

CITY OF NEWPORT, OREGON COMMUNITY NON-PROFIT GRANT AGREEMENT

THIS AGREEMENT is between the City of Newport, an Oregon municipal corporation (City), and RSVP of Lincoln County (Grantee).

TERMS OF AGREEMENT

1. USE OF FUNDS

Funding for this agreement is intended to assist community non-profit organizations in the delivery of their services to residents of Newport. Grantee shall utilize funds provided under this agreement for placement of senior volunteers with other non-profit organizations as well as the operations of their five health related programs.

2. COMPENSATION AND PAYMENT

The Grantee shall be paid a lump sum amount of \$1,000 for services identified in Section 1.

Payment to Grantee shall be made by City within thirty (30) calendar days after execution of this agreement.

3. SUBMITTING NOTICE

All notices shall be made in writing and may be given by personal delivery or mail. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices and other information:

City: City of Newport
169 SW Coast Highway
Newport, Oregon 97365
P| 541-574-3375
C| 541-351-1802
F| 541-265-3301
E| p.hawker@newportoregon.gov

Contractor: RSVP of Lincoln County
203 N Main St
Toledo, OR 97391
P 541-574-2684

Notices mailed to the address provided for notice in this section shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices,

bills and payments shall be deemed given at the time of actual delivery.

4. STATUS OF GRANTEE

Grantee certifies that:

- A. Grantee is not an officer, employee, or agent of the City as those terms are used in ORS 30.265.
- B. No employee of the City, or any partnership or corporation in which a City employee has an interest, has, or will receive any remuneration of any description from Grantee, either directly or indirectly, in connection with this Agreement, except as specifically declared in writing prior to any reimbursement to Grantee.
- C. If applicable, Grantee will obtain a City business license.

5. WARRANTY & INDEMNIFICATION

Grantee certifies that:

- A. Grantee is fully liable for the acts and omissions of Grantee that cause any damage, injury, death, property damage or loss to any person or property.
- B. Grantee will indemnify and defend the City, its officers, agents, employees, and volunteers and hold them harmless from any and all liability, causes of action, claims, losses, damages, judgments, or other costs or expenses including attorney's fees that may be asserted by any person or entity which in any way arise from, during, or in connection with, the performance of the work described in this Agreement. Grantee's indemnification shall also cover claims brought against the City under state or federal workers' compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, the illegality or invalidity shall not affect the validity of the remainder of this indemnification.

6. COMPLIANCE WITH LAWS AND RULES

Grantee shall comply with all applicable federal, state, and local laws, rules, and regulations.

City of Newport:



9/2/12

City of Newport
169 SW Coast Highway
Newport, Oregon 97365
Business Phone: 541.574.0603

Date

Grantee:

Cynthia Solie

RSVP of Lincoln County
203 N Main St
Toldeo, OR 97391
P 541-574-2684

Date

8/27/12

NON-PROFIT SOCIAL SERVICE AGENCY ALLOCATIONS APPLICATION

Agency Name: RSVP of Lincoln County
Mailing Address: 203 N Main Street
Toledo, OR 97391
Contact Person & Title: Tamara Rosser, Supervisor
Phone Number: 541-574-2684
E-Mail Address: trosser@ocwcog.org
Federal Employer ID # 93-0584306
Total Requested \$ 2,500

1. Describe briefly the services provided by your agency to the citizens of Newport.
RSVP places senior volunteers with non-profit organizations in Newport, helping to meet the needs of the community. RSVP also manages five health-related programs: Grab Bar Program, Prescription Assistance, Medicare Counseling, Friendly Visitor Program, and transportation to medical appointments.

2. Describe the target client population (age, income, sex, special needs, family structure, qualifications, etc.)
RSVP follows federally mandated regulations that all registered volunteers must be age 55 or older. The healthy living programs are open to all ages but mainly serve people over the age of 55.

3. How long has your organization been in existence?
RSVP was established in Lincoln County on April 1, 1972.

4. What is your organization's goal or purpose in providing those services?
RSVP's main goal is "Helping those age 55 and older Re-Invent their Retirement through service to their community." We reach this goal by providing an outlet for older adults to use their life experiences and skills. The second goal of RSVP is keeping seniors physically healthy through our five programs.

5. What is your organization's procedure for making client referrals for additional services and services you are unable to provide?
RSVP is connected with over 60 agencies, enabling us with the ability to make informed referrals to clients.

6. Describe any specific limitations or restrictions your agency faces in serving its clients.

RSVP's only limitation for recruiting volunteers is the age requirement of 55 and older. However, funding remains our greatest challenge, especially in this economic climate. As workers on the frontline of community problems and solutions, we see medication, medical bills, and isolation impacting the lives of seniors.

7. How has the FY 2012-2013 agency budget changed from FY 2011-2012 (i.e., **new** programs started, **significant** changes in expenditures or funding sources, agency restructuring, etc.)?

