

PB C6 Project Spay/Neuter Grant Agreement

This Agreement ("Agreement") is made at Vallejo, California, dated for reference this 1st day of December 2014, by and between the City of Vallejo, a municipal corporation ("CITY"), and the Spay Neuter imperative Project California (SNiP CA), a tax-exempt non-profit organization ("GRANTEE"), who agree as follows:

A. Project Description

Attached hereto in Exhibit A is a description of activities and a price structure for the disbursement of funds, constituting the "Project." Herein, Exhibit A is referred to as 'Project Scope'.

Also attached hereto as Exhibit B is Resolution No. 13-149 N.C., approving the Project, setting clear project conditions, and authorizing the City Manager to take any and all required actions to implement the project.

B. Project Implementation

1. The CITY hereby grants to the GRANTEE an amount not to exceed \$90,000.00, on condition that the Grant Funds be expended for the eligible costs and purposes of the Project as described in Exhibits A and B of this Agreement and pursuant to all other terms and conditions set forth herein. The Project Scope includes deliverables and estimated costs for each deliverable. The GRANTEE is contractually bound to complete each deliverable listed in the Project Scope.
2. The GRANTEE shall complete the Project by August 31, 2015. The GRANTEE shall begin the Project by December 2014 and demonstrate ongoing, steady progress towards completion of the Project by August 31, 2015.
3. In accordance with Exhibit C, the grant amount and project completion date may be amended by approval of the CITY.
4. The GRANTEE certifies that the Project does and will continue to comply with all laws and regulations which apply to the Project, including, but not limited to, building codes, environmental laws (including but not limited to the California Environmental Quality Act), health and safety codes, and disabled access laws.
5. The GRANTEE shall require a liability waiver and release of claims from any person in advance of a scheduled procedure.
6. The GRANTEE shall obtain the CITY's written approval of any change or deviation from the original Project Scope set forth in both Exhibits A and B, including changes to any of the deliverables or costs identified in the Project Scope (Exhibit A). Any modification to the Project or Project Scope must also comply with all current laws and regulations and all other requirements of this Agreement, and the Project must be completed with available funding from the GRANTEE and funds provided under this Agreement.

The GRANTEE requests for changes or deviations to the Project Scope shall be presented

through Section 6 of the Progress Reports (Exhibit F) required for submittal by the dates identified in F.1 or through a Change Order Form (Exhibit G). The CITY shall review the Progress Reports and Change Order Forms for any request for changes or deviations presented therein and promptly notify the GRANTEE of the CITY's decision.

7. All actions and approvals required to be taken by the CITY under this Agreement shall be approved by its City Manager or his/her designee.

C. Acknowledgment of Funding Source

Unless otherwise agreed upon between the parties, the GRANTEE agrees that any publications, studies, or reports which are made possible by or derived in whole or in part from this Project, and any news articles, brochures, seminars, or other promotional materials or media through which it publicizes the Project will acknowledge the CITY's support in the following manner: "Funding for this project has been provided by a community supported Participatory Budgeting Project using City of Vallejo Measure B Funds."

D. Project Costs, Requests for Payment, Advances

1. The GRANTEE agrees to use all Grant Funds provided by the CITY under the terms of this Agreement solely for the Project herein described.

2. Grant Funds provided to the GRANTEE under this Agreement shall be disbursed to reimburse grantee for eligible costs within 30 days of the GRANTEE submitting monthly invoices for costs associated with the project to CITY.

3. The GRANTEE shall use any income earned by the GRANTEE from use or implementation of the Project or the Project site to further the general purposes of the Project, or, if approved by the CITY, for other purposes consistent with Participatory Budgeting and within the geographic boundaries of CITY.

4. Grant Funds under this Agreement must be expended within the time frame of the Project Performance Period as set forth in Section B of this Agreement.

5. Except as otherwise provided herein, the GRANTEE shall expend Grant Funds in the manner described in the Exhibits approved by the CITY.

E. Payment Process and Documentation

1. All Requests for Payments must be submitted using a completed Request for Payment Form attached as Exhibit E. This form must be accompanied by the following attachments outlined in the Project Scope: Attachment A: Copies of all coupons issued in the previous month, Attachment B: Summary of all coupons issued and deposits collected in a spreadsheet per subcontractor, Attachment C: Detailed records from subcontractors of actual spay/neuter procedures performed during the previous month, Attachment D: Invoices from each subcontractor and Attachment E: Copies of checks transmitted to subcontractors during the

previous month.

