



## ARPA-39

ARP Application - Jefferson County

**Status:** Active

**Date Created:** Apr 11, 2022

### Applicant

Richard Clawson  
richclawson@yahoo.com  
348 Dogwood Manor Drive  
Shenandoah Junction, West Virginia 25442  
9737691109

### Internal Section

#### STEP ONE

Please select the date for the Commission Meeting before completing the approval step

#### Commission Meeting Date

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#### STEP TWO

Please select decision, award amount (if approved) and additional comments (to be included in rejection letter)

#### Decision

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#### Award Amount

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#### Additional Conditions

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### Certification

**PLEASE CERTIFY THAT YOU HAVE REVIEWED THE US TREASURY GUIDELINES REGARDING THE ELIGIBLE USES OF AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS**

#### Digital Signature

Richard A. Clawson  
03/24/2022

Click here for more information  
(<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>)

### Contact Information

#### Organization Name

Animal Welfare Society of Jefferson County

#### Address

348 Dogwood Manor Drive, Shenandoah Jct, WV 25442

**Website (if applicable)**

AWSJC.org

**Phone Number**

973-769-1109

**Email Address**

richclawson@yahoo.com

**Project Summary**

**Please provide a narrative overview or summary of your proposal, including but not limited to the following:**

**1. Brief description of the proposal**

AWSJC was founded in 1952 as a no-kill shelter with a long tradition of serving Jefferson as well as Berkeley County. It is a 501(c)(3) organization whose mission has been to provide care for abandoned and surrendered dogs and cats until they can be placed in a caring home. As part of our mission commitment, we provide spay & neuter assistance, discounted rabies clinics, veterans & senior citizens adoption assistance and will soon be working with the County FEMA Director to assist with pets in need in the event of a disaster.

Due to the high Covid rate in our local counties, in person fundraising events have been eliminated for the past two years. In addition, we have experienced an increase in pet surrenders due to owners losing their source of income or housing when they could no longer afford to keep their pets. It was a sad situation. Hence, our income was reduced and our expenses were increased. The current spay & neuter assistance we provide to rescue leagues and TNR groups may have to be reduced which would be a severe hardship to them and their communities since they also are supported by contributions or by their volunteers' donations.

**2. Purpose and key anticipated outcomes**

The purpose of this grant would be to help us close the gap of the loss of revenue do to the Covid Pandemic. We would be able to continue with our full assistance to rescues and TNR groups so that they could effectively reduce the feral cat problem in our county. Through the years they have become very efficient in doing this. At the current time, our coupon program covers approximately 1/2 of the veterinary charge for spay/neuter. This grant would have a "ripple effect" to several voluntary organizations and have positive effects on several local neighborhoods in the county by reducing their feral cat population. Many TNR and rescue organizations depend on our assistance.

**3. Individuals or communities served**

As a 501(c)(3) org., we serve the general public. However, we mainly serve Jefferson County and to some extent bordering Berkeley County. We have a good working relationship with Jefferson County Animal Control and we both try to help each other whenever possible.

**4. How the COVID-19 pandemic has necessitated this request**

For the past 2 years our county has been in the high risk rate for many months. People were not venturing out of house for obvious reasons. It was a scary time with a lot of unknowns. Due to this, all of our major fundraisers were cancelled. Even if we planned to have one. there were no venues open that could host one. It is only through loyal contributors that we were able to continue serving the community by accepting incoming pets and retain enough reserve capital to sustain our organization. In addition, at various times throughout this period we had to suspend visitors to the Shelter due to Covid exposure. No one knew when the pandemic would end or at least lessen.

**5. Amount of funding requested**

59,000

**6. Amount of any bids or cost estimates received to date, if applicable**

30,000

**7a. Amount of matching funds raised or committed by your organization**

10,000

**7b. Source of matching funds raised or committed by your organization**

Our Board is committed to raising funds to sustain the organization. We are constantly raising funds though our own fundraisers. (Regarding #7a above - We have been self funding all prior years Spay/Neuter coupons through our own fundraisers. This grant is being requested to help us recover from the two year Covid fundraiser hiatus.) using funds through our own fundraisers.

**8. How ARP funds, if awarded, will be used**

The funds will be used to continue on with our spay/neuter coupon program at the current rate. As stated, this helps many rescue leagues and TNR groups in the county as well as local residents. It helps to assure that the cat overpopulation in the county doesn't expand exponentially as the county population also expands. This program has far reaching benefits in both quality of life and health care for both the animals involved and the communities in which they live. For 2022, we had originally budgeted \$10,000 for the S/N program. Based upon the current number of requests received, the actually amount now looks closer to \$30,000 and this is still early in the year. Had it not been for the Covid hiatus, our normal fundraising would have greatly assisted in covering this amount and part of future payments.