The most significant change to the RSVP budget is the loss of 20% from the Corporation for National and Community Service (CNCS). RSVP falls under the guidelines of CNCS and is required to be under the umbrella of another agency's tax ID number. However, RSVP has its own budget and is responsible for raising all of the capital to administer the program.

8. How does your agency anticipate using the requested allocation? (i.e., toward which programs, toward salaries, etc.)

The allocation will be used in two areas: staff salary and volunteer support (recruitment, reimbursement, and insurance) as well as administration costs such as printing, postage, and supplies. This administrative support is critical and ensures that we can continue our current focus of senior independence and healthy living.

9. What new financial support has been solicited for your agency over the past 12 months and what were the results? Please limit the answer to items larger than \$2,500.

SOURCE	AMOUNT REQUESTED	RESULTS
<u>SHIBA</u>	<u>\$6,000</u>	<u>\$6,000</u>
<u>STCCF</u>	<u>\$3260</u>	<u>\$3260</u>
<u>CNCS</u>	<u>\$41,643</u>	<u>\$41,643</u>
<u>United Way</u>	<u>\$5000</u>	<u>\$5085</u>

10. Describe in detail how your programs and facilities are accessible under the Americans with Disabilities Act requirements. If not accessible, provide a plan for making programs and facilities accessible. Update any previous information you have provided to the City. The City reserves the right to verify compliance with this requirement by site visits or other means.

The RSVP office is housed in a facility that is wheelchair accessible. Stations where our volunteers are placed are required, by our federal grant, to submit OMB Form 3001-0128, Handicapped Accessibility Self-Evaluation Certification.

11. Who is responsible for collection of data and preparing reports for this agency?

Tamara Rosser

**Total Agency
Revenue/Expenditure Budget**

AGENCY: RSVP of Lincoln County

	(A) CURRENT FISCAL YEAR BUDGET 2011-2012	(B) PROPOSED FISCAL YEAR BUDGET 2012-2013	(D) % OF CHANGE 11 to 12
I. CARRYOVER	\$ 9,596.00	\$ 45,613.00	375%
II. REVENUE			
A. GOVERNMENTAL SOURCES			
Federal *	\$ 74,602.00	\$ 41,643.00	79%
State	\$ -	\$ -	0%
City	\$ 2,800.00	\$ 4,875.00	-43%
County	\$ 10,000.00	\$ 12,900.00	-29%
CSC			0%
CCF			0%
COG	\$ -	\$ -	0%
TOTAL GOVERNMENTAL	\$ 87,402.00	\$ 59,418.00	-32%
B. OTHER SOURCES			
Contributions	\$ 1,000.00	\$ 2,829.00	-65%
Foundations/Grants	\$ -	\$ -	#DIV/0!
Special Events/Sales	\$ 10,000.00	\$ 10,000.00	0%
Bequests			#DIV/0!
Program Fees/Dues			#DIV/0!
Investment Income			#DIV/0!
Contract Income			#DIV/0!
Other (Specify)			#DIV/0!
TOTAL OTHER	\$ 11,000.00	\$ 12,829.00	17%
C. UNITED WAY SOURCES			
UWLC Allocation			#DIV/0!
Other United Ways	5,000.00	5,000.00	0%
TOTAL UNITED WAY	\$ 5,000.00	\$ 5,000.00	0%
TOTAL REVENUE	\$ 112,998.00	\$ 122,860.00	8.03%
III. EXPENDITURES			
A. PERSONNEL			
Salaries**	\$ 52,747.00	\$ 66,144.00	-20%
Benefits	\$ 25,376.00	\$ 30,516.00	-17%
Payroll Taxes, Etc (Inc. Above)		(Inc. Above)	0%
TOTAL PERSONNEL	\$ 78,123.00	\$ 96,660.00	24%
B. OCCUPANCY			
Rent/Mortgage			#DIV/0!
Utilities			#DIV/0!
Phone	300.00	350.00	-14%
TOTAL OCCUPANCY	\$ 300.00	\$ 350.00	17%
C. MATERIALS & SERVICES			
Professional Fees	\$ -	\$ -	#DIV/0!
Postage & Shipping	\$ 1,025.00	\$ 1,075.00	-5%
Office/Misc Supplies	\$ 3,750.00	\$ 1,000.00	275%
Repairs & Maintenance	\$ 655.00	\$ 625.00	5%
Equipment Purchases	\$ -	\$ -	#DIV/0!
Printing & Publications	\$ 300.00	\$ 300.00	0%
Mileage	\$ 4,200.00	\$ 4,000.00	5%
Training/Conferences	\$ 2,095.00	\$ 2,100.00	0%
Volunteer Expense	\$ 19,650.00	\$ 14,700.00	34%
Assistance to Persons	\$ -	\$ -	#DIV/0!
State/National Dues	\$ 400.00	\$ 400.00	0%
Advertising/Promotion	\$ 1,000.00	\$ 150.00	567%
Insurance	\$ 1,500.00	\$ 1,500.00	0%
Other (Specify)	\$ -	\$ -	#DIV/0!
TOTAL MATERIALS & SERVICES	\$ 34,575.00	\$ 25,850.00	-25%
TOTAL EXPENDITURES	\$ 112,998.00	\$ 122,860.00	9%
IV. REVENUE MINUS EXPENDITURES	\$ -	\$ -	#DIV/0!
V. ENDING FUND BALANCE			
Restricted	\$ 120,404.00	\$ 74,791.00	-38%
Unrestricted	\$ 120,404.00	\$ 74,791.00	-38%
Land, Building, and Equipment			#DIV/0!