2. Payment requests shall be submitted monthly on the 5th day of the month. If the 5th of the month falls on a weekend or holiday, the request is due the next business day.

3. If the Request for Payment Form is incomplete, inadequate or inaccurate, the CITY will dispute the invoice for reasonable cause and hold all or a portion of the payment request until all required information is received or corrected. Any penalties imposed on the GRANTEE by a contractor, or other consequence, because of delays in payment or other breach of the agreement between the GRANTEE and the contractor are the responsibility of the GRANTEE and are not reimbursable under this Agreement.

4. Final payment of remaining Grant Funds, including amounts withheld from previous payments, shall be paid up to the total amount of the Grant award or the actual Project cost, whichever is less, upon completion of the Project, receipt of the final report and final Request for Payment from the GRANTEE in form and content satisfactory to the CITY, and the satisfactory completion of a site inspection by the CITY.

5. Final payment is contingent upon the CITY's verification that the Project, as implemented, is consistent with the Project Scope as described in Exhibits "A" and "B", together with any CITY-approved amendments to the Project Scope. The City shall complete this verification within 30 days off the GRANTEE submitting monthly invoices, as described in D.2.

F. Project Review, Inspection and Documentation

1. The GRANTEE shall submit written progress reports with photographs by March 1, 2015, June 1, 2015, and August 31, 2015, or upon final payment, and upon request by the CITY or as otherwise specified in this agreement. Progress reports must be submitted using the Progress Report Form attached as Exhibit F.

2. The GRANTEE shall provide access to the CITY upon twenty-four (24) hours' notice to evaluate work completed or being performed pursuant to this Agreement, including work by contractors and subcontractors, in accordance with the approved Project Scope. The GRANTEE shall require all contractors and subcontractors, in such event, to provide all reasonable facilities and assistance for the safety and convenience of the CITY's representative(s) in making such inspections.

3. Unless otherwise authorized by the CITY in writing, the GRANTEE shall submit all documentation of Project completion, including a final Request for Payment and Project Completion Report in the form of a Progress Report Form within thirty (30) days of Project completion.

G. Project Termination

1. Prior to the completion of the Project, either party may terminate this Agreement by providing the other party with thirty (30) days' written notice of termination.

2. If the CITY terminates this Agreement prior to the end of the project completion date stated in B.2, the GRANTEE shall take all reasonable measures to prevent further costs to the CITY hereunder. Upon receipt of a notice of termination, the GRANTEE and its subcontractors shall perform no further work except as specified in the notice. The CITY shall pay the GRANTEE and subcontractors for services performed in accordance with this Agreement before the date of termination. The CITY shall not be liable for any fees or costs associated for the termination or abandonment except for the reimbursement of authorized expenses, payable pursuant to this section and the Project Scope.

H. Financial Records

1. The GRANTEE shall establish an official file for the Project. The file shall contain adequate documentation of all actions that are taken with respect to the Project.

2. The GRANTEE shall keep separate and complete accounting records for receipt, deposit, and payment of all Project funds, including interest. All funds received by the GRANTEE shall be deposited in separate fund accounts that identify the funds and clearly show the manner of their disposition.

3. The GRANTEE agrees that adequate supporting documentation shall be maintained in sufficient detail to provide an audit trail which will permit tracing transactions from support documentation to the accounting records to the financial reports and billings.

4. The GRANTEE shall maintain books, records, documents, and other evidence sufficient to reflect properly the amount, receipt, and disposition of all Project funds, including non-City funds, interest earned, and any matching funds by the GRANTEE and the total cost of the Project. The maintenance requirements extend to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents and records. Source documents shall include copies of all awards, applications, and required financial and narrative reports. Personnel and payroll records shall include the time and attendance reports for all individuals who are compensated or reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports shall also be required for consultants and contractors. Adequate supporting documentation shall be maintained by consultants and contractors in sufficient detail to provide an audit trail which will permit tracing transactions from the invoices to the financial statement, to the accounting records, and to the supporting documentation.

5. The GRANTEE shall use applicable Generally Accepted Accounting Principles, unless otherwise agreed to by the CITY.

I. Audit Requirements

1. The CITY reserves the right to call for a program audit or a financial audit at any time between the execution of this Agreement and the Completion Date or, in the case of early termination, the termination of the Project. Within ten (10) working days of a request by the CITY, the GRANTEE shall furnish, at its own expense, legible copies of all materials deemed pertinent to the request. At any time, the CITY may disallow all or part of the cost of any activity or action which it

determines to be out of compliance with the terms and conditions of this Agreement.

