschutes County On-Farm Efficiency Water Conservation Investment			
Revenue Replacement		915,061	
Provision of Government Services			
Clerk - Marriage licenses			
Clerk - Passport			
County Fair		150,000	
Fair and Expo		600,000	
Justice Court		165,061	
Room tax last three months of FY20			
RV Park			
Video lottery			
Administrative			
Administrative Expenses			
ARPA Administration			
Not Applicable			43,706,562
Not Applicable			
Biomass project			1,000,000
Courthouse expansion			24,800,000
Deschutes County Wildfire Community Resilience Project			350,000
Land for Future County Services			3,500,000
Mass Vaccination Center wrap up costs-volunteer appreciation			56,562
Negus Transfer Station			14,000,000
To Be Determined		44,756,467	

Health Services Temporary Staffing of COVID-19 Response and Recovery Efforts Request for American Rescue Plan Funds

Health Services is requesting \$2 million from American Rescue Plan Act (ARPA) Funds be earmarked to support temporary staffing of key COVID response and recovery efforts. There is currently no identified funding source in Health Services, and as such, it is diverting funds originally approved by the Board and Oregon Health Authority (OHA) that are intended to support foundational positions within the department.

Health Services hopes to have a response from the Board regarding additional funds for temporary staff and contractors by September 1, 2021, which is prior to the first OHA financial report. This will avoid a potential misalignment to the pre-approved expenditure plan and a reduction to the COVID response and recovery efforts. These funds will ensure continued department capacity in order to ensure high standards around containment, school vaccine rollout, Call Center and community outreach, and an ability to scale-up response in the likely event of increased cases, especially due to the Delta variant.

Allocating \$2 million of ARPA funds will allow for a staggered phased-down approach through June 30, 2023 as follows:

- Operate at current capacity through September 30, 2021 (3 months);
- Reduce to 75% from October to December 2021 (3 months);
- Reduce to 50% from January to June 2022 (6 months); and
- Reduce to 25% from June 2022 to June 2023 (1 year).

At minimum, Health Services requests six months (approximately \$700,000) of funds for temporary staffing.

Temporary staffing for COVID response and recovery include:

- **Wraparound Service:** Case Managers provide wraparound services (e.g., food, housing, etc.) for isolated and quarantined individuals, which is a required function;
- **Containment:** Highly trained staff support community testing, process test results, investigate and trace, and manage outbreaks;
- **Community Outreach / Education:** staff provide vaccine access support for vulnerable and marginalized populations (funding is already identified through December 2021);
- **Call Center:** staff act as the resource hub that connects the public to contact tracers, wraparound services, vaccine information, responsible COVID-19 care, testing, and other vital information.
- **School Vaccine Rollout and Booster Doses:** staff required to support vaccine roll out the likely event of an emergency use authorization for vaccine for children under 12 as well as and booster doses.



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 11, 2021

SUBJECT: 2021 Spay & Neuter Grant Awards

BACKGROUND AND POLICY IMPLICATIONS:

Deschutes County's Dog License and Pet Identification Application forms provide an opportunity for residents to make a voluntary donation to support spay and neuter services. These donations, supplemented by the general fund, are offered to local non-profit organizations which provide spay and neuter services in Deschutes County for both feral animals and pets whose owners are unable or unlikely to access or afford the procedure. Grant funds may also be used for educational or promotional programs focused on encouraging or expanding spay and neuter procedures in Deschutes County.

To be eligible for the program, applicants must be designated by the Internal Revenue Service as a 501(c)3 tax-exempt organization, located in Deschutes County and able to certify that grant proceeds will be used to support services benefiting Deschutes County residents.

On June 9, 2021, the Board of Commissioners approved a total of \$13,000 for multiple awards. Staff then issued a news release, posted a solicitation, and notified past applicants of the available funding. Six applications were received in response to the solicitation, two more than in 2020. Those applications were then reviewed and evaluated by the Dog Control Board of Supervisors, whose scores were averaged to provide the recommendation included in the Board's meeting materials today.

During the Board's August 11 meeting, staff will seek Board direction on grant awards for the 2021 Spay & Neuter Grant program.

BUDGET IMPACTS:

Grant funds were included in the FY22 budget.

ATTENDANCE:

Laura Skundrick, Administrative Analyst



Deschutes County accepting applications for Spay & Neuter grant program

Deschutes County is soliciting grant applications from local non-profit organizations that provide or promote spay and neuter services. A total of \$13,000 is available for multiple grant awards. Applications must be received by Wednesday, June 30, at 5 p.m.

The County's Dog License and Pet ID applications provide an opportunity for residents to make a voluntary donation to support spay and neuter services. These donations, which are periodically supplemented by additional funds authorized by the Board of County Commissioners, are offered to local non-profit organizations which provide spay and neuter services in Deschutes County for pets whose owners are unable to access or afford the procedure. Grant funds may also be used for educational or promotional programs focused on encouraging or expanding spay and neuter procedures in Deschutes County.

To be eligible for the program, applicants must be designated by the Internal Revenue Service as a 501(c)(3) tax-exempt organization, located in Deschutes County, and able to certify that grant proceeds will be used in support of Deschutes County residents.

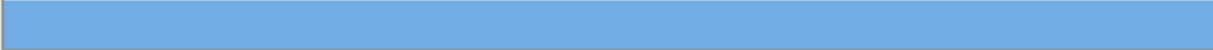
Applications will be evaluated based on several criteria, including organizational stability, connection to grant funding objectives, and ability to leverage the grant funds to access other financial support.

Application forms are available to download from the County's website at www.deschutes.org/grants.

Applications must be submitted electronically by attaching the completed application form and attachments to an email addressed to laura.skundrick@deschutes.org.

Media Contact: Laura Skundrick, Administrative Analyst, (541) 330-4627

*To request this information in an alternate format, please call (541) 330-4640
or send an email to accessibility@deschutes.org.*





BOARD OF COMMISSIONERS

SPAY & NEUTER GRANT PROGRAM

Organization: Brightside Animal Center

Project: Spay/neuter every animal that comes to the shelter, prior to its adoption.

Estimated impact/cost:

In 2020, 666 animals were spayed or neutered prior to adoption.

Average cost for spay/neuter services is at least \$500 per month.

Dog Board 2021 funding recommendation: \$2,373

Grants awarded in past five years:

2020	\$2,317	S&N Grant
2020	\$3,000	Discretionary Grant: Q5 COVID Relief



June 26, 2021

**2021 Deschutes County Spay Neuter Grant Application
BrightSide Animal Center**

1. Describe the history of your organization.

The Humane Society of Redmond, now BrightSide Animal Center, was founded in 1987 and became a 501(c)3 nonprofit in 1989. It has operated continuously in Redmond for more than 30 years.

The organization changed its name to BrightSide Animal Center in 2013 as a result of a study done by the Advertising Federation of Central Oregon, which found that Deschutes County residents sampled believed three things about the organization that all were untrue: a) That it was a branch of the Humane Society of Central Oregon in Bend and received funding from them; b) That it received funding from the Humane Society of the United States; and c) That it served only the Redmond area, while in fact BrightSide serves the entire county and about half of adopters are from Bend. All three of these factors were hurting our fundraising efforts, the study found. So a new name was chosen that did not include any specific city or the term "Humane Society." BrightSide Animal Center became the organization's legal name in 2017, so we no longer have to use the Doing Business As.

That name change, rebranding, developing innovative programs, relocating our thrift store, introducing an active communications and marketing strategy, launching a new web site, forming a partnership with the COCC Veterinary Technician program, and making changes in the board's stewardship all have made the organization more successful since 2013.

2. State the mission of your organization.

BrightSide's mission is to reduce pet homelessness and euthanasia in Deschutes County by providing placement and sheltering for homeless companion animals, returning lost pets to their owners, and by providing spay-neuter services to shelter animals. We are proud of the success of our high-save mission. Our live-release rate of more than 97% in 2020 is one of the highest in Oregon and the nation and far exceeds both the statewide and nationwide averages. In addition, BrightSide's 2020 adoption rate was 75.9%, compared to statewide 66.3% and nationwide 53.6%*. Also, BrightSide was able to return 18.2% of strays to their owners, a rate much higher than the statewide average of 10.8% and nationwide average of 8.4%.* We believe this is a direct result of our focus on educating our supporters about the importance of microchipping and dog licensing. These statistics show that BrightSide is very successful at executing its mission, despite our limited resources.

BrightSide's innovative Fospice, or foster-hospice, program is one reason for this success. BrightSide takes in animals that are too old or chronically ill to be viable candidates for adoption, but they do not languish in the shelter. Volunteers in our hospice program take these animals into their homes for the rest of their lives, while BrightSide provides the medical support necessary. Adopters' fear of not having the financial resources for a needy animal is one of the key reasons why old animals and those with chronic conditions don't get adopted.

3. Describe the leadership and structure of your organization.

Our organization is governed by a Board of Directors, all of whom are unpaid volunteers. Please see the Board List attachment for the roster of board members.

We have three key leaders among the paid staff: Shelter Manager Patricia Bowling; Thrift Store Manager Abigail Clark; and our staff veterinarian, Stephanie Meyer, DVM.

4. Describe the primary activities conducted by your organization.

Our primary activities are:

- Adoption and adoption preparation;
- Foster care (of infant kittens and puppies as well as aged and chronically ill pets, and others that need home-based care for a short time to recover from injury or illness);
- Providing enrichment for shelter animals, such as walking, grooming, off-leash play, doggie day-care visits and needed training for dogs, and socialization, grooming and time at liberty with toys and human companionship out of cages and on our “catio” for cats.
- Returning lost pets to their owners.
- Serving as a "pound" for the City of Redmond Police and the Deschutes County Sheriff.
- Selling dog licenses on behalf of Deschutes County.
- Supervising court-mandated volunteers as well as general-population volunteers, including youths.
- Retail operations at our thrift store, our largest source of revenue.
- Running a bottles & cans recycling program, another major source of revenue.
- Fundraising activities. No fundraising events have been held in 2020 or 2021 to date because of COVID restrictions.

In addition, several times a year we participate in rescues, transferring in animals from other shelters that otherwise would be euthanized. Sometimes these are individual arrangements, where an employee from BrightSide drives to the other shelter to pick up specific animals (or vice versa and they are delivered to BrightSide). More often they are larger-scale operations where BrightSide takes in 10 or more animals at a time, usually dogs. Often these are airlifts of “death-row” dogs from overcrowded shelters in southern California, aided by Wings of Rescue or Dog Is My CoPilot, organizations of volunteer pilots.

5. Describe the specific program, project, or activity that a Spay and Neuter grant would support, if awarded.

Every animal at BrightSide is spayed or neutered prior to adoption. BrightSide adopted out 1,019 animals in 2020 and of those, BrightSide’s medical staff spayed or neutered a total of 666 animals. The remainder were already neutered when BrightSide received them. All the surgeries performed by BrightSide’s staff were for animals in BrightSide’s custody, as the shelter no longer performs outpatient spay-neuter surgery for animals owned by people in the community. Instead we now refer pet owners to Bend Spay and Neuter. That organization’s sole mission is spay and neuter surgery and they are able to do it at much higher volumes, and with greater cost efficiency, than we can do with our small surgical suite in our Redmond shelter.

However, we still need to spay or neuter every animal that comes into the shelter that isn’t already fixed. The vast majority of these animals eventually are adopted by residents of Deschutes County. It is vital that we are able to maintain our spay-neuter program for all shelter animals, as most of them will live here in Deschutes County. But, it’s expensive to do. Our average cost for spay-neuter surgery supplies is about \$500 per month. And that’s not counting the payroll expense for the staff veterinarian, certified veterinary technician, and veterinary assistant; or purchase and maintenance of medical equipment.

6. Describe how this program, project, or activity would positively impact the goal of promoting or expanding spay and neuter procedures.

It would assure that every animal adopted from BrightSide (1,019 animals in 2020) is spayed or neutered. It also would improve awareness of the importance of spay and neuter not only to reduce the unwanted pet population, but also to improve pets' health and longevity.

7. Explain the anticipated outcomes of this program, project, or activity and describe how success will be measured.

Our goal is to be able to continue to spay or neuter every animal that comes to us prior to its adoption. Surgery has traditionally been part of our normal adoption-preparation expense. However, our adoption fees (which range from \$40 to \$250) do not cover all our adoption-preparation expense, so we lose money on adoptions. Spay-neuter surgery and medical exams are the biggest components of adoption-preparation expense. Grant support from the county would help offset the losses we incur on adoptions.

We will be successful if we are able to continue to assure that every pet adopted from BrightSide gets spay-neuter surgery before adoption. For every animal, we track its S-N date and its adoption date. Up to now, 100% of adoption dates have been after the S-N date. We need to be able to continue that.

More than three-quarters of the animals adopted at BrightSide last year went to homes in Deschutes County, so even though we now focus our resources on shelter animals rather than those belonging to the public, we still are increasing the percentage of Deschutes County animals that are neutered.

*Statistics per PetPoint, animal-welfare tracking software used by more than 1,500 animal shelters in the U.S., including BrightSide and the Humane Society of Central Oregon. Petpoint aggregates data from all its customers to provide statewide and nationwide benchmarking.

Deschutes County Spay and Neuter Grant Application 2021

A complete application will consist of the following:

1. This cover sheet, signed and dated.
2. Narrative responses to the questions which appear at the end of this document submitted on no more than three separate, single-sided, single-spaced pages.
3. Attachments as follows:
 - a. Proof of the organization's 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
 - b. An operating budget specific to the proposed program, project, or activity.
 - c. A financial statement that shows actual total revenue and expenditures for the most recently completed 12-month period.
 - d. A roster of the organization's current Board of Directors.

Submit the completed application electronically to laura.skundrick@deschutes.org no later than 5:00 p.m. on June 30, 2021. Late or incomplete applications will not be considered. Information or materials submitted instead of or in addition to those specifically requested in this application form will not be reviewed.

Contact Information

Organization Name BRIGHTSIDE ANIMAL CENTER

Address 1355 NE HEMLOCK AVE.

City REDMOND **Zip Code** 97756

Phone Number 923-0882 **Alternate Phone Number** _____

Fax Number _____ **Email Address** info@brightsideanimals.org

Website http://brightsideanimals.org

By signing below, I certify the following:

1. All information provided to Deschutes County in this application is correct.
2. I am authorized by the governing board of the stated organization to submit this grant application.
3. This organization is in good standing with the IRS and retains its official 501(c)(3) tax-exempt status.
4. This organization is located in Deschutes County.
5. Any proceeds from a grant award will be used in support of Deschutes County residents.

Print Name JAN EVEN

Signature 

Title SECRETARY, BOARD OF DIRECTORS

Date JUNE 26, 2021

On a separate sheet(s), please briefly answer the following questions:

1. Describe the history of your organization.
2. State the mission of your organization.
3. Describe the leadership and structure of your organization.
4. Describe the primary activities conducted by your organization.
5. Describe the specific program, project, or activity that a Spay and Neuter grant would support, if awarded.
6. Describe how this program, project, or activity would positively impact the goal of promoting or expanding spay and neuter procedures.
7. Explain the anticipated outcomes of this program, project, or activity and describe how success will be measured.

Attach:

1. Proof of the organization's 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
2. An operating budget specific to the proposed program, project, or activity.
3. A financial statement that shows actual total revenue and expenditures for the most recently completed 12-month period.
4. A roster of the organization's current Board of Directors.