FISCAL YEAR 2011-2012

TOTAL AGENCY ALLOCATION: \$10,000

PROPOSED FISCAL YEAR 2012-2013

TOTAL AGENCY REQUEST: \$15,000

* Became interim sponsors of the Foster Grandparent Program in Linn and Benton Counties for 3 month

** increase in personnel to 2 fte

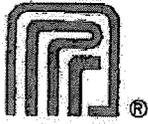
**Total Agency
Personnel Summary**

AGENCY: RSVP of Lincoln County

POSITIONS Each position should be listed separately	(A)		(B)		(C)
	Wages 2011-2012	FTE	Wages 2012-2013	FTE	% OF CHANGE
1 RSVP Supervisor	36,400.00	1	39,500.00	1	0%
2 Admin Assistant	11,098.00	0.5	26,644.00	1	100%
3			-	0	#DIV/0!
4					#DIV/0!
5					#DIV/0!
6					#DIV/0!
7					#DIV/0!
8					#DIV/0!
9					#DIV/0!
10					#DIV/0!
11					#DIV/0!
12					#DIV/0!
13					#DIV/0!
14					#DIV/0!
15					#DIV/0!
16					#DIV/0!
17					#DIV/0!
18					#DIV/0!
19					#DIV/0!
20					#DIV/0!
					#DIV/0!
TOTAL OF PERSONNEL	47,498.00		66,144.00		#DIV/0!

(should match salaries on budget form)

LIST AND EXPLAIN DIFFERENCES OF 10% OR MORE (Attach additional sheet, if necessary)



PAULY, ROGERS AND CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

• 12700 SW 72ND AVENUE • TIGARD, OREGON 97228
• (503) 620-2632 • FAX (503) 684-7523

October 3, 2011

To the Board of Directors
Oregon Cascades West Council of Governments
Albany, Oregon

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund and the aggregate remaining fund information of the Oregon Cascades West Council of Governments (the Council) as of and for the year ended June 30, 2011, which collectively comprise the basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, and each major fund of the Oregon Cascades West Council of Governments, at June 30, 2011 and the changes in financial position and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our reports dated October 3, 2011, on our consideration of Oregon Cascades West Council of Government's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. Those reports are an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The Management's Discussion, as listed on the table of contents, is not a required part of the basic financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures to the management's discussion and analysis, which consisted primarily of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The budgetary comparison schedule and schedule of funding progress have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The budgetary comparison schedule and schedule of funding progress have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Oregon Cascades West Council of Government's basic financial statements. The Schedule of Expenditures of Federal Awards, as listed in the table of contents, is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

The Supplementary Information on pages 36-37, as listed in the table of contents, are supplementary schedules provided for additional analysis, but are not a required part of the basic financial statements. We have not audited the Supplementary Information and express no opinion on it.

Pauly, Rogers and Co., P.C.
PAULY, ROGERS AND CO., P.C.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
ALBANY, OREGON

BOARD OF DIRECTORS

June 30, 2011

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Bill Currier, City Council, Adair Village
Dave Ballard, City Council, Monroe

Julie Manning, City Council, Corvallis
Ken Schaudt, City Council, Philomath

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Ron Breaun, Mayor, Yachats
Maureen Keeler, Director of Administration,
Port of Newport

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Chester Noreikis, City Council, Lincoln City
Dann Cutter, City Council, Waldport
Monica Lyons, City Council, Toledo
Pam Barlow-Lind, Tribal Planner,
Confederated Tribes of Siletz

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Ken Toombs, Mayor, Lebanon
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Seaton McLennan, Mayor, Tangent

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Robert Duncan, Mayor, Harrisburg
Lisa Metz-Dittmer, City Council, Millersburg
Craig Fentiman, Mayor, Sweet Home

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Jay Dixon
Sharon Konopa
Dann Cutter
Dave Ballard
Wade Doerfler

EXECUTIVE DIRECTOR

Cynthia Solie

REGISTERED OFFICE

1400 Queen Avenue SE
Albany, Oregon 97322