J. Assignment

Except as expressly provided by written agreement between the CITY and the GRANTEE, this Agreement is not assignable by the GRANTEE either in whole or in part.

K. No Agency Agreement

In carrying out this Agreement, the GRANTEE and its agents and employees shall be deemed to be acting in an independent capacity with respect to the CITY, and not as the officers, employees, or agents of the CITY or the State.

L. Liability and Insurance

1. The GRANTEE shall defend, indemnify, and save harmless CITY (including its inspectors, project managers, trustees, officers, agents, members, employees, affiliates, consultants, subconsultants, and representatives), and each of them, of and from any and all claims, demands, suits, causes of action, damages, costs, expenses, attorneys' fees, losses, or liability, in law or in equity, of every kind and nature whatsoever arising out of, or in connection with, the GRANTEE's operations to be performed under this Agreement, including, but not limited to:

- A. Personal injury (including, but not limited to, bodily injury, emotional injury or distress, sickness, or disease) or death to persons, including, but not limited to, any employees or agents of the GRANTEE, the CITY, or any subcontractor, or damage to property including animal, or veterinarian malpractice, caused or alleged to be caused in whole or in part by any negligent act or omission of the GRANTEE, the CITY, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable;
- B. Penalties threatened, sought, or imposed on account of the violation of any law, order, citation, rule, regulation, standard, ordinance, or statute, caused by the action or inaction of the GRANTEE;
- C. Alleged infringement of any patent rights which may be brought arising out of the GRANTEE's work;
- D. Claims and liens for labor performed or materials used or furnished to be used on the job, including all incidental or consequential damages from such claims or liens;
- E. The GRANTEE's failure to fulfill any of the covenants set forth in the Agreement;
- F. Failure of the GRANTEE to comply with the provisions of the Agreement relating to insurance; and,

- G. Any violation or infraction by the GRANTEE of any law, order, citation, rule, regulation, standard, ordinance, or statute in any way relating to the occupational, health, or safety of employees.

2. The indemnities set forth in this section shall not be limited by the insurance requirements set forth in this Agreement.

The GRANTEE's indemnification of the CITY will not include indemnification for claims which arise as the result of the active negligence of the CITY, or the sole negligence or willful misconduct of the CITY, its agents, servants or independent contractors who are directly responsible to the CITY, or for defects in design furnished by such persons.

3. Insurance shall conform to the following requirements: the GRANTEE shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the GRANTEE, his/her agents, representatives, employees or subcontractors. Such insurance shall not be construed to relieve the GRANTEE of any liability in excess of such coverage.

A. Minimum Scope of Insurance Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 "any auto" and endorsement CA 0025.
3. Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.

B. Minimum Limits of Insurance

The GRANTEE shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, coverage shall be twice the per occurrence amount.
2. Excess Liability: \$2,000,000.
3. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

4. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.

C. Deductibles and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and accepted by the CITY. At the option of the CITY, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City, its officers, officials, employees and volunteers; or the GRANTEE shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain the following provisions:

1. General Liability and Automobile Liability Coverage

- i. The CITY, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the GRANTEE, including the insured's general supervision of the GRANTEE; products and completed operations of the GRANTEE, premises owned, occupied or used by the GRANTEE. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officers, officials, employees or volunteers and the Engineer, its officers, directors, employees and subconsultants.
- ii. The GRANTEE's insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees, and volunteers. Any insurance or self- insurance maintained by the CITY, its officers, officials, employees or volunteers and the Engineer, its officers, directors, employees and subconsultants shall be excess of the GRANTEE's insurance and shall not contribute with it.
- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its officers, officials, employees or volunteers and the Engineer, its officers, directors, employees and subconsultants.
- iv. The GRANTEE's coverage applies separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by the GRANTEE for the CITY and the Engineer, its officers, directors, employees and subconsultants.

3. All Coverage

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the CITY.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

F. Verification of Coverage

GRANTEE shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this section. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and accepted by the CITY before work commences. The CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. Subcontractors

The GRANTEE shall furnish separate certificates and endorsements for each subcontractor, which shall include one of the following types of coverage in the amount of \$1,000,000: medical malpractice, professional liability or error and omission. The GRANTEE shall ensure that all subcontractors include the City as additional insured. All coverage for subcontractors shall be subject to all of the other requirements stated herein. The GRANTEE shall promptly provide the CITY evidence of compliance with this provision.