2020 Deschutes County Spay Neuter Grant

Project Budget

	Amount
Jul-21	500
Aug-21	500
Sep-21	500
Oct-21	500
Nov-21	500
Dec-21	500
Jan-22	500
Feb-22	500
Mar-22	500
Apr-22	500
May-22	500
Jun-22	500
TOTAL	\$6,000.00

	Jan 20	Feb 20	Mar 20	Apr 20	May 20
Ordinary Income/Expense					
Income					
ADOPTIONS					
Cat Adoptions	2980	1570	1305	390	1000
Dog Adoptions	5205	9460	5837	1000	740
Other Adoptions	0	0	0	0	0
ADOPTIONS - Ot	0	0	0	0	0
Total ADOPTION	8185	11030	7142	1390	1740
CITY INCOME					
City Boarding	0	7500	3750	0	7500
Total CITY INCOI	0	7500	3750	0	7500
COUNTY INCOME					
County Boarding	0	0	0	2434.22	4452
County wide licen	1847.24	1745.28	1366.34	2511.85	2738.15
License sales by :	711.4	523.3	254	78	16.65
COUNTY INCOM	0	0	0	0	0
Total COUNTY IN	2558.64	2268.58	1620.34	5024.07	7206.8
DONATIONS & MEMBERSHIPS					
Bottles and Cans	6753.95	5944.75	7221.7	4254.2	8776
Donation Jars	126.18	130.79	80.14	0	0
General Donation	15180.62	4182.1	17991.93	29260.53	9691.9
DONATIONS & M	0	5	0	0	0
Total DONATION	22060.75	10262.64	25293.77	33514.73	18467.9
FUNDRAISING					
Ask letter	2050	50	0	0	0
Bingo	1196	1638	625	0	0
Dog Gone Run	0	60	416.94	35.5	0
Facebook	320	0	0	5435.22	1530
SpayGhetti Dinne	500	4040	2200	0	0
FUNDRAISING -	39.95	167.05	0	0	0
Total FUNDRAISI	4105.95	5955.05	3241.94	5470.72	1530
GRANTS	0	0	0	5000	0
Interest Income	12.61	11.56	2.5	0.62	1.77
Merchandise	0	5	0	0	0
Misc Income	415	265	45	0	0
Restrictions released					
Accomplished pur	2500	0	0	0	0
Total Restrictions	2500	0	0	0	0
SHELTER OPERATIONS					
OS/Intake	125	215	100	65	0
Refundable depos	0	0	0	0	0
Return to Owner	460	780	1195	20	784.34
SHELTER OPER.	0	0	0	0	375
Total SHELTER C	585	995	1295	85	1159.34

T-shirt sales	0	0	0	25	0
THRIFT STORE INCOME					
E-Bay Income	324.63	1156.7	0	42.8	73.38
Store Sales	42108.03	45893.95	25050.79	0	28878.23
Total THRIFT STORE	42432.66	47050.65	25050.79	42.8	28951.61
VETERINARY SERVICES					
Cremation	30	170	320	0	130
Microchipping	0	0	0	0	40
Total VETERINARY	30	170	320	0	170
Total Income	82885.61	85513.48	67761.34	50552.94	66727.42
Gross Profit	82885.61	85513.48	67761.34	50552.94	66727.42
Expense					
Advertising	0	0	480	0	50
AUTO					
Auto Expense	0	0	0	0	0
Fuel	602.69	652.29	415.2	134.97	277.83
Lease	1351.3	2594.65	1303.24	1303.14	1665.39
Repairs / Mainten	0	0	0	0	0
Total AUTO	1953.99	3246.94	1718.44	1438.11	1943.22
BANKING					
Bank Fees	102.12	27.84	294.23	7.1	0
Merchant Account	1444.55	1674.76	1672.79	1483.54	356.65
Reconciliation Dis	0	-407.32	132.83	-3945.07	0
Total BANKING	1546.67	1295.28	2099.85	-2454.43	356.65
Employee/Volunte	22	0	0	0	47.25
FUNDRAISING EXPENSES					
Bingo Supplies	0	0	0	0	54.31
Dog Gone Run	0	325	0	0	400
FUNDRAISING E	0	1150	259	0	20
Total FUNDRAIS	0	1475	259	0	474.31
INSURANCE EXPENSE					
Board Insurance	0	0	333.6	0	0
Umbrella Insuran	0	0	0	6121.34	1532.59
Workers Comp In	2647.16	0	0	2175.25	0
Total INSURANC	2647.16	0	333.6	8296.59	1532.59
Licenses	0	0	0	0	0
MAINTENANCE /	2742.15	2218.34	617.36	0	429.54
Misc Expense	27.05	234.98	28.17	0	7.5
OFFICE & NON MEDICAL EXPENSES					
Business License	0	20	0	0	0
Cleaning Supplies	170.66	655.72	56.31	0	0
Dog Licenses	565.6	0	0	885.6	108
Mtgs, Seminars, &	0	0	0	0	0
Office Expense	358.79	98	98	124	160.99
Postage & Shippi	110	95.15	146.06	55	114.05
Printing & Reprod	217.27	477.46	456.84	164.73	221.93
Recycling Bags	0	0	0	0	0
Tee Shirt for Emp	170	0	0	0	0
OFFICE & NON M	388.11	1104.09	579.41	7876.96	533.67
Total OFFICE & N	1980.43	2450.42	1336.62	9106.29	1138.64
Payroll & Payroll Taxes					
Bottles & cans tra	2291.52	16227.72	1259.42	33	0
Payroll & Payroll T	61323.45	42655.2	32581.16	12875.15	17466.53
Total Payroll & Pa	63614.97	58882.92	33840.58	12908.15	17466.53
PET SUPPLIES & FOOD					

Kitty Litter	503.52	1007.04	868.32	503.52	0
PET SUPPLIES &	1308.44	576.6	455.79	2380.99	1443.22
Total PET SUPPL	1811.96	1583.64	1324.11	2884.51	1443.22
PROFESSIONAL FEES					
Accounting	0	0	0	0	0
Bookkeeping	0	0	1960	0	0
PROFESSIONAL	0	0	0	488	0
Total PROFESSI	0	0	1960	488	0
REFUNDS					
Refund Adoption	0	0	0	0	0
REFUNDS - Othe	335.53	0	0	0	0
Total REFUNDS	335.53	0	0	0	0
Rent	5199.84	5459.84	5459.84	4000	6919.68
TAXES					
Property Taxes	0	0	0	0	0
State Tax	0	0	0	0	0
TAXES - Other	0	32.58	55.71	0	0
Total TAXES	0	32.58	55.71	0	0
Thrift Over/Under	14.74	50.26	73.25	0	14.59
UTILITIES					
Electricity	3491.15	3631.54	5275.61	0	3027.64
Garbage	0	0	4070.41	0	438.47
Natural Gas	0	3147.22	2551.81	1832.44	1580.05
Telephone	362.84	730.37	618.09	588.02	583.79
Water/Sewer	0	1306.27	1586.58	0	3030.05
UTILITIES - Othe	0	0	0	0	0
Total UTILITIES	3853.99	8815.4	14102.5	2420.46	8660
VETERINARY MEDICAL EXPENSES					
Cremations	0	0	596.25	0	0
Medicine- Vaccin	897.73	1573.78	1071.53	1182.97	877.26
MICROCHIPS	0	0	0	0	0
Surgical Room Ex	940.41	191.11	295.98	0	20.65
Veterinary Equipn	7.78	0	0	0	0
Veterinary Lab Fe	150	0	0	0	576.6
VETERINARY ME	3582.19	3112.98	548.94	291.79	145.36
Total VETERINAF	5578.11	4877.87	2512.7	1474.76	1619.87
Website expense:	454.13	296.23	296.23	204.98	232.98
Total Expense	91782.72	90919.7	66497.96	40767.42	42336.57
Net Ordinary Inco	-8897.11	-5406.22	1263.38	9785.52	24390.85
Other Income/Expense					
Other Income					
Prior restricted inc	-2500	0	0	0	0
Restricted for Fut	0	100	747	0	0
Total Other Incorr	-2500	100	747	0	0
Other Expense					
Ask My Accounta	0	0	0	0	0
Total Other Exper	0	0	0	0	0
Net Other Income	-2500	100	747	0	0
Net Income	-11397.11	-5306.22	2010.38	9785.52	24390.85

Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20
2470	4625	8005	7840	6540	6730
4623.3	7855	9200	4070	8530	4205
0	0	20	0	0	0
0	20	0	0	0	0
7093.3	12500	17225	11910	15070	10935
3750	0	3750	3750	0	0
3750	0	3750	3750	0	0
0	2078.85	0	0	5088	0
0	2254.8	2317	3658.05	0	0
189.6	333.95	491	422.95	254.3	206.8
0	0	0	0	0	3957.5
189.6	4667.6	2808	4081	5342.3	4164.3
13998.3	8456.95	11332.65	26040.7	9229.21	3875.15
0	22.38	0	0	237.1	0
9323.63	6275.93	15899.12	46244.41	126465.9	8287.57
0	274	12.6	0	0	0
23321.93	15029.26	27244.37	72285.11	135932.21	12162.72
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
295	535	390	1203	441.4	390
0	0	0	100	0	0
0	0	0	73.27	0	0
295	535	390	1376.27	441.4	390
7100	0	0	0	0	0
2.17	2.35	2.58	3.65	3.7	3.89
30	25	185	130	114	130
81	781.4	5.05	0	0	0
0	5389	0	16121.83	0	0
0	5389	0	16121.83	0	0
465	90	520	1130	1590	955
57.71	0	0	0	0	0
890	690	705	716	720	400.23
0	100	0	0	0	0
1412.71	880	1225	1846	2310	1355.23

0	0	0	0	0	0
661.91	1911.31	459.59	0	0	342.48
48277.21	47822.14	47951.93	44132.52	44285.46	40125.51
48939.12	49733.45	48411.52	44132.52	44285.46	40467.99
0	0	445	45	245	0
0	0	0	0	0	0
0	0	445	45	245	0
92214.83	89543.06	101691.52	155681.38	203744.07	69609.13
92214.83	89543.06	101691.52	155681.38	203744.07	69609.13
0	0	0	191.32	0	0
0	0	0	0	0	0
282.32	197.49	0	0	0	2864.33
1303.14	1303.24	1303.14	1303.24	1303.24	1303.14
0	0	44.97	0	0	39.99
1585.46	1500.73	1348.11	1303.24	1303.24	4207.46
50.66	237.91	17.99	0	9	0
1059.1	2898.02	1767.65	2204.3	1658.07	1611.32
0	0	0	0	0	0
1109.76	3135.93	1785.64	2204.3	1667.07	1611.32
0	0	0	0	91.18	251.49
0	0	0	0	0	0
0	-75	0	0	0	0
97.43	0	0	0	120	290
97.43	-75	0	0	120	290
0	0	0	0	0	0
1532.59	1532.58	1532.58	1532.58	1532.58	1532.58
569.8	924.73	924.73	0	0	520.46
2102.39	2457.31	2457.31	1532.58	1532.58	2053.04
0	0	0	0	0	0
735	0	1518.65	494.9	1053.92	392.34
15.48	0	0	0	0	0
0	0	0	365	0	0
214.53	889.56	789.96	316.68	292.91	118.34
22.65	357.9	0	739.65	0	0
82.74	0	0	275	0	69
326.8	1420.65	227.5	300.22	123	98
33.04	128.2	218.26	0	0	0
218.11	468.47	316.68	273.11	257.51	216.4
0	0	0	47.91	0	0
0	0	0	0	0	0
658.54	43.44	1137.17	2636.37	1388.17	1763.3
1556.41	3308.22	2689.57	4953.94	2061.59	2265.04
540.12	3025.8	2211.12	0	0	0
25628.37	31496.17	43411.68	62083.74	68394.05	63463.13
26168.49	34521.97	45622.8	62083.74	68394.05	63463.13

478.34	1718.82	0	956.68	498.79	503.52
254.79	981.88	886.51	2649.81	1014.85	2059.4
733.13	2700.7	886.51	3606.49	1513.64	2562.92
0	0	950	650.5	0	0
2525	0	0	0	0	0
0	0	0	1500	0	0
2525	0	950	2150.5	0	0
0	0	500	0	250	0
47.89	59.38	0	0	0	0
47.89	59.38	500	0	250	0
5459.84	5459.84	5459.84	0	5459.84	10919.68
0	0	0	0	0	0
0	0	0	0	0	822
7.31	57.9	19.47	0	0	0
7.31	57.9	19.47	0	0	822
16.13	10.4	23.04	88.54	-1.74	-18.55
1326.48	0	0	5807.78	0	4937.77
0	1584.17	1584.17	0	1592.72	3030.4
567.22	378.43	286.54	73.07	108.84	108.84
609.61	381.24	845.47	367.26	875.18	601.33
0	2317.25	0	0	0	0
0	0	0	0	0	0
2503.31	4661.09	2716.18	6248.11	2576.74	8678.34
0	0	0	0	0	0
1584.92	2361.94	2937.41	2583.91	2045.91	2578.54
0	1270	0	0	5080	187
243.64	177.88	10.85	1529.95	10.5	243.64
0	0	0	0	0	0
0	0	0	0	0	114.94
4550.01	7079.77	1145.83	925.75	1023.82	1272.48
6378.57	10889.59	4094.09	5039.61	8160.23	4396.6
232.98	232.98	232.98	227.98	227.98	866.37
51274.58	68921.04	70304.19	90125.25	94410.32	102761.18
40940.25	20622.02	31387.33	65556.13	109333.75	-33152.05
0	-5389	0	-16121.83	0	0
0	16179	1395	4188	11800	11890
0	10790	1395	-11933.83	11800	11890
0	0	0	0	0	4000
0	0	0	0	0	4000
0	10790	1395	-11933.83	11800	7890
40940.25	31412.02	32782.33	53622.3	121133.75	-25262.05

Dec 20 TOTAL

5110	48565
5125	65850.3
0	20
0	20
10235	114455.3
11250	41250
11250	41250
3700.75	17753.82
2668.74	21107.45
184.95	3666.9
0	3957.5
6554.44	46485.67
23206.7	129090.26
503.21	1099.8
70406.48	359210.12
0	291.6
94116.39	489691.78
0	2100
0	3459
0	512.44
2538	13077.62
0	6840
0	280.27
2538	26269.33
0	12100
3.88	51.28
115	734
38.35	1630.8
0	24010.83
0	24010.83
710	5965
0	57.71
345	7705.57
0	475
1055	14203.28

0	25
0	4972.8
44183.94	458709.71
44183.94	463682.51
205	1590
40	80
245	1670
170335	1236259.78
170335	1236259.78
3565	4286.32
135.02	135.02
384.73	5811.85
1303.24	17340.1
0	84.96
1822.99	23371.93
82.25	829.1
1963.4	19794.15
0	-4219.56
2045.65	16403.69
0	411.92
0	54.31
0	650
0	1936.43
0	2640.74
0	333.6
1818.58	18668
1985.88	9748.01
3804.46	28749.61
1346	1346
3540.11	13742.31
10	323.18
0	385
1030.84	4535.51
0	2679.4
0	426.74
98	3433.95
155.27	1055.03
159.69	3448.2
0	47.91
250	420
2119.95	20229.18
3813.75	36660.92
660	26248.7
67185.94	528564.57
67845.94	554813.27

1007.04	8045.59
1937.11	15949.39
2944.15	23994.98
2910	4510.5
0	4485
0	1988
2910	10983.5
250	1000
0	442.8
250	1442.8
5459.84	65258.08
5300.05	5300.05
0	822
78.52	251.49
5378.57	6373.54
-8.92	261.74
4049.74	31547.71
0	12300.34
983.63	11618.09
1933.17	8496.37
0	8240.15
0	0
6966.54	72202.66
1051.1	1647.35
2396.02	22091.92
0	6537
4.2	3668.81
0	7.78
0	841.54
4578.18	28257.1
8029.5	63051.5
120.98	3626.8
119844.56	929945.49
50490.44	306314.29
0	-24010.83
5775	52074
5775	28063.17
0	4000
0	4000
5775	24063.17
56265.44	330377.46



BrightSide Animal Center
2021 Board of Directors
June 26, 2021

1. Beth Palmer, president. Ms. Palmer is the head of the Central Oregon Community College Veterinary Technician training program. She lives in Terrebonne.
2. Christopher Pearson, vice president. Mr. Pearson is a retired attorney and lives in Bend.
3. Megan Fries, treasurer. Ms. Fries is the principal of Frenzy to Freedom, a business consultancy. She lives in Bend.
4. Jan Even, secretary. Ms. Even is a retired journalist and internet executive who lives in rural Redmond.
5. Patricia Wallin, director. Ms. Wallin is a retired nurse and lives at Eagle Crest.
6. Mark Crose, director. Mr. Crose, the former board president, is manager of Central Oregon Golf Tour and a volunteer basketball coach. He lives in Redmond.