**9. How long it will take you to complete the project if awarded funding**

This is an ongoing project which was started sometime ago and will continue after this current award is expended. We hope to have enough reserves through our regular fundraising to make it possible to assist with all requests for our Spay/Neuter Coupons or we will have to limit the number issued or reduce the coupon reimbursement amount. This is an extremely popular and necessary program that expands each year.

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**Proposal Details**

**1. Please describe the problem or need which your project seeks to address**

Through the distribution of our Spay & Neuter Discount Coupons we seek to address is the cat overpopulation problem in Jefferson County. As the population of Jefferson County increases, so does the number of cats and dogs. Unfortunately, generally cats end up being abandoned and start breeding. These feral cat colonies have become a problem for some communities. The volunteer Trap, Neuter, Release Groups (TNR) have a good record of trapping the cats which they then have spayed or neutered & released. The future cat population is then reduced. We provide them with discount coupons for the spay/neuter which they veterinarians honor and send to us for reimbursement. It works very smoothly. The coupons have no cash value other than for the vet. The reimbursement is \$40 per procedure. There are no other expenses in the operation of this program.

**2. Please describe goals and expected outcomes of your proposal.**

For the past several years, AWSJC has distributed Spay-Neuter Discount Coupons to pet owners, rescue leagues as described above. The goal is to help lessen the county feral cat population which can become a health problem if left unmanaged.

**3. Please provide your project timeline**

This project is ongoing and will continue after any grant funds are exhausted. However, the scale or scope of the program will be determined by available revenue on a yearly basis.

**4. Please provide your project's total proposed budget.**

Our original projection for 2022 at a new rate of \$40 & \$30 per coupon reimbursement was \$10,000 - \$15,000. This figure had to be revised shortly after we increased the reimbursement rate due to an increase in demand. When Covid subsided the TNR groups became more active. Our new projection is \$30,000 for this year and could be more.

**5. Please list any partners in this proposal, and the partner's role and your relationship with them.**

none

**6. Please describe your plan for sustainability of the project or initiative after the grant award has been exhausted.**

This project is ongoing and will continue after any grant funds are exhausted. However, the source of our revenue is through grants and contributions from the general public. If our revenue is not sufficient to operate our shelter and do other worthwhile projects we have to cut back somewhere. This program is something we will always have, but the reimbursement rate may have to change. We are optimistic that we will have a good fundraising year and the program will remain in tact.

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**Organization Information**

**1. Please provide your organization's mission statement.**

AWSJC, WV provides housing and adoption services for abandoned, surrendered, neglected, abused and unwanted dogs, putties, cats and kittens until they are adopted, and promotes education about the care of pets to residents in our county and surrounding communities.

**2. Describe the history of your organization, tell us about your current programs and activities**

AWSJC has served Jefferson County since 1952 to carry out the mission as stated above. In addition to operating our shelter which houses dogs, puppies, cats and kittens, we also have the following on-going programs:

Spay and Neuter Coupons - Discount coupons, currently valued at \$40, are given to requesters which they can then present to local veterinarians who perform the procedure. The vets then send to us for reimbursement. This program is widely used.

Rabies Clinics - We provide a yearly discounted Rabies Shot Clinic for local residents.

Pet education for children - We have various local childrens' groups come into the shelter to interact with the animals. While there they actually read to our cats. By doing this they learn the proper way to handle animals and gain respect for them.

We accept unwanted, or surrendered pets and after giving proper vaccinations, spay or neuter, they are put up for adoption for a new forever home.

We provide Senior and Veteran Discounts to adopting individuals.

All of our pets offered for adoption are fully and current on their vaccinations and are spayed or neutered.

**3. Please describe three significant accomplishments of your organization.**

We provide pet adoption services for both cats and dogs. Pets which were either abandoned or surrendered to us. Our mission is to find them loving homes. We are a "no kill" shelter. In addition, we offer Senior Discounts and Veterans Discounts for adopted pets. We have placed countless homeless dogs and cats in loving homes

We sponsor a yearly low cost Rabies Clinic for local residents. Residents have come to rely on this.

We sponsor a Discount Spay/Neuter Coupon program which makes it more feasible for local residents or animal rescue groups to afford have additional animals spayed or neutered. This helps prevent future generations of unwanted cats and dogs from ending up in shelters. This helps control the County's feral cat overpopulation problem.

**4. Please list your Owner(s), Board of Directors, senior staff members, or other key members of your organization:**

- |                              |                   |
|------------------------------|-------------------|
| Board Members:               | Shelter Manager - |
| Ann Trumble - President      | Maria Simmons     |
| Jane Turner - Vice President |                   |
| Janet Bailey - Treasurer     |                   |
| Judith Cane - Secretary      |                   |
| Jo Shoesmith                 |                   |
| Dale Manuel                  |                   |
| Desiree Baker                |                   |
| Amanda Green                 |                   |
| Richard Clawson              |                   |

**5. Please list the staff involved with this project and describe their roles and responsibilities:**

The Spay/Neuter Discount Coupons is a simple program with no overhead or additional expenses. It is not labor intensive. The only expense is the reimbursement to veterinarians. We are contacted by the coupon requester who asks for the coupon. It is generally the Shelter Manager who will issue the coupon(s). We record the receiver, date, and the coupon number. There is a coupon expiration date listed which is two months from the date of issue. There is no cash value to anyone except the veterinarian who performed the procedure.