M. Nondiscrimination

The GRANTEE shall not discriminate against any person on the basis of sex, race, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, sexual orientation, and denial of family care leave in the use of any property or facility acquired or developed pursuant to this Agreement.

N. Severability

If any provision of this Agreement or the application thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without

the invalid provision or application, and to this end the provisions of this Agreement are severable.

O. Waiver

No term or provision hereof will be considered waived by either party, and no breach is excused or consented to by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No express or implied consent by either party to, waiver of, or failure of a party to enforce its rights with respect to a breach by the other party shall constitute consent to or, waiver of any subsequent or other breach by the other party.

P. Time of the Essence

Time is of the essence with respect to the Completion Date as set forth in Section B of this Agreement. With respect to all other dates set forth therein, the GRANTEE shall use best efforts to accomplish the tasks by the specified dates.

Q. Amendment

This Agreement may be amended by mutual agreement in writing between the GRANTEE and the CITY. Any request by the GRANTEE for amendments must be in writing stating the amendment request and reason for the request. The GRANTEE shall make requests in a timely manner and in no event less than thirty (30) days before the effective date of the proposed amendment.

R. Notices

All notices or instruments required to be given or delivered by law or this Agreement shall be in writing and shall be effective upon receipt thereof and shall be by personal service or delivered by depositing the same in any United States Post Office, registered or certified mail, postage prepaid, addressed to:

If to CITY: Alea Gage
 Administrative Analyst I
 City of Vallejo
 555 Santa Clara Street
 Vallejo, CA 94590
 707 648 4041
 agage@ci.vallejo.ca.us

If to GRANTEE: C. Lynn Carvalho
 Executive Director
 Spay Neuter imperative Project of California
 c/o Wags & Whiskers Thrift for SNiP CA
 1 Benicia Road

Vallejo, CA 94590
707 731 1367
snipca@comcast.net

S. List of Exhibits

- Exhibit A - Project Scope
- Exhibit B - Resolution No. 13-149 N.C.
- Exhibit C - City Letter regarding grant amount
- Exhibit D - Coupons
- Exhibit E - Request for Payment Form
- Exhibit F - Progress Report Form
- Exhibit G - Change Order Form
- Exhibit H - Project Management Tools & Templates

T. Entire Agreement

This Agreement, and the attached exhibits, constitute the entire Agreement between the parties hereto relating to the Project and may not be modified except by an instrument in writing signed by the parties hereto.

(signatures on next page)

SPAY NEUTER IMPERATIVE PROJECT
CALIFORNIA, a tax exempt organization

CITY OF VALLEJO,
a municipal corporation

By: 
C. Lynn Carvalho
Executive Director

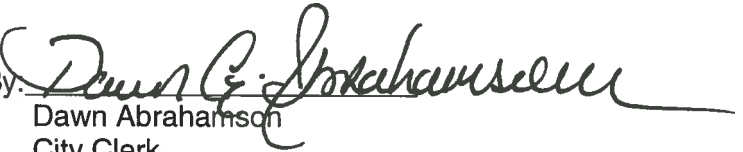
By: 
Daniel E. Keen
City Manager

DATE: 11.26.2014

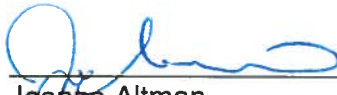
DATE: 12-1-14

ATTEST:

(City Seal)

By: 
Dawn Abrahamson
City Clerk

APPROVED AS TO CONTENT:


Joanna Altman
Administrative Analyst II

APPROVED AS TO FORM:



Donna Mooney
Chief Assistant City Attorney

Exhibit A: Project Scope

Spay Neuter imperative Project California

This document outlines the Project Activities the Spay Neuter imperative Project California (SNIIP CA CA) will perform to achieve the goals of the Spay-Neuter Project (Project) approved during the first cycle of Participatory Budgeting in 2013. In performing these activities, SNIIP CA will coordinate the receipt of Participatory Budgeting (PB) project funds to subcontractors providing reduced and no cost spay/neuter procedures for Vallejo residents and animal rescue organizations. This document also provides important Project Details that will govern the implementation of the Project, including Proof of Residency, Payment Method, Price Structure and General Implementation Schedule.