Date: June 9, 2006

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

08/11/2021 Item #8.

HUMANE SOCIETY OF REDMOND
PO BOX 1404
REDMOND OR 97756-0400

Person to Contact:
Janet M. Duncan 31-07676
Correspondence Specialist/Screeners
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
93-0976110

Dear Sir or Madam:

This is in response to your request of June 9, 2006, regarding your organization's tax-exempt status.

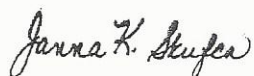
In November 1989 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services



BOARD OF COMMISSIONERS

SPAY & NEUTER GRANT PROGRAM

Organization: Companion Animal Medical Project (CAMP)

Project: Coordinate spay/neuter services for companion animals of people experiencing homelessness or significant financial distress

Estimated impact/cost:

In 2020, 40 companion animals were spayed/neutered through the Spay & Neuter Grant partnership with Central Oregon Veteran’s Outreach (COVO), with more on the waiting list.

Dog Board 2021 funding recommendation: \$2,359

Grants awarded in past five years:

2020	\$2,683	S&N Grant (with COVO)
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By signing below, I certify the following:

1. All information provided to Deschutes County in this application is correct.
2. I am authorized by the governing board of the stated organization to submit this grant application.
3. This organization is in good standing with the IRS and retains its official 501(c)(3) tax-exempt status.
4. This organization is located in Deschutes County.
5. Any proceeds from a grant award will be used in support of Deschutes County residents.

Print Name Johannah Johnson-Weinberg

Signature Johannah Johnson-Weinberg

Title Founder/President

Date 6/29/2021

On a separate sheet(s), please briefly answer the following questions:

1. Describe the history of your organization.
2. State the mission of your organization.
3. Describe the leadership and structure of your organization.
4. Describe the primary activities conducted by your organization.
5. Describe the specific program, project, or activity that a Spay and Neuter grant would support, if awarded.
6. Describe how this program, project, or activity would positively impact the goal of promoting or expanding spay and neuter procedures.
7. Explain the anticipated outcomes of this program, project, or activity and describe how success will be measured.

Attach:

1. Proof of the organization's 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
2. An operating budget specific to the proposed program, project, or activity.
3. A financial statement that shows actual total revenue and expenditures for the most recently completed 12-month period.
4. A roster of the organization's current Board of Directors.

1. Describe the history of your organization.

The Companion Animal Medical Project was founded by Johannah Johnson-Weinberg and Dr. Patti Mayfield, DVM, in November 2019 and officially received 501c3 status, November 2020. Ms. Johnson-Weinberg and Dr. Mayfield saw a dire need for access to veterinary care for the companion animals of unhoused individuals in the community. To fulfill this need they decided to create a program to help mitigate barriers to care by setting up clinics outside established houseless communities.

Currently CAMP has helped nearly 200 companion animals and their humans by providing wellness exams, urgent medical needs, vaccinations, spay and neuter services, and dog and cat food. There is currently an unprecedented need in Central Oregon to provide care for the animals of individuals experiencing homelessness. According to data obtained by the Homeless Leadership Coalition (HLC), nearly 1000 individuals were experiencing homelessness within Central Oregon in the year 2020. Additional data obtained by Pets of the Homeless (POH) revealed approximately 10% of individuals experiencing homelessness own and care for pets.

Leaders in animal welfare organizations advocate for allocating resources to those families who are already caring for companion animals, rather than continuing to overwhelm and overburden a shelter system that is already dealing with expensive operational costs. By providing individuals with basic medical needs for their pets, there is a reduced financial strain, and physical and psychological stress on individuals

2. State the mission of your organization.

CAMP aims to ease the burden on individuals experiencing homelessness or other financial hardships by providing veterinary care and supplies to their companion animals. We remove barriers to essential veterinary services and support and advocate for the human-animal bond. The founders and volunteer members of CAMP understand the importance of the human-animal bond, and the complexity of the physical and psychological benefits the companionship of a pet provides for an individual's overall wellbeing, CAMP's core values recognize that the deep emotional connection with pets transcends socioeconomic, racial and geographic boundaries. We believe no one should be denied the opportunity to experience the benefits and joy of pet ownership.

3. Describe the leadership and structure of your organization.

Founder/President Johannah Johnson-Weinberg

Johannah Johnson-Weinberg has dedicated years of work in animal welfare. She holds certifications in both Applied Animal Behavior and Low Stress Handling of companion animals. Johannah is dedicated to being a liaison between existing organizations to meet the common and mutual goals of helping both people and pets.

Co-Founder/Medical Director: Dr. Patti Mayfield, DVM

Dr. Patti Mayfield, DVM has over 15 years of practice as a veterinarian, with a specialty in emergency medicine. Dr. Mayfield holds a Human Animal Bond Certification within the field of animal welfare and has been involved with many volunteer-based non-profit organizations such as Pro-Bone-O, the Feral Cat Coalition, and most recently held a self-supported canine rabies vaccine clinic in the impoverished nation of Malawi, in southeast Africa.

CAMP's board consists of six total volunteers all with diverse backgrounds. As a volunteer organization, in order to provide our services, we rely on a network of skilled and compassionate individuals trained in areas of veterinary medicine, animal and human welfare. The pool of volunteers is growing, with multiple veterinarians, veterinary nurses and independent veterinary hospitals showing interest in supporting CAMP through donations, and volunteering their time and services.

4. Describe the primary activities conducted by your organization.

CAMP hosts monthly clinics providing wellness exams, core immunizations, preventive medical care as well as urgent care to companion animals of people experiencing homelessness or significant financial distress. To date, CAMP has altered (spayed and neutered) 40 companion animals through the DC Spay&Neuter grant and vaccinated nearly 200. Additionally, through the support of Bend Pet Express, CAMP has provided over 500lbs of dog and cat food at no cost to the individual pet parent.

5. Describe the specific program, project, or activity that a Spay and Neuter grant would support, if awarded.

Approximately three quarters of the pets evaluated at CAMP clinics are unaltered and would benefit from spay or neuter services. During the April 2020 CAMP clinic, four large breed dogs were found to be pregnant. This could potentially result in 35 to 40 puppies in the homeless community at Juniper Ridge in the next few months. CAMP's Spay/Neuter Program (SNP), established through collaborative efforts with Plateau Veterinary Clinic and Bend Spay and Neuter Program, has been a successful and much needed service for the individuals we serve. During the clinics, pet owners sign up for spay/neuter at their request. CAMP arranges the day/time of surgery and helps to set up transportation if none is available. Funding will also ensure CAMP clinics will be able to continue to provide this necessary service to all who are in need, thereby minimizing pet overpopulation within the homeless and underserved communities.

6. Describe how this program, project, or activity would positively impact the goal of promoting or expanding spay and neuter procedures.

Individuals seeking CAMP's services have made it very clear-- they overwhelmingly support and are interested in having their dogs and cats spayed or neutered! The largest barrier for the people we serve is monetary. By providing access to no cost spay and neuter services, we have been able to overcome the financial burden that has prevented these individuals from seeking surgical alteration for their pets. Currently, with all funds used from the 2020 DC spay and neuter grant, we have multiple animals on the waiting list. We have found that once the barriers of cost and transportation are removed, many individuals we serve actively seek out spay and neutering for their companion animals. As CAMP grows, we hope to organize free high-quality, high-volume spay/neuter events. This will provide far reaching and more immediate impact within the homeless communities and Deschutes County. Funding will also allow CAMP to organize and support additional clinics, so that a greater population of persons and pets in need can receive access to spay and neuter services.

7. Explain the anticipated outcomes of this program, project, or activity and describe how success will be measured.

In collaboration with COVO and with the 2020 DC spay and neuter funds, we were able to spay 21 female dogs, 18 male dogs and one male cat. We anticipate an even greater need in 2021. Most of the 21 females had already had one or more litters and two were currently pregnant. Through medical records and tracking sheets, CAMP can accurately determine the number of spay/neuter services performed. This data will determine success by evaluating the volume of animals altered within the year. If CAMP is the beneficiary of funds (through grants and/or fundraising), we hope to organize high-volume, high-quality spay/neuter events so that a greater impact can be made within homeless camps in a shorter period of time. CAMP will also measure success in a more broad and subjective manner, that is by observing the gratitude expressed from the individuals receiving support, and an improvement in the quality of the lives of the pets and the people we serve. CAMP is as successful as it is because we do not force individuals to spay and neuter their pet or have requirements to receive our services. We have found that by showing up, being consistent and simply asking how we can help, we have developed trust within the unhoused community members.

2021-2022 OPERATING BUDGET FOR AWARDED FUNDS

Surgery (type) Spay & Neuter	Amount (Per year)	Price (Per surgery)	Price (Per year)
Female dogs	25	\$88.00	\$2,200.00
Male dogs	20	\$88.00	\$1,760.00
Female cats	3	\$50.00	\$150.00
Male cats	2	\$50.00	\$100.00
	Total	50	\$4,210.00

Expenses 2020				
Pay Outs				
Date:?	Who	Description	Amount	Allocation
11/03/2020	BVC	Aries emergency care	-\$400	Emergency Vet services
11/10/2020	Immersion	Business dinner	-\$60	Business meeting
12/9/2020	Natural Grocers	Honey (MS)	-\$24.95	Medical Supplies
12/13/2020	The UPS Store	Stamps	-\$13	Direct Mail/Office Supplies
12/22/2020	HSCU	RTO Fees	-\$111	Shelter Fees/RTO
12/31/2020	Highland Veterinary	Vet Care	-\$200.00	Vet Care

January 2021				
Pay Outs				
Date:	Cost	To whom/where	For	Allocation
1/22/21	\$27.82	Rite Aid	Supplies	Medical Supplies
1/25/2021	\$116.69	Vista Print	Brochures	Marketing
1/29/2021	\$39.00	Plateau Veterinary	Patient exam/vaccines	Medical
February				
Pay Outs				
Date:	Cost	To whom/where	For	Allocation
2/2/21	\$20.00	Squarespace	Domain	Website/marketing
2/8/2021	\$10.00	Facebook	FB add	marketing
2/8/2021	\$164.68	Plateau Veterinar7	Veterinary	Medical
2/11/2021	\$74.95	Vista Print	Brochuses	Marketing
2/12/2021	\$124.00	Squarespace	Website	Marketing
2/16/2021	\$949.72	Bend Vet	Veterinary	Medical
2/24/21	\$433.89	Plateau Veterinary	Veterinary	Medical
March				
Pay Outs				
Date:	Cost	To whom/where	For	Allocation
3/8/21	\$5.00	Facebook	FB add	Marketing
3/19/2021	\$25.00	Plateau Veterinary	Veterinary	Medical
3/29/21	\$34.00	Mini Pet Mart	Puppy formula/kibble	Pet food
April				
Pay Outs				
Date:	Cost	To whom/where	For	Allocation
4/4/21	\$36.66	Mini Pet Mart	Puppy formula/kibble	Pet food
4/6/2021	\$323.85	Bend Veterinary	Veterinary	Medical
4/12/2021	\$83.00	Sparrow Bakery	Cookies	Advertising/Marketing
4/13/2021	\$132.39	Plateau Veterinary	Veterinary	Medical
4/22/2021	\$52.54	Highland Veterinary	Veterinary	Medical
4/26/2021	\$28.00	Bend Pet Express	Leash/Collar	General Supplies
4/26/2021	\$44.98	Target	Supplies	General Supplies

May				
Pay Outs				
Date:	Cost	To whom/where	For	Allocation
5/1/21	\$67.00	Plateau Veterinary	Veterinary	Medical
5/5/2021	\$65.00	HSCO	RTO	Shelter Fees
6/6/2021	\$1.98	Facebook	FB add	Marketing
5/6/2021	\$2.90	Cully Insurance	Fee	Liability Insurance
5/6/2021	\$2,063.05	Cully Insurance	Insurance	Liability Insurance
5/7/2021	\$28.00	Bend Spay & Neuter	Veterinary	Medical
5/31/2021	\$198.40	Plateau Veterinart	Veterinary	Medical
5/31/21	\$15.47	Target	Supplies	General Supplies
5/31/2021	\$159.38	Walmart	Gift Card	Pay to Spay Program
June				
Pay Outs				
Date:	Cost	To whom/where	For	Allocation
6/7/2021	\$5.25	Facebook	FB ad	Marketing
6/7/2021	\$220	Bend Spay and Neuter	Veterinary	Medical
6/10/2021	\$317.03	Plateau Veterinary	Veterinary	Medical
6/16/2021	\$1,256	Artisan & Truck Insurance	Van Insurance	Insurance
6/18/2021	\$34.00	Outpost	Mailbox fee	Mailing
6/21/2021	\$145.00	HSCO	RTO	Shelter Fees
6/21/2021	\$125.00	Plateau	Veterinary	Medical
6/23/2021	\$15.00	Chevon	Gas Card	Gas card (restricted funds)
6/28/2021	\$70.15	Target	Water/gatorade/tarps	Emergency supplies (restricted)
6/28/2021	\$7.20	Bend Pet Express	Treats	General Supplies
6/28/2021	\$76.90	Plateau Veterinary	Veterinary	Medical
6/28/2021	\$24.34	Shell	Water/ice	Emergency supplies (restricted)

6/29/21

Companion Animal Medical Project
64682 Cook Ave #70
Bend, OR 97703

To whom it may concern,

Please find the attached excel documents transcribing Companion Animal Medical Projects income and expenditures for months of operation. In lieu of names and in order to be discrete, I have changed the names of individual donors to "donor."

I have also attached a year to date profit and loss report.

Please reach out if we can provide additional information for the grant.

Thank you for your time and consideration.