Our Board is a working Board. All Board members participate with fundraising which helps to fund all of our projects including this one. All Board members are unpaid volunteers.

6. Please upload/attach the following financial documents, if applicable:

**Cash flow statement for applicant's most recent fiscal year**


pdf AWSJC 2020 Statement of Cash Flows.pdf  
Uploaded by Richard Clawson on Mar 27, 2022 at 10:25 am




**Two years of audited financial statements**

 AWSJC 2020 Financial Statements.pdf  
Uploaded by Richard Clawson on Mar 27, 2022 at 10:26 am

**Current operating budget**

 AWSJC 2022 Budget (Proposed).pdf  
Uploaded by Richard Clawson on Mar 27, 2022 at 10:31 am

**If the applicant has not been audited, please include an unaudited balance sheet and income statement as prepared by the applicant**

 Uploaded by ... on

**7. List any federal, state, local or private grant awards or funding received in the last three years and the current status of those funds. If your organization has previously received funds from Jefferson County, please list the amount, nature of the project(s) and current status of the funding and project(s).**

2019 -  
EWVCF, \$13,821 - Not a Grant or Award, but Income earned from and endowment left to AWSJC. This is used for operating expenses.  
City of Ranson, - \$1,000 Towards Spay & Neuter project. Spent for project.  
Ruth Hornbrook Grant, \$1,200 Towards construction of handicapped access ramp. Ramp Completed.

2020 -  
EWVCF, \$19,590 - \$5,000 designated for Covid relief and the balance was from an endowment, the income from which is paid yearly. It is used for operating expenses.

2021 -  
EWVCF - \$16,300 - This was the income from an endowment left to AWSJC and is distributed yearly. It is used for operating expenses.

**8. If you have made an application for funding for this project from other sources (city, state, private or non-profit organizations) please list the same here.**

Grant application filed for \$1,000 to Don & Polly Roach - American Rescue Fund (ewvcf.org) - This was approved on 4/4/22 in the amount of \$750.

**Impact of the COVID-19 Pandemic**

**1. Please explain the impact of the COVID-19 pandemic and how it relates to your request.**

For the past two years we have been unable to have in person fundraisers. This adversely effected our revenue and has caused us to rethink programs that benefit the community. One program in particular is the Spay and Neuter Discount Coupon distribution which several local groups rely upon.

**2. How will ARP funding, if awarded, aid in the recovery from the COVID-19 pandemic?**

The AWSJC Spay and Neuter Discount Coupon Program can continue in full for this year and it will give us a good headstart into next year. It will also compensate us for the funds permanently lost due to cancellation of our major fundraisers.


**3. Are you requesting lost revenue due to COVID-19**

Yes

**If yes, please explain**

Due to our ability to have in person fundraisers for two plus years, our total revenue dropped approximately one half. Virtual auctions helped, but did not compensate for the difference. Please see attached detailed explanation.

**Upload supporting documentation for revenue loss**


 AWS - Calculation of Loss Due to Covid.pdf  
Uploaded by Richard Clawson on Apr 11, 2022 at 10:06 am

**Supplementary Information**

**1. Please enter contact information (name, email, and phone) for at least one third-party reference.**

J. Ebersole, Jefferson County Animal Control Supervisor  
Office - 304-728-3289  
jebersole@jeffersoncountywv.org

**2. Please include any supplementary information or documentation (such as letters of support, newspaper articles, etc) which you feel will be essential to the County's review.**

 AWSJC - 2021 P&L and Bal Sheet Internal Records.pdf  
Uploaded by Richard Clawson on Apr 11, 2022 at 10:31 am





**Attachments**

No attachments

**History**

Date	Activity
Mar 24, 2022 at 2:46 pm	Richard Clawson started a draft of Record ARPA-39
Apr 11, 2022 at 10:34 am	Richard Clawson submitted Record ARPA-39
Apr 11, 2022 at 10:34 am	approval step Application Review was assigned to Michelle Gordon on Record ARPA-39
Apr 11, 2022 at 10:34 am	changed the deadline to Apr 12, 2022 on approval step Application Review on Record ARPA-39

**Timeline**

Label	Status	Activated	Completed	Assignee	Due Date
 Request Letter of Acknowledgement	Issued	Apr 11, 2022 at 10:34 am	Apr 11, 2022 at 10:34 am	-	-
 Application Review	Active	Apr 11, 2022 at 10:34 am	-	Michelle Gordon	04/11/2022
 Commission Meeting	Inactive	-	-	-	-
 Meeting Finished Yes/No	Inactive	-	-	-	-