Project Activities:

SNIIP CA will perform the following activities:

- A. Conduct pre-procedure registration for pets of Vallejo residents and Vallejo animal rescue organizations seeking spay/neuter procedures.¹ This will include but is not limited to:
 1. Residency verification of the pet owner. See “Proof of Residency” below for information about verifying residency. For animal rescue organizations, verify that they operate in Vallejo.
 2. Collect a deposit for each animal.² See “Price Structure” below for more information about the amount of the deposit.
 3. After receipt of the deposit, provide the resident or animal rescue organization with one coupon per pet. Assign a veterinary clinic and ensure the coupon is filled out in its entirety. See Exhibit C for the coupon. The coupon will be a 4-part carbon copy form, producing three copies of the original. Provide the original coupon to the resident.³
 4. Provide the pre-procedure instructions from the assigned veterinary clinic to the pet owner.
 5. Place deposits in a bank account opened for this purpose and retained for the duration of the Project.
- B. Coordinate with subcontractors⁴ who will provide spay/neuter procedures. This will include but is not limited to:
 1. Identify subcontractors that are willing to perform the procedures for the compensation described below in “Price Structure.”
 2. Ensure the insurance certificates of each subcontractor are submitted to the City

¹ Pre-procedure registration will primarily take place but not exclusively at Wags & Whiskers Thrift for SNIIP CA. SNIIP CA may also conduct registration at animal rescue organizations, social services agencies or other community gathering places, such as the Farmer’s Market or faith gatherings.

² Each resident may receive a maximum of two coupons (for two different pets) during the duration of the Project. Each rescue organization shall be able to register pets for up to 20 procedures per month.

³ The resident/organization will be given the original coupon. Of the three carbon copies, SNIIP CA shall retain one copy, SNIIP CA shall provide one copy to the assigned veterinary clinic (i.e. subcontractor) on a weekly basis and SNIIP CA shall submit one copy to the City on a monthly basis as Attachment A to the Request for Payment form. The City will provide the coupons to SNIIP CA.

⁴ “Subcontractors,” as described in the grant agreement, shall be veterinary clinics operating in the City of Vallejo.

in a timely manner, per the agreement.

3. Ensure that pre-procedure instructions are received from each subcontractor and provided to the resident or rescue organization at the time of registration.
 4. Provide subcontractors with a summary of the coupons issued (i.e. registrations completed)⁵ on a weekly basis and their carbon copy of the coupons issued. The summary can be recorded in a spreadsheet and transmitted, along with copies of coupons, by email or facsimile.
 5. Transmit the total amount of pre-procedure deposits collected via check to subcontractors on the 1st and 15th of every month.
 6. Receive bi-monthly reports from subcontractors about completed spay/neuter procedures on the 1st and 15th of every month.
- C. Conduct outreach in the community to raise awareness of the Project and reach a broad cross-section of the Vallejo community.⁶ This will include but is not limited to:
1. Promote the Project at Wags & Whiskers Thrift for SNiP CA and other animal service and rescue organizations as well as through these groups' online communications (newsletters, social media, etc.).
 2. Promote the Project at community events and with community groups and nonprofit organizations, such as Vallejo Together, sports leagues, social services providers (ie Christian Help Center and Global Center for Success) and within the faith community.
 3. Providing information to Participatory Budgeting staff to include in City communications.
- D. Manage invoicing to ensure that the City receives invoices from each subcontractor in a timely manner. This will include:
1. Submit the Request for Payment Form on the 5th of every month⁷, including the following as attachments:
 - i. Attachment A: Copies of all coupons issued to residents and animal rescue organizations in the previous month and any signed oaths associated with those coupons, if applicable.
 - ii. Attachment B: Summary of all coupons issued and deposits collected in one spreadsheet per subcontractor.
 - iii. Attachment C: Detailed records from subcontractors of actual spay/neuter procedures performed during the previous month, including date of procedure, type of procedure, cost of procedure (based on the fee schedule attached), name of resident and pet, type of pet (cat or dog).
 - iv. Attachment D: Invoices from subcontractors detailing the number of procedures.
 - v. Attachment E: Copies of checks transmitted to subcontractors on the 1st and 15th of the previous month with the total amount of the deposit payments collected.

⁵ The City will provide a template for this summary that SNiP CA is welcome to adapt for their purposes.

⁶ This outreach must be as broad and encompassing as possible. SNiP CA shall not seek to limit outreach or registration to any Vallejo residents or relevant groups operating within the City or associated with the City to be included. SNiP CA shall prepared to report their outreach activities in the quarterly progress reports they will submit to the City.

⁷ When the 5th of the month falls on a weekend or holiday, the invoice is due the next business day.