All my best,

Johannah Johnson-Weinberg
Founder/President
Companion Animal Medical Project

Income 2020					
Pay In					
Date	Name	Donation \$\$	PayPal fee	Cause	Allocations
Paypal					
10/28	Donor	\$100.00	\$96.80		Individual Donations
10/28	Donor	\$50.00	\$48.25		Individual Donations
10/28	Donor	\$50.00	\$48.25		Individual Donations
12/01/2020	Donor	\$50.00	\$48.25		Individual Donations
12/6/2020	Donor	\$100.00	\$96.80	Rosie	Individual Donations
12/7/2020	Donor	\$25.00	\$23.97		Individual Donations
12/8/2020	Donor	\$100.00	\$96.80		Individual Donations
12/8/2020	Donor	\$100.00	\$96.80		Individual Donations
12/14/2020	Donor	\$500	\$485.20		Individual Donations
12/31/2020	Donor	\$20	\$19.26		Individual Donations
12/31/2020	Donor	\$75	\$73.05		Individual Donations
			\$1,109.46		
(PayPay) Fundraiser		Total Cost	PayPal fee	Invoice #/Check #	
12/7/2020	Donor	\$17	\$16.21	Invoice #0001	Special Events/Holiday FD
	Donor	\$40	\$40.00	Check # 247	Special Events/Holiday FD
	Donor	\$34	\$32.71	#0003	Special Events/Holiday FD
	Donor	\$34	\$32.95	#0004	Special Events/Holiday FD
	Donor	\$51	\$49.58	#0002	Special Events/Holiday FD
Facebook			FB Fee (\$401.21) total		
10/23	Donor	\$25		Restricted- Medical for Aries	Individual Donations
10/23	Donor	\$50		Restricted- Medical for Aries	Individual Donations
10/23	Donor	\$50		Restricted- Medical for Aries	Individual Donations
10/24	Donor	\$50		Restricted- Medical for Aries	Individual Donations
10/23	Donor	\$20		Restricted- Medical for Aries	Individual Donations
10/23	Donor	\$100		Restricted- Medical for Aries	Individual Donations
10/23	Donor	\$10		Restricted- Medical for Aries	Individual Donations

10/23	Donor	\$25		Restricted- Medical for Aries	Individual Donations
10/24	Donor	\$50		Restricted- Medical for Aries	Individual Donations
10/23	Donor	\$35		Restricted- Medical for Aries	Individual Donations
Venmo	Venmo				
10/23	Donor	\$50		Restricted- Medical for Aries	Individual Donations
12/1/2020	Donor	\$10			Individual Donations
Cash/Check			Check #		
11/2	Donor	\$401.17	1041		Individual Donations
12/12/2020	Donor	\$200	1334		Individual Donations
12/23/2020	Donor	\$2,500	2037		Business Donation
12/29/2020	Donor	\$300	14825		Business Donation
In-Kind		Est of Goods			
11/04/2020	Donor	\$100		Dog coats	In-Kind
11/9/2020	Donor	\$200		Dog coats	In-Kind
11/12/2020	Donor	\$300		Cold-Weather supplies	In-Kind

Income 2021					
PayPal					
Date	Name	Donation \$\$	PayPal fee	Cause	Allocations
01/01/2020	Donor	\$50	\$48.60	-	Individual Donation
4/2/21	Donor	\$500	\$488.70		Individual donation
5/20/21	Donor	\$2,000	\$1,955.70		Individual donation
5/20/2021	Donor	\$50	\$48.60		Individual donation
5/20/2021	Donor	\$50	\$48.60		Individual donation
5/20/21	Donor	\$50	\$48.60		Individual donation
5/21/21	Donor	\$100	\$97.50		Business Donation
5/21/21	Donor	\$20	\$19.26		Individual donation
5/21/21	Donor	\$50	\$48.60		Individual donation
5/21/21	Donor	\$10	\$9.48		Individual donation
5/22/21	Donor	\$20	\$19.26		Individual donation
5/22/21	Donor	\$30	\$29.04		Individual donation
5/22/21	Donor	\$100	\$97.50		Individual donation
5/22/21	Donor	\$20	\$19.26		Individual donation
5/22/21	Donor	\$2,000	\$1,955.70		Individual donation
5/22/21	Donor	\$50	\$48.60		Individual donation
5/22/21	Donor	\$50	\$48.69		individual donation
5/23/21	Donor	\$20	\$19.26		individual donation
5/24/21	Donor	\$20	\$19.26		individual donation
5/24/21	Donor	\$50.00	\$48.60		Business donation
5/27/21	Donor	\$50.00	\$48.60		individual donation
5/29/21	Donor	\$20.00	\$19.26		individual donation
6/1/21	Donor	\$20.00	\$19.26		individual donation
6/3/21	Donor	\$50.00	\$48.60		individual donation
6/4/21	Donor	\$50.00	\$48.60		individual donation
6/4/21	Donor	\$25.00	\$24.15		individual donation
6/4/21	Donor	\$25.00	\$24.15		individual donation
6/6/21	Donor	\$50	\$48.60		individual donation

6/7/21	Donor		\$100	\$97.50		individual donation
6/25/2021	Donor		\$50	\$48.60		Reimbursement
6/28/21	Donor		\$20	\$19.26		Individual donation
Cash/Check				Check #		
1/14/2021	Donor		\$425	Check #915	-	Individual Donations
2/1/2021	Donor		\$600	#0105		Individual Donation
2/1/2021	Donor		\$25	#1536		Individual Donation
3/3/2021	Donor		\$1,000	#2488		Business Donation
5/25	Donor		\$4,625	#102		Individual Donation
6/7/21	Donor		\$200	#5023		Individual Donation
6/3/21	Donor		\$250	#8587		In memory of Brett &
06/09/21	Donor		\$2,000	#0035		Individual Donation
6/17/21	Donor		\$1,000			Individual Donation
Special Event/Business				Check #		
2/11/21	Bonfire Campaign		\$674.98	#7469		Fundraiser
3/25	Bonfire Campaign		\$161	#0616		Fundraiser
3/25/21	Bonfire Campaign		\$23	#0511		Fundraiser
4/19	Vanilla Urban Threads		\$1,600	#6180		Fundraiser
Venmo			Donation \$	(-) Fee = \$		
4/13/21	Donor		\$15	\$14.62	Gas cards	Individual Donation
4/13/21	Donor		\$45.00	\$44.05	Gas cards	Individual Donation
4/13/21	Donor		\$15	\$14.62	Gas cards	Individual Donation
4/13/21	Donor		\$55	\$53.86	Gas cards	Individual Donation
4/14/21	Donor		\$45.00	\$44.05	Gas cards	Individual Donation
4/23/21	Donor		\$50	\$48.95	Vet supplies	Individual Donation
6/3/21	Donor		\$50	\$48.95	Vet supplies	Individual Donation
6/26/21	Donor		\$100	\$98.00	Heat/Aid Relief	Individual Donation
6/27/21	Donor		\$50	\$48.95	Heat/Aid Relief	Individual Donation
6/28/21	Donor		\$40	\$39.14	Heat/Aid Relief	Individual Donation
6/28/21	Donor		\$50	\$48.95	Heat/Aid Relief	Individual Donation

6/28/21	Donor	\$100	\$98.00	Heat/Aid Relief	Individual Donation
6/28/2021	Donor	\$10	\$9.71	Heat/Aid Relief	Individual Donation
6/29/2021	Donor	\$70.00	\$68.57	Heat/Aid Relief	Individual Donation
In Kind Donations					
	HSCO	\$22,000		Van	
	BPE	\$500.00		water bowls	
	Red Dingo	\$200.00		tag ID's	

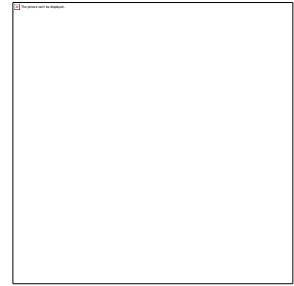
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Companion Animal Medical Project
Profit & Loss
 January 1 through June 29, 2021

06/29/21

Cash Basis

	Jan 1 - Jun 29, 21
Ordinary Income/Expense	
Income	
Income	18,568.83
Total Income	18,568.83
Expense	
Advertising and Marketing	16.98
computer and Internet	144.00
Donor Meal	83.00
Insurance Expense	2,066.00
Medical Supplies	27.82
Pet Supplies	319.48
printing	191.64
Vet Care	2,674.47
Total Expense	5,523.39
Net Ordinary Income	13,045.44
Net Income	13,045.44



Companion Animal Medical Project Board of Directors

Johannah Johnson-Weinberg
Founder/President

Dr. Patti Mayfield, DVM
Co-Founder/ Medical Director

Peter Nye
Treasurer

Kailyn O'Neil
Secretary

Jaimie Jensen
Board Member

Dr. Lisa Goldstein, DVM
Advisory Board Member



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

COMPANION ANIMAL MEDICAL PROJECT
64682 COOK AVE- NO 70
BEND, OR 97703-0000

Date:
11/13/2020
Employer ID number:
85-2876037
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending:
December 31
Form 990-PF required:
Yes
Effective date of exemption:
August 10, 2020
Addendum applies:
No
DLN:
26053654001380

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Form 8940 Request for Miscellaneous Determination
 (Rev. June 2011) Department of the Treasury Internal Revenue Service
 OMB No. 1545-2211
 Under Section 507, 509(a), 4940, 4942, 4945, and 6033 of the Internal Revenue Code

Use the instructions to complete this form. A User Fee must be attached to this form, if required. For user fee information or additional help, visit our website at www.irs.gov/eo or call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. If the required information and documents are not submitted with payment of the appropriate user fee, the form may be returned to you.

Part I Identification of Organization

1a Full Name of Organization
 Companion Animal Medical Project

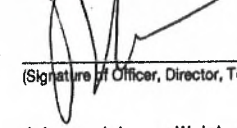
b Address (number, street and room/suite) If a P.O. Box, see instructions. 46482 Cook Avenue - No. 70	c City Bend	d State OR	e Zip Code + 4 97703
2 Employer Identification Number 85-2876037	3 Month Tax Year Ends (MM) 12	4 Person to Contact if More Information is Needed Johanna Johnson-Weinberg	
5 Contact Telephone Number 360-951-0404		6 Fax Number (optional)	7 User Fee Submitted \$500.00

Part II Type of Request

- 8** Please select the item(s) below that best describe your request. Using an attachment, provide a detailed explanation of your request. Be sure to include the organization's name and EIN on each additional sheet.
- a** Advance approval of certain set-asides described in section 4942(g)(2)
 - b** Advance approval of voter registration activities described in section 4945(f)
 - c** Advance approval of scholarship procedures described in section 4945(g)
 - d** Exemption from Form 990 filing requirements
 - e** Advance approval that a potential grant or contribution constitutes an "unusual grant"
 - f** Change in Type (or initial determination of Type) of a section 509(a)(3) organization
 - g** Reclassification of foundation status, including a voluntary request from a public charity for private foundation status
 - h** Termination of private foundation status under section 507(b)(1)(B)—advance ruling request
 - i** Termination of private foundation status under section 507(b)(1)(B)—60-month period ended

POSTMARK RECEIVED
 MAY 03 2021 MAY 05 2021
 CINCINNATI SERVICE CENTER

Under penalties of perjury, I declare that I have examined this application, including accompanying statements and schedules, and to the best of my knowledge and belief, it is true, correct, and complete.

Please Sign Here 
 (Signature of Officer, Director, Trustee or other authorized official.)
 Johanna Johnson-Weinberg President
 (Type or print name of signer) (Type or print title or authority of signer)
 4/26/2021 (Date)

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 37756H Form 8940 (Rev. 6-2011)



RETURN COPY



BOARD OF COMMISSIONERS

SPAY & NEUTER GRANT PROGRAM

Organization: Council on Aging of Central Oregon

Project: Add spay and neuter services to the Pet Pals Program. The program currently provides complimentary pet food and supply deliveries, as well as access to veterinary services.

Estimated impact/cost:

\$2,000 would provide an estimated 5-10 procedures

Dog Board 2021 funding recommendation: \$1,735

Grants awarded in past five years:

FY22 Q1	\$1,700	Replace damaged canopies
FY21 Q2	\$1,200	Purchase canopies
FY21 Q2	\$2,500	Safety Improvements
FY21 Q1	\$2,100	Privacy panels and plexiglass barriers
FY20 Q4	\$2,500	Shelf Stable Meal Support program
FY20 Q3	\$1,800	Great Hall room divider purchase
FY20 Q1	\$2,000	Washer and dryer purchase
FY19 Q4	\$1,500	Volunteer Appreciation Event
FY18 Q4	\$1,750	Chair purchase

Service Partner funding in past five years:

FY2022	\$40,000
FY2021	\$40,000
FY2020	\$40,000
FY2019	\$50,000
FY2018	\$30,000

By signing below, I certify the following:

1. All information provided to Deschutes County in this application is correct.
2. I am authorized by the governing board of the stated organization to submit this grant application.
3. This organization is in good standing with the IRS and retains its official 501(c)(3) tax-exempt status.
4. This organization is located in Deschutes County.
5. Any proceeds from a grant award will be used in support of Deschutes County residents.

Print Name Steven Remington

Signature 

Title Director of Development

Date June 24, 2021

On a separate sheet(s), please briefly answer the following questions:

1. Describe the history of your organization.
2. State the mission of your organization.
3. Describe the leadership and structure of your organization.
4. Describe the primary activities conducted by your organization.
5. Describe the specific program, project, or activity that a Spay and Neuter grant would support, if awarded.
6. Describe how this program, project, or activity would positively impact the goal of promoting or expanding spay and neuter procedures.
7. Explain the anticipated outcomes of this program, project, or activity and describe how success will be measured.

Attach:

1. Proof of the organization's 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
2. An operating budget specific to the proposed program, project, or activity.
3. A financial statement that shows actual total revenue and expenditures for the most recently completed 12-month period.
4. A roster of the organization's current Board of Directors.



Council on Aging of Central Oregon - Pet Pals Expansion
Deschutes County Spay and Neuter Grant Program 2021

1. Describe the history of your organization.

For over 45 years, the Council on Aging of Central Oregon has been the only provider in Central Oregon focused solely on the well-being of older adults. Our purpose is to prevent hunger, improve health, and promote well-being, security, and independence among Central Oregon’s most vulnerable older adults and their family members.

2. State the mission of your organization.

The mission of the Council on Aging is to advocate for, empower and guide older adults and their loved ones to live with independence and well-being, to help collectively create a community that grows older better, together.

3. Describe the leadership and structure of your organization.

Our Executive Director, with direction from our Board of Directors and Advisory Council, leads the organization of 24 employees and 400+ volunteers in implementing activities, and in realizing goals and objectives, in alignment with our mission, vision, and values.

4. Describe the primary activities conducted by your organization.

We are here to support and provide resources to our older adult community members with services including Meals on Wheels and Congregate Dining, Caregiver Support, Financial and Legal Assistance, Housing Options, In-Home Health and Activities of Daily Living Support, Medical/Dental/Vision/Hearing Assistance, Medicare Counseling (SHIBA), Pet Pals Assistance Programs and Isolation and Loneliness Initiatives (Caring Connections), and Case Management services.

5. Describe the specific program, project, or activity that a Spay and Neuter grant would support, if awarded.

The Council on Aging of Central Oregon recognizes that pets provide critical support and companionship for older adults. This has been increasingly true throughout the pandemic, when older people have been forced to isolate at home due to the impacts of COVID-19. Our agency’s Pet Pals program offers our Meals on Wheels or Congregate clients pet food and supplies to assist in caring for their pets. This program provides complimentary pet food deliveries and supplies for up to three household pets per senior. We currently have 66 pets enrolled in this program, and continue to receive requests for food, supplies, and veterinary care.

Our program does not currently offer veterinary services and we deliver as much food and supplies as we are able to (approximately 1,600 lbs. each month). We have received many veterinary care requests from our clients and are preparing to begin work with a local non-profit that focuses on veterinary care for those that cannot afford it on their own. These



funds would help us add spay & neuter options to our expanded veterinary services program.

6. Describe how this program, project, or activity would positively impact the goal of promoting or expanding spay and neuter procedures.

Our Pet Pals goals are to reduce the financial burden of owning and caring for a pet and to help our clients care for and feed their pets with less worry. We are building a network of support for our MOW clients and their pets. When delivering meals and pet food to our clients, our volunteer drivers act as a point of contact for any pet care concerns. The volunteer will return a service request form to the main office to be screened and prioritized by a specific volunteer to then filter to the veterinarians. Through collaboration with the Hope Foundation, the Vets will dispatch and respond to each need on a priority basis. This is a new, additional aspect of our existing Pet Pals program designed to expand access to veterinary care for the elderly. We are requesting funds to specifically support spay and neuter procedures for our Pet Pals program so that these procedures can be included in the emergency care, vaccination and routine health screenings we are implementing.

7. Explain the anticipated outcomes of this program, project, or activity and describe how success will be measured.

We evaluate the success of our Pet Pals program by continually tracking the number of clients and number of pets served, along with the nature of the services and outcomes of the pet care. With these funds we expect to provide a minimum of 5-10 pets with the necessary procedure over the course of the next year. Success will be measured by our ability to provide the procedure and improve the lives of these pets and their older adult companions.

Please see Attached Documents:

1. Proof of the organization’s 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
2. An operating budget specific to the proposed program, project, or activity.
3. A financial statement that shows actual total revenue and expenditures for the most recently completed 12-month period.
4. A roster of the organization’s current Board of Directors.



Pet Pals Program - Expansion

Expenses	<u>Items</u>		<u>Amount</u>
	Intake / Assessment Coordinator (2 hours / week)	\$	2,000
	Veterinary Care (spay/neuter assessment, 50 home visits at \$100 ea)	\$	7,000
	Spay & Neuter procedures (5-10 per annum)	\$	2,000
	Pet Food (dog and Cat)	\$	4,000
	Pet supplies (litter, animal carriers, leashes, crates)	\$	1,500
	Transportation costs for emergency and critical pet care to clinics	\$	1,000
	TOTAL Expenses	\$	17,500

Funding	<u>Source</u>		<u>Amount</u>
	Council on Aging & other committed / pending requests	\$	15,500.00
	Deschutes County	\$	2,000.00
	TOTAL Funding	\$	17,500.00

Central Oregon Council on Aging
Statement of Revenues and Expenditures - June, 2020
From 7/1/2019 Through 06/30/2020

08/11/2021 Item #8.

	(A)	(B)	(C)	(D)	(E)	(G)
			FY Month	12		
FY 2020 YTD P&L Actual vs Budget and vs YTD FY 2019	Current Month Actual June, 2020	YTD Actual FY 2020	YTD Budget FY 2020	YTD Actual less YTD Budget Variance	YTD Actual FY 2019	2020 Annual Budget
Revenue						
Family First (FFCRA) COVID-19 (\$180,191-allocation)	-	180,191	0	180191	0	-
CARES Act - COVID-19 (\$588,190-allocation)	227,686	478,311	0	478311	0	-
Federal & State Grant Revenue (Includes HCW)	113,394	1,867,617	2,086,209	(218,592)	2,202,136	2,086,209
Private & Local Grant Revenue	76,315	536,577	349,000	187,577	285,890	349,000
Program Income & Other	12,478	55,185	55,000	185	28,136	55,000
Investment Income	-	8,961	8,705	256	10,881	8,705
Total Revenue	429,873	3,126,842	2,498,914	627,928	2,527,042	2,498,914
Expenses						
Salaries, Benefits, and Taxes	107,076	1,402,470	1,359,484	(42,986)	1,190,760	1,359,484
Operations	60,698	394,505	336,705	(57,800)	383,897	336,705
Direct Costs (Includes HCW)	125,042	1,067,185	1,017,723	(49,462)	959,203	1,017,723
Other (Depreciation & Miscellaneous Expense)	-	191	300	109	374	300
Total Expenses	292,816	2,864,350	2,714,212	(150,138)	2,534,234	2,714,212
Net Operating Income (NOI)	137,057	262,492	(215,298)	477,790	(7,192)	(215,298)
Add: Loan Principal Payment						
Add: Capital Contributions						
Add: Capital Pledges						
Change in Net Assets						
Notes:						
Actual revenue and expenses are reported on an accrual basis as of year-end. Full GAAP.						
We do not have a true monthly budget, we take the annual budget /12.						

Central Oregon Council on Aging
Statement of Revenues and Expenditures - June, 2020
From 7/1/2019 Through 06/30/2020

08/11/2021 Item #8.

						12	2019/20		
FY 2020 YTD P&L Actual vs Budget and vs YTD FY 2019		Current Month Actual June, 2020	YTD Actual FY 2020	YTD Budget FY 2020	YTD Actual less YTD Budget Variance		YTD Actual FY 2019	2020 Annual Budget	
Revenue									
5110	Family First (FFCRA) COVID-19 (\$180,191-allocation)	-	180,191	0	180,191		0	0	
5110	CARES Act - COVID-19 (\$588,190-allocation)	227,686	478,311	0	478,311		0	0	
	Total COVID 19	227,686	658,502	0	658,502		0	0	
5110	Federal Contracts /Grants	34,116	1,051,181	1,246,706	(195,525)		1,326,238	1,246,706	
5111	State Contracts/Grants (Includes HCW)	79,278	816,437	839,503	(23,066)		875,898	839,503	
	Total Federal & State Grants	113,394	1,867,617	2,086,209	(218,592)		2,202,136	2,086,209	
5210	Local Government Grants	7,500	48,847	80,000	(31,153)		59,306	80,000	
5220	Foundation Grants	64,080	340,861	140,000	200,861		111,078	140,000	
5320	Donations/Gifts	4,735	146,870	129,000	17,870		115,507	129,000	
	Total Private & Local Grants	76,315	536,577	349,000	187,577		285,890	349,000	
5410	Program Income	3,090	24,089	25,000	(911)		25,377	25,000	
5420	Other Revenue	9,388	31,096	30,000	1,096		2,759	30,000	
	Total Program Income & Other	12,478	55,185	55,000	185		28,136	55,000	
4910	Investment Income	0	8,335	8,705	(370)		5,545	8,705	
4930	Unrealized Gain/Loss Investments	0	773	0	773		5,355		
9010	Realized Gain (Loss)	0	(147)	0	(147)		(19)		
	Total Investment Income	0	8,961	8,705	256		10,881	8,705	
	Total Revenue	429,873	3,126,842	2,498,914	627,928		2,527,042	2,498,914	

Central Oregon Council on Aging
Statement of Revenues and Expenditures - June, 2020
From 7/1/2019 Through 06/30/2020

08/11/2021 Item #8.

		Current Month Actual June, 2020	YTD Actual FY 2020	YTD Budget FY 2020	YTD Actual less YTD Budget Variance	YTD Actual FY 2019	2020 Annual Budget
	Expenses						
	Personnel Costs						
6010	Salaries & Wages	83,135	1,091,933	1,072,025	(19,908)	931,863	1,072,025
6020	Payroll Taxes	7,017	91,622	98,516	6,894	83,885	98,516
6030	Employee Benefits	16,925	218,914	188,943	(29,971)	175,012	188,943
	Total Personnel Costs	107,076	1,402,470	1,359,484	(42,986)	1,190,760	1,359,484
	Operations						
6110	Professional Services	18,397	80,753	55,608	(25,145)	58,266	55,608
6150	Insurance	6,117	30,344	30,000	(344)	29,583	30,000
6248	Client Recognition	-	0	500	500	1,668	500
6249	Volunteer Recognition	353	2,159	12,500	10,341	10,946	12,500
6250	Staff Recognition	(51)	5,977	4,300	(1,677)	3,753	4,300
6310	Rent	4,913	58,952	59,277	325	59,277	59,277
6350	Gas - Utilities	113	1,841	1,700	(141)	1,583	1,700
6352	Electricity - Utilities	585	9,510	8,250	(1,260)	7,157	8,250
6353	Garbage - Utilities	251	3,356	1,800	(1,556)	1,603	1,800
6354	Water - Sewer - Garbage	469	2,834	4,000	1,166	3,042	4,000
6355	Phone - Utilities	960	5,751	5,200	(551)	5,235	5,200
6356	Cell Phone - Utilities	904	7,353	8,280	927	7,400	8,280
6358	Data Plan - iPad	312	1,263	700	(563)	688	700
6405	Office Supplies	2,650	19,277	14,000	(5,277)	17,881	14,000
6440	Equipment	10,938	35,842	8,000	(27,842)	22,038	8,000
6429	Public Relations				0	0	
6500	Postage Marketing	51	3,139	1,550	(1,589)	4,462	1,550
6501	Postage General	64	2,848	3,200	352	3,151	3,200
6502	Dues & Subscriptions	734	17,717	15,183	(2,534)	11,278	15,183
6503	Printing - Marketing	115	8,672	4,400	(4,272)	0	4,400
6504	Advertising & Sponsorships	256	1,431	800	(631)	3,636	800

Central Oregon Council on Aging
Statement of Revenues and Expenditures - June, 2020
From 7/1/2019 Through 06/30/2020

08/11/2021 Item #8.

		Current Month Actual June, 2020	YTD Actual FY 2020	YTD Budget FY 2020	YTD Actual less YTD Budget Variance	YTD Actual FY 2019	2020 Annual Budget
6505	Marketing	446	5,015	8,182	3,167	13,997	8,182
6506	Outreach Events	(100)	428	2,500	2,072	2,583	2,500
6507	Promotional Items	-	724	1,500	776	6,777	1,500
6508	Printing - General	6,777	8,646	10,000	1,354	25,526	10,000
6511	Bank & Payroll Charges	682	6,233	4,700	(1,533)	4,598	4,700
6620	Equipment Maintenance	1,864	14,604	12,260	(2,344)	34,027	12,260
6630	Building / Maintenance	1,777	36,488	22,215	(14,273)	9,215	22,215
6820	Meeting /Conventions/Training	98	8,933	12,400	3,467	9,215	12,400
6830	Travel Employee Mileage	1,025	10,447	14,000	3,553	25,309	14,000
6831	Travel Employee Airfare	-	2,083	3,000	917		3,000
6832	Travel Employee Meals	-	461	1,200	739		1,200
6833	Travel Employee Hotels	-	1,375	5,000	3,625		5,000
6834	Travel Employee Non-Airfare	-	50	500	450		500
	Total Operations	60,698	394,505	336,705	(57,800)	383,897	336,705
	Direct Costs						
6410	Mealsites Catering	13,317	39,168	2,000	(37,168)	1,818	2,000
6411	Groceries Supplies	21,091	114,235	85,588	(28,647)	82,698	85,588
6414	Frozen Meals	5,095	99,934	111,540	11,606	114,682	111,540
6415	Mealsite Social Event	-	6,279	8,780	2,501	8,408	8,780
6420	Pet Food	-	-	-	-	701	-
6422	Mealsites Supplies	11,292	31,460	11,425	(20,035)	10,457	11,425
6425	Volunteer Mileage	2,254	24,808	22,000	(2,808)	21,153	22,000
6427	Finger Prints	-	60	50	(10)	25	50
6710	Vehicle Fuel	62	1,435	2,500	1,065	2,309	2,500
6711	Vehicle Registration & Maintenance	239	2,571	1,000	(1,571)	632	1,000

Central Oregon Council on Aging
Statement of Revenues and Expenditures - June, 2020
From 7/1/2019 Through 06/30/2020

08/11/2021 Item #8.

		Current Month Actual June, 2020	YTD Actual FY 2020	YTD Budget FY 2020	YTD Actual less YTD Budget Variance	YTD Actual FY 2019	2020 Annual Budget
	Contracts Services (old line item)			-	-	716,320	-
7101	In-Home Care (Includes HCW)	23,600	302,175	388,800	86,625		388,800
7103	Respite Care	1,263	33,323	30,000	(3,323)		30,000
7104	Chore	-	444	2,000	1,556		2,000
7106	Home Repairs	-	2,833	5,000	2,167		5,000
7108	Legal	1,050	4,200	4,200	-		4,200
7111	Health/Medical Equipment	1,531	3,380	10,000	6,620		10,000
7201	Prineville Congregate	880	38,159	52,752	14,593		52,752
7202	Prineville MOW	6,540	67,708	63,301	(4,407)		63,301
7203	Madras Congregate	1,420	18,017	19,572	1,555		19,572
7204	Madras MOW	4,416	43,809	30,450	(13,359)		30,450
7205	Bend Congregate	345	4,955	5,250	295		5,250
7206	Redmond Congregate	2,516	28,453	28,644	192		28,644
7210	Redmond MOW	8,712	95,878	87,139	(8,739)		87,139
7209	La Pine Congregate	5,216	39,168	25,332	(13,836)		25,332
7302	Safe House	-		500	500		500
7401	Transportation	-		10,000	10,000		10,000
7501	Health Promotion	100	4,683	9,900	5,217		9,900
7110	Other Contract	-	5,950	-	(5,950)		
7211	Pass Through	14,103	54,103	-	(54,103)		-
	Total Direct Costs	125,042	1,067,185	1,017,723	(49,462)	959,203.21	1,017,723
	Other						
9999	Miscellaneous Expense	-	0	300	300	351	300
9020	Investment Expenses	-	191	-	(191)	23	-
	Total Other	-	191	300	109	374	300
	Total Expenses	292,816	2,864,350	2,714,212	(150,138)	2,534,234	2,714,212
	Net Operating Income (NOI)	137,057	262,492	(215,298)	477,790	(7,192)	(215,298)

Central Oregon Council on Aging
Statement of Revenues and Expenditures - June, 2020
From 7/1/2019 Through 06/30/2020

08/11/2021 Item #8.

		Current Month Actual June, 2020	YTD Actual FY 2020	Actual FY 2019	Actual FY 2018	Project to Date	
	New Building - Capital						
	Revenue						
	Grant Revenue - Received	28,000	128,289	74,890	-	203,179	
	Grant Revenue - Pledged Non-Contingent	(27,500)	64,210	33,130	-	97,340	
	Total	500	192,499	108,020	-	300,519	
	Capital Costs						
8000	Architect, Designer, Bldg Constl Fees	-	26,312	74,635	-	100,948	
8010	Building Purchase			-	268,902	268,902	
8015	Building Construction & Materials	-	28,663	5,080	31,950	65,693	
8020	Furniture & Fixtures	2,518	14,364	42,489	-	56,853	
8025	Capital Campaign	753	27,670	56,181	5,220	89,071	
8030	Miscellaneous Expenses		5,835	1,039	-	6,874	
	Total Capital Costs	3,271	102,844	179,425	306,072	588,341	

Central Oregon Council on Aging
 Statement of Revenues and Expenditures - June, 2020
 From 7/1/2019 Through 06/30/2020

08/11/2021 Item #8.

		Actual June, 2020	YTD Actual FY 2020	Actual FY 2019	Actual FY 2018	Project to Date	
	New Building - Expense						
	Expenses						
	Operations						
6110	Profession Services				649	649	
6150	Insurance				684	684	
6310	Rent	4,913	58,952	59,277	9,825	128,054	
6350	Gas - Utilities		1,165	1,103	119	2,387	
6352	Electricity - Utilities	447	6,628	4,182	603	11,413	
6353	Garbage - Utilities	224	2,461	513	-	2,974	
6354	Water - Sewer	223	1,226	1,194	432	2,852	
6355	Phone - Utilities	240	1,086	1,688	290	3,064	
6422	Meal Site Supplies			1,196	-	1,196	
6440	Equipment		4,667	8,880	345	13,891	
6620	Equipment Maintenance	2,049	2,628	6,358	1,525	10,510	
6630	Building / Maintenance	1,106	20,744	15,671	3,795	40,210	
	Total Operations	9,201	99,555	100,061	18,267	217,883	
	Notes:						
	These expenses are included in our Statement of Revenue and Expenses and are reimbursed by the State as operation costs.						

Central Oregon Council on Aging
Statement of Revenues and Expenditures - April 30, 2021
Fiscal Year From 7/1/2020 Through 06/30/2021

08/11/2021 Item #8.

	(A)	(B)	(C)	(D)		(E)	(G)
			FY Month	10			
	Current Month Actual April, 2021	YTD Actual FY 2020-21	YTD Budget FY 2020-21	YTD 2020-21 Actual vs. Budget Variance	YTD 2020-21 Actual vs. Budget Variance %	YTD FY 19- 20 Actual	FY2020-21 Annual Budget
<u>Revenue</u>							
Family First (FFCRA) COVID-19	-	9,484	7,903	1,581	20%	118,935	9,484
CARES Act - COVID-19	-	140,834	117,362	23,472	20%	77,113	140,834
Federal & State Grant Revenue (Includes HCW)	184,443	1,813,615	1,794,607	19,008	1%	1,680,147	2,153,528
Private & Local Grant Revenue	32,612	549,057	385,417	163,641	42%	412,012	462,500
Program Income & Other	2,668	33,888	24,120	9,768	40%	35,302	28,944
Investment Income	-	18,170	7,500	10,670	142%	8,916	9,000
Total Revenue	219,723	2,565,048	2,336,908	228,139	10%	2,332,425	2,804,290
<u>Expenses</u>							
Salaries, Benefits, and Taxes	150,583	1,205,156	1,247,188	42,032	3%	1,190,519	1,496,626
Operations	28,126	413,117	385,909	(27,207)	-7%	290,835	463,091
Direct Costs (Includes HCW)	97,575	943,232	949,788	6,556	1%	848,264	1,139,745
Other (Depreciation & Miscellaneous Expense)	-	501	-	(501)	#DIV/0!	191	-
Total Expenses	276,285	2,562,006	2,582,885	20,879	1%	2,329,809	3,099,462
Net Operating Income (NOI)	(56,563)	3,042	(245,977)	249,019		2,616	(295,172)
Add: Loan Principal Payment							
Add: Capital Contributions							
Add: Capital Pledges							
Change in Net Assets							
Notes:							
Actual revenue and expenses are reported on an accrual basis as of year-end. Full GAAP.							

Central Oregon Council on Aging
Statement of Revenues and Expenditures - April 30, 2021
Fiscal Year From 7/1/2020 Through 06/30/2021

08/11/2021 Item #8.

		Current Month Actual April, 2021	YTD Actual FY 2020-21	YTD Budget FY 2020-21	YTD 2020-21 Actual vs. Budget Variance	YTD 2020-21 Actual vs. Budget Variance %	YTD FY 19- 20 Actual	FY2020-21 Annual Budget
	Expenses							
	Personnel Costs							
6010	Salaries & Wages	104,691	935,989	989,548	53,559	5%	927,217	1,187,458
6020	Payroll Taxes	8,068	64,872	75,701	10,829	14%	76,163	90,841
6030	Employee Benefits	37,824	204,296	181,939	(22,356)	-12%	187,139	218,327
	Total Personnel Costs	150,583	1,205,156	1,247,188	42,032	3%	1,190,519	1,496,626
	Operations							
6110	Professional Services	7,424	114,273	100,354	(13,919)	-14%	43,574	120,425
6150	Insurance	1,174	18,670	29,167	10,496	36%	19,508	35,000
6248	Client Recognition		5,912	417	(5,496)	-1319%	-	500
6249	Volunteer Recognition	288	5,358	6,250	892	14%	1,516	7,500
6250	Staff Recognition	613	2,386	2,083	(303)	-15%	5,974	2,500
6310	Rent	4,913	49,127	49,167	40	0%	49,127	59,000
6350	Gas - Utilities	153	2,672	1,667	(1,005)	-60%	1,613	2,000
6352	Electricity - Utilities	-	8,219	8,333	115	1%	8,359	10,000
6353	Garbage - Utilities	254	2,604	2,917	313	11%	2,854	3,500
6354	Water - Sewer - Garbage	12	2,433	2,500	67	3%	2,354	3,000
6355	Phone - Utilities		4,189	5,000	811	16%	4,324	6,000
6356	Cell Phone - Utilities	1,421	10,679	6,917	(3,763)	-54%	5,989	8,300
6358	Data Plan - iPad	116	1,165	1,083	(82)	-8%	950	1,300
6405	Office Supplies	1,314	17,028	11,667	(5,362)	-46%	15,508	14,000
6440	Equipment	-	14,630	25,049	10,419	42%	22,551	30,059
6501	Postage General	500	3,546	3,000	(546)	-18%	5,760	3,600
6502	Dues & Subscriptions	1,310	15,108	15,268	160	1%	13,035	18,321
6503	Printing & Collateral	117	16,340	7,390	(8,950)	-121%	9,260	8,868
6504	Advertising & Sponsorships	2,112	16,559	18,708	2,150	11%	1,175	2,000

Central Oregon Council on Aging
Statement of Revenues and Expenditures - April 30, 2021
Fiscal Year From 7/1/2020 Through 06/30/2021

08/11/2021 Item #8.

6854	Direct Mail		9,246	13,750	4,504	33%	0	16,500
		Current Month Actual April, 2021	YTD Actual FY 2020-21	YTD Budget FY 2020-21	YTD 2020-21 Actual vs. Budget Variance	YTD 2020-21 Actual vs. Budget Variance %	YTD FY 19- 20 Actual	FY2020-21 Annual Budget
6505	Marketing	49	343	0	-342.66	#DIV/0!	4,570	-
6506	Outreach Events	-	500	417	(83)	-20%	528	500
6507	Promotional Items	-	15,193	667	(14,526)	-2179%	724	800
6511	Bank & Payroll Charges	486	6,982	5,433	(1,548)	-28%	5,149	6,520
6620	Equipment Maintenance	2,405	16,686	7,498	(9,189)	-123%	12,515	8,997
6630	Building / Maintenance	3,098	45,700	43,741	(1,960)	-4%	32,300	52,489
6820	Meeting /Conventions/Training	204	1,698	6,135	4,437	72%	8,835	7,362
6830	Travel Employee Mileage	165	5,870	10,000	4,130	41%	8,814	12,000
6831	Travel Employee Airfare	-	-	0	0	#DIV/0!	2,083	-
6832	Travel Employee Meals	-	-	500	500	100%	461	600
6833	Travel Employee Hotels	-	-	833	833	100%	1,375	1,000
6834	Travel Employee Non-Airfare	-	-	0	0	#DIV/0!	50	-
	Total Operations	28,126	413,117	385,909	(27,207)	-7%	290,835	463,091
	Direct Costs							
6410	Mealsites Catering	158	26,970	43,548	16,577	38%	10,486	52,257
6411	Groceries Supplies	13,690	124,062	148,790	24,728	17%	81,888	178,548
6412	Shelf Stable Meals	-	16,183	13,000	(3,183)	-24%	-	15,600
6414	Frozen Meals	12,145	115,779	54,167	(61,612)	-114%	91,722	65,000
6415	Mealsite Social Event	-	527	5,000	4,473	89%	6,132	6,000
6420	Pet Food	2,473	4,109	2,083	(2,025)	-97%	-	2,500
6422	Mealsites Supplies	1,660	36,088	27,236	(8,852)	-33%	15,580	32,683
6425	Volunteer Mileage	2,069	24,245	22,917	(1,328)	-6%	19,466	27,500
6427	Finger Prints	-	-	50	50	100%	60	60
6710	Vehicle Fuel	194	1,229	1,333	105	8%	1,339	1,600
6711	Vehicle Registration & Maintenance	132	1,654	833	(821)	-99%	399	1,000

Central Oregon Council on Aging
Statement of Revenues and Expenditures - April 30, 2021
Fiscal Year From 7/1/2020 Through 06/30/2021

08/11/2021 Item #8.

		Current Month Actual April, 2021	YTD Actual FY 2020-21	YTD Budget FY 2020-21	YTD 2020-21 Actual vs. Budget Variance	YTD 2020-21 Actual vs. Budget Variance %	YTD FY 19- 20 Actual	FY2020-21 Annual Budget
7101	In-Home Care (Includes HCW)	30,124	249,905	251,667	1,761	1%	263,265	302,000
7103	Respite Care	1,145	21,373	29,167	7,793	27%	30,318	35,000
7104	Chore	-	250	1,667	1,417	85%	444	2,000
7106	Home Repairs	3,875	5,857	4,167	(1,690)	-41%	2,833	5,000
7108	Legal	-	3,375	3,750	375	10%	3,150	4,500
7111	Health/Medical Equipment	615	3,854	8,333	4,480	54%	1,833	10,000
7201	Prineville Congregate	2,192	17,052	12,999	(4,053)	-31%	36,147	15,599
7202	Prineville MOW	6,392	63,460	70,930	7,470	11%	55,200	85,116
7203	Madras Congregate	1,224	10,532	13,396	2,864	21%	14,949	16,075
7204	Madras MOW	5,312	48,212	57,630	9,418	16%	34,221	69,156
7205	Bend Congregate	448	4,632	5,000	369	7%	4,264	6,000
7206	Redmond Congregate	1,692	19,028	22,803	3,775	17%	20,501	27,363
7210	Redmond MOW	8,032	82,112	83,797	1,685	2%	78,190	100,556
7209	La Pine Congregate	3,744	49,952	51,610	1,658	3%	30,344	61,932
7302	Safe House	-	-	417	417	100%	-	500
7401	Transportation	-	-	-	-	#DIV/0!	-	-
7501	Health Promotion	260	2,442	2,250	(192)	-9%	4,583	2,700
7110	Other Contract	-	2,950	4,250	1,300	31%	5,950	5,100
7211	Pass Through	-	7,400	7,000	(400)	-6%	35,000	8,400
	Total Direct Costs	97,575	943,232	942,788	(444)	0%	848,264	1,139,745
	Other							
9999	Miscellaneous Expense	-	-	-	-		-	-
9020	Investment Expenses	-	501	-	(501)	#DIV/0!	191	-
	Total Other	-	501	-	(501)	#DIV/0!	191	-
	Total Expenses	276,285	2,562,006	2,575,885	13,879	1%	2,329,809	3,099,462
	Net Operating Income (NOI)	(56,562)	3,042	(238,977)	242,019		2,616	(295,463)

Central Oregon Council on Aging
 Statement of Revenues and Expenditures - April 30, 2021
 Fiscal Year From 7/1/2020 Through 06/30/2021

08/11/2021 Item #8.

		Current Month Actual April, 2021	YTD Actual FY 2020-21	Actual FY 2019-20	Actual FY 18- 19	Actual FY17-18	Project to Date
	New Building - Capital						
	Revenue						
	Grant Revenue - Received	50,294	199,629	128,289	74,890	-	402,808
	Grant Revenue - Pledged Non-Contingent			64,210	33,130	-	97,340
	Total	50,294	199,629	192,499	108,020	-	500,148
	Capital Costs						
8000	Architect, Designer, Bldg Constl Fees	159	68,620	26,312	74,635	-	169,567
8001	Vehicle Purchase	-	23,627				23,627
8010	Building Purchase	-	0		-	268,902	268,902
8015	Building Construction & Materials	1,499	384,026	28,663	5,080	31,950	449,719
8020	Furniture & Fixtures	1,935	15,781	14,364	42,489	-	72,634
8025	Capital Campaign	76	1,807	27,670	56,181	5,220	90,877
8030	Miscellaneous Expenses			5,835	1,039	-	6,874
	Total Capital Costs	3,669	493,860	102,844	179,425	306,072	1,082,201



**Council on Aging Board of Directors
January 2021**

Louis Capozzi (President)

3735 NW Junegrass Ct.
Bend, OR 97703
917-443-2462
lcapozzi@mac.com

Formerly served as chairperson of the MSL Group, one of the world’s largest public relations firms. He managed operations in 30 cities around the world. Earlier he was Chief Communications Officer at Aetna.

The author of two books on communication, he now teaches in the Master’s program in Strategic Communication at The University of Oregon. In the community, Lou is treasurer of Bend 2030 and serves on several Bend and Central Oregon government committees.

Peter Lekki (Vice President)

19841 Copernicus Avenue
Bend, OR 97702
315-323-8592
petelekkilaw@gmail.com

Practiced law from for 37 years in New York state, with extensive experience representing municipal governments, villages, towns, school districts and counties. Served in the US Army active duty 1970-1972.

Jenna Corbly (Secretary)

2155 NE 6th Street, Apt. 95
Bend, OR 97701
503-347-0140
jcorbly@hotmail.com

Executive Director, Pilot Butte Rehab Center; served on Junior League in Portland and Eugene.

Wendy Miki Glaus (Treasurer)

20302 Mariner Dr.
Bend, OR 97703
808-381-7521
wmglaus@hurley-re.com

Paralegal for Hurley Re P. C. Wendy is a licensed CPA in Oregon and is working on obtaining her law license in Oregon. Wendy is licensed to practice law in Hawaii. She is certified as an elder law specialist and recognized as a Certified Elder Law Attorney (CELA) by the American Bar Association (ABA), accredited by the National Elder Law Foundation and so certified by the Supreme Court of Hawaii. She is also certified as an Estate Planning Law Specialist and Accredited Estate Planner® (AEP®) by the Estate Law Specialist Board, Inc., an organization accredited by the American Bar Association and affiliated with the National Association of Estate Planners & Counsel (NAEPC), and so certified by the Supreme Court of Hawaii.

Peter Metherall

3527 NW Braid Road
Bend, OR 97703
608-658-3409
pmetherall@gmail.com

Retired Vice President for Dean Health Systems, Wisconsin; Past Board Member Howard University Hospital.

Dr. Jennifer Neahring

96 NW Drake Rd.
Bend, OR 97703
541-668-1968
jcneahring@icloud.com

Palliative care physician at St. Charles Health System and the founder of the WEAVE (WE are All Village Elders) Village nonprofit to help adults age in place in Salem, Oregon. Former congressional candidate.

Chris Piper

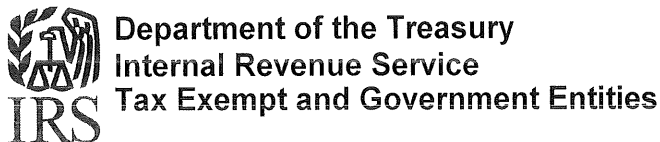
19815 Kenzie Avenue
Bend, Oregon 97702
(541) 408-5494
piperducks36@gmail.com

Mr. Piper is a seasoned business development and marketing executive and a recent member of the City Council of Bend, OR.

Emily Salmon

633 NE Innes Lane
Bend, OR 97701
541-390-8449
esalmon@gmail.com

Director of Population Health at St. Charles Health System in Central Oregon. Member of the Central Oregon Health Council's Operations Council (Ops). Formerly Program Manager for Pioneer Memorial Hospital.



COUNCIL ON AGING OF CENTRAL OREGON
373 NE GREENWOOD AVE
BEND, OR 97701

Date:
June 28, 2018
Person to contact:
Name: Ms. Wiles
ID number: 1000196728
Employer ID number:
93-0661229
Form 990 required:
Yes

Dear Sir or Madam:

We're responding to your request dated 05/14/2018, about your tax-exempt status.

We issued you a determination letter in February 1979, recognizing you as tax-exempt under Internal (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax-deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

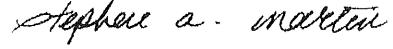
If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through

Letter 4168 (2-2018)
Catalog Number 66666G

Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,



Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



BOARD OF
COMMISSIONERS

SPAY & NEUTER GRANT PROGRAM

Organization: Ember's Wildflower Animal Sanctuary

Project: Spay/neuter each rabbit prior to its adoption, as the only rabbit sanctuary in Central Oregon.

Estimated impact/cost:

Since opening in 2019, 127 rabbits have been spayed or neutered, 10 are currently on the waitlist.

Each spay procedure costs \$150, neuter \$97

Dog Board 2021 funding recommendation: \$1,580

Grants awarded in past five years:

None

Deschutes County Spay and Neuter Grant Application 2021

A complete application will consist of the following:

- 1. This cover sheet, signed and dated.
- 2. Narrative responses to the questions which appear at the end of this document submitted on no more than three separate, single-sided, single-spaced pages.
- 3. Attachments as follows:
 - a. Proof of the organization’s 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
 - b. An operating budget specific to the proposed program, project, or activity.
 - c. A financial statement that shows actual total revenue and expenditures for the most recently completed 12-month period.
 - d. A roster of the organization’s current Board of Directors.

Submit the completed application electronically to laura.skundrick@deschutes.org no later than 5:00 p.m. on June 30, 2021. Late or incomplete applications will not be considered. Information or materials submitted instead of or in addition to those specifically requested in this application form will not be reviewed.

Contact Information Organization Name Ember’s Wildflower Animal Sanctuary & Bunny Rescue

Address 2584 NW 58th Street

City Redmond, OR 97756

Phone Number **(541) 419-9173**

Alternate Phone Number **(541) 221-1478**

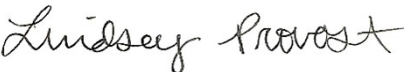
Fax Number N/A

Email Address wildflowerbunnylove@gmail.com

Website <http://emberswildflower.org/>

By signing below, I certify the following: 1. All information provided to Deschutes County in this application is correct. 2. I am authorized by the governing board of the stated organization to submit this grant application. 3. This organization is in good standing with the IRS and retains its official 501(c)(3) tax-exempt status. 4. This organization is located in Deschutes County. 5. Any proceeds from a grant award will be used in support of Deschutes County residents.

Print Name Lindsey Provost



Signature

Title President/Founder

Date June 30, 2021

Deschutes County Spay and Neuter Grant Application 2021

1. Describe the history of your organization.

In April 2015, our Founder/President Lindsey was given Ember, her first bunny, as a gift the day before Easter. He showed her how special bunnies are and inspired her to save as many as she could. She soon learned bunnies are the 3rd most abandoned pet and decided to help. Lindsey started Ember's in January 2019 and became an official 501(c)(3) nonprofit in March 2019. Bunnies are Ember's main focus, although we love all animals and have a small variety. We are happy to provide a place for children and adults to volunteer with animals, where they can learn and practice kindness for all beings. We plan small events for children to interact with our animals. In addition, we provide local presentations and have been featured on Central Oregon Daily News and in Source Weekly and Bend Magazine to spread awareness and education in our community. We also recently collaborated with Humane Society of Central Oregon to receive a reduced fee for spays/neuters. In our short time open, we have taken in 184 bunnies (have 28 on the waitlist), spayed or neutered 130, placed 101 into loving homes and currently provide sanctuary for 68 bunnies and 10 other animals.

We are the only sanctuary in Central Oregon dedicated to bunny rescue and are eager to continue to grow and make a difference. We recently fundraised (\$13,000+) and built an expanded bunny barn which holds three times+ (3x) the number of bunnies our previous shed held. Due to the expansion and the current need for surrender, we project our need for spay/neuters to expand accordingly. This past year our spay/neuter costs were \$4,111 and our vet bills (not including spay/neuter) totaled \$4,165. We have an active CareCredit account with a total credit of \$3,500, which is at capacity and are currently making payments. We respectfully seek a total amount of \$5,000 to help pay for approximately half of the spay/neuters in 2021 (see attached spreadsheet).

2. State the mission of your organization.

We provide a safe place for rescued animals to receive the love and care that they deserve while offering education to the public regarding the need for domestic bunny rescue and spay/neuter. Our main focus is to take in bunnies, including special needs, and provide the medical care they need as well as spaying and neutering bunnies before adopting them into loving homes.

3. Describe the leadership and structure of your organization.

- President/Founder: Lindsey Provost
- Treasurer: Emma Petterson
- Secretary: Skyla Moynihan
- Finance/Fundraising Volunteer: Cindy Hamlin

4. Describe the primary activities conducted by your organization.

Ember's main focus is taking in unwanted or abandoned domestic bunnies, especially those with special needs, in order to care for their health needs, spay/neuter and adopt out into loving, forever homes.

5. Describe the specific program, project, or activity that a Spay and Neuter grant would support, if awarded.

It is Ember's policy to spay or neuter each bunny that is surrendered, in addition to microchip and RHDV2 vaccination, prior to adopting out. This grant support will ensure that we are able to accomplish this in a timely manner in order to take in and adopt out as many bunnies as possible. Previous to the RHDV2 outbreak in Oregon, we had partnered with the HSCO to receive discounted spay/neuters. Due to RHDV2, they are no longer taking in bunnies, therefore we are unable to get that discount.

6. Describe how this program, project, or activity would positively impact the goal of promoting or expanding spay and neuter procedures.

Our spay/neuter policy has already positively impacted the lives of numerous bunnies. Male and female bunnies are at higher risk of cancer if left unaltered. If we are able to get grant funds, we will be ensured of getting all of our surrendered bunnies spayed or neutered in a timely manner in order for them to be eligible to adoption.

7. Explain the anticipated outcomes of this program, project, or activity and describe how success will be measured.

Success will be measured by the amount of funds received paying for the spays and neuters needed over the next few months. Spay cost \$150, neuter cost \$97. We currently have 64 bunnies in our care, including fosters. We have successfully spay/neutered 127 bunnies as of today, and currently have 10 waiting to be altered (5 spay & 5 neuters).

Ember's Financials

Statement of Financial Position (Balance Sheet)**12/31/2020**

Cash, operating	3,448
Cash, savings	1,084
Bunny Barn, construction in progress	10,645
Total Assets	15,177
Care credit payable	3,357
Total Liabilities	3,357
Net assets, unrestricted	10,736
Net assets, board designated operating reserves	1,084
Net assets, restricted	-
Total Net Assets	11,820
Total Liabilities and Net Assets	15,177

Statement of Activities (Profit & Loss)**January - December 2020****Revenue**

Donations, cash	17,322
Donations, in-kind	2,395
Surrender fees	1,135
Adoption fees	3,021
Boarding fees	1,316
Fundraising events	4,738
Fundraising events, direct costs	(493)
Total Revenue	29,434

Expenses

Dues	426
Food	1,048
Mileage	368
Other veterinary	5,590
Spay & neuter	4,651
Supplies & enrichment	3,116
Total Expenses	15,199

Change in net assets**14,235**

Statement of Financial Position (Balance Sheet)**January 2021 Month-To-Date**

Cash, operating	2,837
Cash, savings	1,084
Bunny Barn, construction in progress	11,185
Total Assets	14,022
<hr/>	
Care credit payable	3,259
Total Liabilities	3,259
<hr/>	
Net assets, unrestricted	9,679
Net assets, board designated operating reserves	1,084
Net assets, restricted	-
Total Net Assets	10,763
Total Liabilities and Net Assets	14,022

Statement of Activities (Profit & Loss)**January 2021 Month-To-Date**

Revenue	
Donations, cash	871
Donations, in-kind	-
Surrender fees	190
Adoption fees	130
Boarding fees	-
Fundraising events	51
Fundraising events, direct costs	-
Total Revenue	1,242
<hr/>	
Expenses	
Dues	5
Food	65
Mileage	93
Other veterinary	734
Spay & neuter	247
Supplies & enrichment	59
Total Expenses	1,203
<hr/>	
Change in net assets	39

EMBERS SPAY & NEUTERS 2021

08/11/2021 Item #8.

Bunny Name	Date spay/neuter	GENDER	COST
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CURRENT ADOPTEES

1	Coral	1/6/2021	F	\$150.00
2	Spice	1/6/2021	M	\$97.00
3	Ariel	1/29/2021	F	\$150.00
4	Indigo	1/29/2021	M	\$97.00
5	Aries	2/3/2021	F	\$150.00
6	Magnolia	2/3/2021	F	\$150.00
7	Marin	2/4/2021	M	\$97.00
8	Maisie	2/4/2021	F	\$150.00
9	Marsh	2/12/2021	M	\$97.00
10	Misty	2/12/2021	F	\$150.00
11	Galaxy	2/17/2021	F	\$150.00
12	Peach	2/17/2021	F	\$150.00
13	Pear	2/23/2021	M	\$97.00
14	Peach	2/23/2021	F	\$150.00
15	Huckleberry	2/23/2021	M	\$97.00
16	Leo	2/23/2021	M	\$97.00
17	Luca	2/23/2021	M	\$97.00
18	Pudding	3/3/2021	M	\$97.00
19	Brin	3/4/2021	F	\$150.00
20	Cascade	3/10/2021	M	\$97.00
21	Opal	3/17/2021	F	\$170.00
22	Mango	3/17/2021	F	
23	Butternut	3/18/2021	F	\$150.00
24	Cinder	4/21/2021	F	\$150.00
25	Canyon	5/11/2021	M	\$97.00
26	Cliff	5/11/2021	M	\$97.00
27	Oakley	5/20/2021	M	\$97.00
28	Chili	5/20/2021	M	\$97.00
29	Clarke	5/20/2021	M	\$97.00
30	Ginny	5/20/2021	F	\$150.00
31	Abbie	5/25/2021	F	\$150.00
32	Moose	5/25/2021	M	\$97.00
33	Luna	5/27/2021	F	\$150.00
34	Maple	6/1/2021	M	\$97.00
				\$4,069.00
	WAITING			
1	Button		F	\$150.00
2	Otter		M	\$97.00
3	Cotton		M	\$97.00
4	Rosemary		F	\$150.00
5	Banyon		F	\$150.00
6	Sunshine		M	\$97.00
7	Isabella sister		F	\$150.00
8	Isabella sister		F	\$150.00
9	Strawberry		F	\$150.00
10	Blueberry		M	\$97.00
				\$1,288.00
	2nd Half 2021 projected			\$6,103.50

**MEMORANDUM OF ACTION ORGANIZING
EMBER'S WILDFLOWER ANIMAL SANCTUARY AND BUNNY RESCUE**

THE UNDERSIGNED, being all of the directors of EMBER'S WILDFLOWER ANIMAL SANCTUARY AND BUNNY RESCUE, an Oregon non-profit corporation, adopt the following corporate actions. Articles of Incorporation were filed in the office of the Secretary of State of the State of Oregon on February 25, 2019 and a file-stamped copy of the original of the Articles of Incorporation was returned to the incorporator. The Secretary has inserted or will insert the file-stamped copy of the Articles of Incorporation in the minute book.

- 1. The Bylaws attached as Exhibit "A" are adopted as the Bylaws of the corporation.
- 2. The number of directors of the corporation shall be no fewer than three and no more than nine. The following individuals are elected as the directors to serve for the following year and until their successors are duly elected and qualified:

LINDSEY SAGE PROVOST

SKYLA MOYNIHAN

EMMA PETTERSON

- 3. The following individuals are appointed to the offices set opposite their name, to serve for the following year and until their successors are duly elected and qualified:

<u>NAME</u>	<u>OFFICE</u>
LINDSEY SAGE PROVOST	President
EMMA PETTERSON	Treasurer
SKYLA MOYNIHAN	Secretary

- 4. The registered agent of the corporation is LINDSEY SAGE PROVOST and the registered office of the corporation is 2584 SW 58TH ST REDMOND, OR 97756

INTERNAL REVENUE SERVICE
 P. O. BOX 2508
 CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 26 2019**

EMBERS WILDFLOWER ANIMAL SANCTUARY
 AND BUNNY RESCUE
 2584 SW 58TH ST
 REDMOND, OR 97756-0000

Employer Identification Number:
 83-3668244
 DLN:
 26053456002969
 Contact Person:
 CUSTOMER SERVICE ID# 31954
 Contact Telephone Number:
 (877) 829-5500
 Accounting Period Ending:
 December 31
 Public Charity Status:
 170(b)(1)(A)(vi)
 Form 990/990-EZ/990-N Required:
 Yes
 Effective Date of Exemption:
 February 21, 2019
 Contribution Deductibility:
 Yes
 Addendum Applies:
 No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947



BOARD OF COMMISSIONERS

SPAY & NEUTER GRANT PROGRAM

Organization: Furry Friends Foundation

Project: The Fix is FREE Program: Sponsor and promote spay and neuter procedures performed by the Bend Spay & Neuter Project for dogs and cats of families in financial hardship, allowing pets to remain in their homes.

Estimated impact/cost:

In 2020, 71 pets were spayed or neutered.

Average cost for spay/neuter services is \$53.34 per procedure.

Dog Board 2021 funding recommendation: \$2,434

Grants awarded in past five years:

2020	\$2,431	S&N Grant
2019	\$4,400	S&N Grant
2018	\$3,875	S&N Grant

Deschutes County Spay and Neuter Grant Application 2021

A complete application will consist of the following:

1. This cover sheet, signed and dated.
2. Narrative responses to the questions which appear at the end of this document submitted on no more than three separate, single-sided, single-spaced pages.
3. Attachments as follows:
 - a. Proof of the organization's 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
 - b. An operating budget specific to the proposed program, project, or activity.
 - c. A financial statement that shows actual total revenue and expenditures for the most recently completed 12-month period.
 - d. A roster of the organization's current Board of Directors.

Submit the completed application electronically to laura.skundrick@deschutes.org no later than 5:00 p.m. on June 30, 2021. Late or incomplete applications will not be considered. Information or materials submitted instead of or in addition to those specifically requested in this application form will not be reviewed.

Contact Information

Organization Name Furry Friends Foundation

Address 412 E. Main Ave., Ste. 4 / PO Box 1175

City Sisters **Zip Code** 97759

Phone Number 541-797-4023 **Alternate Phone Number** 541-480-3201

Fax Number none **Email Address** info@furryfriendsfoundation.org

Website www.furryfriendsfoundation.org

By signing below, I certify the following:

1. All information provided to Deschutes County in this application is correct.
2. I am authorized by the governing board of the stated organization to submit this grant application.
3. This organization is in good standing with the IRS and retains its official 501(c)(3) tax-exempt status.
4. This organization is located in Deschutes County.
5. Any proceeds from a grant award will be used in support of Deschutes County residents.

Print Name Kiki Dolson

Signature 

Digitally signed by Kiki Dolson
DN: cn=Kiki Dolson, o=Furry Friends Foundation, ou,
email=info@furryfriendsfoundation.org, c=US
Date: 2021.06.16 09:52:56 -0700

Title Executive Director

Date 6/16/2021

On a separate sheet(s), please briefly answer the following questions:

1. Describe the history of your organization.
2. State the mission of your organization.
3. Describe the leadership and structure of your organization.
4. Describe the primary activities conducted by your organization.
5. Describe the specific program, project, or activity that a Spay and Neuter grant would support, if awarded.
6. Describe how this program, project, or activity would positively impact the goal of promoting or expanding spay and neuter procedures.
7. Explain the anticipated outcomes of this program, project, or activity and describe how success will be measured.

Attach:

1. Proof of the organization’s 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
2. An operating budget specific to the proposed program, project, or activity.
3. A financial statement that shows actual total revenue and expenditures for the most recently completed 12-month period.
4. A roster of the organization’s current Board of Directors.



"Not all pets in need are homeless, some just need a helping paw."

www.furryfriendsfoundation.org | email: info@furryfriendsfoundation.org | EIN: 45-2352228
412 E. Main Ave., Ste. 4 | PO Box 1175 | Sisters, OR 97759 | 541-797-4023

June 16, 2021

Deschutes County Board of Commissioners
Deschutes County Spay & Neuter Grant Program
Email to: laura.skundrick@deschutes.org

Deschutes County Spay & Neuter Grant Program Application

1. History of Organization

Furry Friends Foundation first began in 1992 as the Furry Friends Holiday Pet Food Drive in partnership with Sisters Kiwanis Club and Sisters-Camp Sherman RFPD, both located in Sisters, Oregon. Families in need for the drive apply through the Sisters Kiwanis application process and are identified as low income. The holiday pet food drive application includes requests for free spay/neuter sponsorships, and is distributed in late December at the Sisters Fire Hall. The drive continues today with Furry Friends feeding a 10-year-average of 391 pets per holiday drive.

In March of 2012 Furry Friends Foundation expanded its pet food distribution and spay/neuter/wellness sponsorship services to year-round and became a 501(c)(3) organization known formally as Furry Friends Foundation, Inc. Our support and funding includes The Roundhouse Foundation, City of Sisters grant, Ray's Food Place rewards program, OBRC (Oregon Bottle Recycling Cooperative) and the Deschutes Co. Spay & Neuter Grant Program. We raise other funds year-round primarily through private donations and fundraisers.

2. Mission

We are dedicated to improving the welfare of families with pets in Sisters, Oregon. It is our mission to help pets stay healthy and remain in their homes through sponsorship of free spay/neuter surgeries, by operating pet supply and pet food banks, and by offering monetary assistance for pet wellness, vaccinations and emergency veterinary medical needs to families in financial hardship.

3. Leadership and Structure

The Furry Friends office is open 2 days a week, daily by appointment with clients able to call for assistance 7 days a week. During the COVID-19 pandemic we have been able to continue to serve families and seniors through no-contact pickup. We also offer delivery services to those who are disabled and to seniors.

Applications for spay/neuter and vaccination sponsorships, wellness services and medical assistance are completed at the office or over the phone. The Furry Friend's office maintains a pet food and pet supply bank. We partner with Sisters Kiwanis to provide a second pet food bank at their location. Our focus is the area encompassing a 10-mile radius within the Sisters School District; with an estimated population of 8,000+. Furry Friends Foundation is the sole nonprofit in Sisters aiding pets and their families. There is a core group of approximately 10 volunteers. No individual is paid a salary for his or her time by Furry Friends Foundation. The three board members are Kiki Dolson, Marcy Kuhlman, and Jeannie Sandecki. (See attached roster.)

4. Primary Activities (Of Note: An estimated 40% of the clients we serve are seniors living on a fixed income.)

a. Spay & Neuter Sponsorships: Both dog and cat. Individuals fill out a simple application form for sponsorship. We have a partnership with Bend Spay & Neuter Project where the surgeries are performed. We notify Bend Spay & Neuter to add the family to the Furry Friends sponsorship list. The family then makes the appointment and transports their pet. Vaccinations and deworming are also often sponsored at this time. Bend Spay & Neuter then bills Furry Friends Foundation for the surgery and services.

b. Vaccinations: We sponsor vaccinations through the Bend Spay & Neuter Saturday Wellness Clinics. Often the only thing keeping a family from licensing their dog is the rabies vaccine. Due to cost, they are unable to afford a visit to a veterinary clinic, so this Furry Friends service paves the way for them to license their pet.

c. Two Pet Food Banks & Pet Supply Banks: We maintain 2 pet food banks, one at the Furry Friends office and one at the Sisters Kiwanis Food Bank. We distribute approximately 2 tons of pet food monthly through the pet food banks. The pet food bank at the Furry Friends office also distributes pet supplies including but not limited to toys, chews, coats, leashes, harnesses, collars, e-collars, dog cookies, nail clippers, bowls, shampoo, cat litter, beds and kennels. There are kennels to borrow along with a Have-A-Heart trap for feral cats.

d. Financial Medical Assistance: The family fills out an application for medical assistance for their pet. Each application is evaluated on a case-by-case basis. Based on that evaluation and when appointments are available, the family is referred to Crooked Tails Veterinary Clinic in Prineville. Crooked Tails is able to offer excellent care at reduced cost. If the family is unable to transport their pet out of the area, they are referred to one of the three veterinarians in Sisters. We work with Sisters Veterinary, Broken Top Veterinary and Black Butte Veterinary. We begin with a \$125 cap to cover the exam and any lab work or medicine prescribed. After the first visit we re-evaluate the level of sponsorship based on the pet’s needs and family’s ability to pay. We also offer euthanasia sponsorships through the local veterinarians.

e. Misc. services - We handle many individual requests for winter pet coats/booties to requests year ‘round for leashes and collars, kennels, toys and chews, bowls, pet beds, e-collars, prescription or allergy diet pet food, to lost-and-found pet listings posted on our Facebook page. We work with Three Rivers Humane Society to facilitate adoption and release of ownership.

5. Grant Program – “The Fix is FREE”

We will continue our successful spay/neuter program though 2021 with the same campaign title of “The Fix is Free.” The campaign will be marketed through free announcements in the local newspaper, limited free newspaper advertising and some at a reduced rate. It will also be promoted heavily through social media primarily the Furry Friends Facebook page and other Central Oregon Facebook pet groups. Further promotion will include flyers attached to the pet food bags distributed at the pet food banks. Word of mouth has spread our message to the Bend, Redmond and Prineville areas. We never turn down a request for free spay/neuter sponsorship even though the client may live outside our Sisters service area.


6. Program Impact

Continuing this program aids us in reaching every Sisters area resident needing spay and neutering services. An important part of the campaign is to educate and emphasize that an altered pet is a healthier pet. We also work with an individual that traps feral cats in the Sisters area and Furry Friends sponsors their spay/neuter surgeries.

7. Outcome

We are confident we can continue to aid the Sisters community by reducing the feral cat and unwanted pet population. And, in addition with this grant help families keep their pets healthy, in their homes, and out of the crowded Central Oregon shelters.

We respectfully request a \$4,000 grant from Deschutes County. Thank you for your consideration.


Kiki Dolson, Executive Director



"Not all pets in need are homeless, some just need a helping paw."

www.furryfriendsfoundation.org | info@furryfriendsfoundation.org | EIN: 45-2352228
412 E. Main Ave., Ste. 4 | PO Box 1175 | Sisters, OR 97759 | 541-797-4023

"The Fix is Free" Campaign Budget 2021

With the 2-month closing of our spay/neuter partner clinic in 2020 we estimated 65 pets for the year. The actual number for 2020 was 71 pets. As the county opens up in 2021 we are hopeful so will the requests for spay/neuters. We are estimating a slight increase for 2021 to 75 pets.

Spay/Neuters Cost Estimate for 75 pets

Cat Male - \$35 + \$7 exam fee = \$42
Cat Female - \$42 + \$7 exam fee = \$49
Average Cost per Cat = \$45.50

Dog Male - \$70 + \$10 e-collar + \$7 exam fee = \$87
Dog Female - \$87 + \$10 e-collar + \$7 exam fee = \$104
Average Cost per Dog = \$95.50

Projected Cost for 75 pets (38 cats, 37 dogs)
Cats - \$1,729
Dogs - ~~\$3,533.50~~ \$3,534
Total projected Campaign Cost = \$5,263*

Total Estimated Cost = \$5,263
Funding from...
Deschutes Co. Grant award < \$4,000 >

Furry Friends Foundation
Contribution < \$1,263 >

Balance -0-

Average Cost to Deschutes County to spay/neuter 38 cats/37 dogs (75 pets) = \$53.34 per animal

*NOTE: The majority of pets are also vaccinated at the time of surgery increasing the cost by \$30-\$45 per pet.

The **FIX** is **FREE**

to spay/neuter your cat or dog



It's as Easy as 1-2-3

1. Stop by and fill out a simple form
2. Call Bend Spay & Neuter for an appointment
3. Transport your pet, Furry Friends pays, done!

FURRY FRIENDS
FOUNDATION

For more
information
541-797-4023

412 E. Main Ave. Ste. 4, Sisters, OR 97759
(Behind The Nugget Newspaper Office)

(This ad sponsored by The Nugget Newspaper)

Furry Friends Foundation, Inc.
412 E. Main, Ste. 4
PO Box 1175
Sisters, OR 97759

Profit & Loss Statement

January 2020 through December 2020

6/15/21
7:36:34 AM

Income			
Donations		\$13,814.01	
Donation - In Memory		\$1,240.00	
Donations Online		\$3,772.66	
FB Network for Good		\$2,991.13	
Benevity Fund		\$191.20	
Fundraiser Sales		\$190.00	
Ray's Access Reward Card Funds		\$1,462.35	
Amazon Smile		\$233.17	
OBRC Bottle/Can Drive		\$11,000.00	
Grants other		\$6,428.00	
Roundhouse Grant		\$2,000.00	
Deschutes Co. Grant		\$2,431.00	
City of Sisters Grant		\$1,800.00	
Total Income			\$47,553.52
Cost of Sales			
Food / Treats / Beds & Toys			
Pet Food	\$8,917.94		
Cat Litter	\$1,524.08		
Beds / Toys / Collars / Coats	\$2,925.00		
Total Food / Treats / Beds & Toys		\$13,367.02	
Freight			
Pet Food Freight	\$900.70		
Spay Neuter Vaccinations			
Spay & Neuter	\$2,982.00		
Vaccinations/wormer	\$3,149.00		
Dog Licenses / Chips /Nails	\$255.00		
Total Spay Neuter Vaccinations		\$6,386.00	
Veterinary Care			
Sisters Vet	\$723.38		
Broken Top Vet	\$480.00		
Crooked Tails	\$63.00		
Humane Societies etc	\$103.00		
Medical Vets misc	\$349.75		
Total Veterinary Care		\$1,719.13	
Fundraisers			
Fundraiser Supplies cost	\$79.83		
Total Fundraisers		\$79.83	
Online & Fees			
Online costs	\$141.05		
Square Fees	\$3.65		
Paypal fees	\$94.66		
Total Online & Fees		\$239.36	
Total Cost of Sales			\$22,692.04
Gross Profit			\$24,861.48
Expenses			
Supplies		\$393.37	
Office Equipment		\$269.94	
Software		\$179.88	

Furry Friends Foundation, Inc.

Profit & Loss Statement

January 2020 through December 2020

6/15/21
7:36:34 AM

Postage & Shipping	\$46.20	
Promotion/Public Relations	\$31.99	
Liability Insurance	\$1,830.00	
Maintenance	\$135.00	
State Corp Fees	\$50.00	
Bus. License	\$10.00	
Rent	\$1,860.00	
Telephone Verizon	<u>\$851.45</u>	
Total Expenses		\$5,657.83
Operating Profit		<u>\$19,203.65</u>
Other Income		
Other Expenses		
Net Profit / (Loss)		<u><u>\$19,203.65</u></u>

Furry Friends Foundation, Inc.

412 E. Main, Ste. 4

PO Box 1175

Sisters, OR 97759

Balance Sheet

As of December 2020

**6/15/21
7:35:49 AM**

<hr/>			
Assets			
Current Assets			
Cash On Hand			
Checking Account	\$89,570.26		
Total Cash On Hand		\$89,570.26	
Total Current Assets			\$89,570.26
Property & Equipment			
Buildings			
Equipment	\$289.98		
Total Buildings		\$289.98	
Total Property & Equipment			\$289.98
Total Assets			<u>\$89,860.24</u>
Liabilities			
Current Liabilities			
Accounts Payable	\$1,486.89		
Oregon Department of Justice	-\$57.00		
Total Current Liabilities		\$1,429.89	
Total Liabilities			\$1,429.89
Equity			
Retained Earnings		\$57,982.58	
Current Year Earnings		\$19,203.65	
Historical Balancing		\$11,244.12	
Total Equity			\$88,430.35
Total Liability & Equity			<u>\$89,860.24</u>



412 E. Main Ave., Ste. 4
PO Box 1175 | Sisters, Oregon 97759
EIN: 45-2352228

Furry Friends Foundation Board of Directors:

Kiki Dolson, Executive Director
PO Box 1175
Sisters, OR 97759

Marcy Kuhlman, Director
891 S. Starry Skies Ct.
Sisters OR 97759

Jeannie Sandecki, Director
783 Greenridge
Sisters, OR 97759

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 28 2012**

FURRY FRIENDS FOUNDATION
INCORPORATED
C/O KATHLEEN DOLSON
PO BOX 698
SISTERS, OR 97759-0698

Employer Identification Number:
45-2352228
DLN:
17053320354011
Contact Person:
PETER A ORLETT ID# 31436
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
May 16, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

FURRY FRIENDS FOUNDATION

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



BOARD OF COMMISSIONERS

SPAY & NEUTER GRANT PROGRAM

Organization: Humane Society of Central Oregon

Project: Subsidizes the Mother & Kittens Special, offering spay/neuter surgeries for mother & four kittens for \$100. This special ensures when kittens are ultimately re-homed, they're unable to produce unplanned or unwanted litters themselves.

Estimated impact/cost:

In 2020, 17 Mother & Kitten specials were provided.

Average cost for each special is about \$150.

Dog Board 2021 funding recommendation: \$2,519

Grants awarded in past five years:

2020	\$2,569	S&N Grant
2019	\$8,600	S&N Grant

**Deschutes County Spay and Neuter Grant Program
FY 2021 Funding Recommendations**

Organization	Location	Funding focus	Project Description	Recommendation
Brightside Animal Center	Redmond	Animals in Brightside's custody	Spay/neuter every animal that comes to the shelter, prior to its adoption.	\$2,373
Companion Animal Medical Project (CAMP)	Bend, with clinics around Central Oregon	Companion animals of people experiencing homelessness or significant financial distress	Coordinate s/n services through monthly clinics, which currently provide wellness exams, immunizations, and preventative care.	\$2,359
Council on Aging of Central Oregon	Bend	Pets of Meals on Wheels or Congregate Dining clients	Add s/n options to Pet Pals Program, which provides complimentary pet food and supply deliveries, as well as access to veterinary services.	\$1,735
Ember's Wildflower Animal Sanctuary	Redmond	Rabbits in Sanctuary's custody	Each rabbit is s/n prior to its adoption, at the only rabbit sanctuary in Central Oregon.	\$1,580
Furry Friends Foundation	Sisters	Dogs and cats of families in financial hardship	Sponsor and promote "The Fix is FREE Program" s/n procedures performed by the Bend Spay & Neuter Project, allowing pets to remain in their homes.	\$2,434
Humane Society of Central Oregon	Bend	Cats – mother and up to four kittens	Subsidizes the Mother & Kittens Special for \$100. Ensures kittens are unable to produce unplanned litters when they are re-homed.	\$2,519
Total				\$13,000