2. Plan appropriately with subcontractors in an attempt to exhaust grant funds⁸ by the Project Completion Date of August 31, 2015.
3. Use quarterly Progress Reports to keep the City aware of past and planned partnerships with subcontractors and past and anticipated outreach.

Project Details:

These project details apply uniformly across all of SNIIP CA's activities, all subcontractors and all spay/neuter procedures performed under this agreement.

Proof of Residency:

Each resident pursuing a procedure for a pet will need to provide documentation to verify their residency. To receive a coupon for a low cost spay or neuter, residents and Vallejo animal rescue organizations must present one from each column:

Column A – Types of Photo ID	Column B – Current Documentation with Home Address
Driver's License or other state ID	Lease/Mortgage Statement
Passport (US or Foreign)	Voter Registration
Permanent Resident Card (Green Card)	Title of any property (automobile, home, etc.)
Military ID or Military Dependent ID	Bank or credit card statement
Employee ID	Loan document
Student ID	Medicare or other health insurance document
Consular ID or ID issued by a foreign government	Official tax forms (W-2, tax return, refund, etc.)
	Car insurance
	Vehicle registration
	Utility bill (telephone, electricity, gas, cable, etc.)
	Pay Stub
	Social Security benefits statement or check

Note: A Driver's License or other State ID with a Vallejo address will be accepted without an item from Column B. As a last resort, a signed oath that the individual resides in Vallejo will be accepted.⁹ Residents living in unincorporated Vallejo are eligible so long as they show adequate documentation from Column A and/or Column B.

Payment Method:

The City will pay subcontractors directly for the procedures they provide to residents and animal rescue organizations. SNIIP CA will coordinate the delivery of invoices from subcontractors to the City on a monthly basis by submitting the invoices as Attachment D with the Request for

⁸ "All grants funds" references the grant amount identified within this agreement, not the total amount allocated for the Project (see Exhibit X).

⁹ A template of the signed oath will be provided by the City of Vallejo.

Payment form.¹⁰ SNiP CA will receive no compensation for spay/neuter procedures from pre-procedure deposits or from the City's contributions.

Subcontractors will be responsible for recording the actual number of spay/neuter procedures performed. Subcontractor invoices shall name the City in the "Payee" or "Bill to" field.¹¹

The City shall not be obligated to pay when a resident or organization who obtains a coupon does not bring the pet in for the procedure at the appointed time. In addition, the coupon shall be invalidated when a resident or organization does not schedule a procedure within 7 days from the date the coupon is issued or if the procedure for which the coupon is issued does not occur within 30 days from the date the coupon is issued. In cases of invalidated coupons, the City shall not be obligated to pay. However, SNiP CA will transmit the pre-procedure deposit to the assigned veterinary clinic regardless of whether the procedure was performed.

Price Structure:

A price structure has been developed to account for the variable costs of the procedures based on the type of procedure and the weight of the pet (if a dog). A special pricing category has also been established for feral cats, who shall also receive additional veterinary services, as detailed below. In accordance with the project's original objective, separate pricing categories have been established for any Vallejo resident or animal rescue organization to receive reduced costs procedures and for select Vallejo residents who can demonstrate financial need to receive free procedures.

Procedure	Total Cost	Non-refundable Deposit Paid by Resident/Organization	Cost to the City
Low Cost Price Structure			
Dog under 25 lbs (spay or neuter)	\$145	\$45	\$100
Dog over 25 lbs (spay or neuter)	\$175	\$45	\$130
Cat Neuter	\$80	\$30	\$50
Cat Spay	\$90	\$30	\$60
Feral Cats (spay or neuter)^	\$100	\$20	\$80
No Cost Price Structure*			
Dog under 25 lbs (spay or neuter)	\$145	\$0	\$145
Dog over 25 lbs (spay or neuter)	\$175	\$0	\$175
Cat Neuter	\$80	\$0	\$80
Cat Spay	\$90	\$0	\$90

^Feral cats will also receive ear clipping, a rabies shot and FIV testing.

*In order to be eligible for a low cost procedure, residents must demonstrate financial need by showing proof of enrollment in and/or receipt of social service or general assistance programs, including but not limited to: Section 8 or other housing subsidy, SNAP, WIC, PG&E CARE Program, Social Security Disability Insurance, Supplemental Security Income, unemployment insurance and general assistance benefits. As a last resort, a signed oath that the individual does not have the means to provide the deposit will be accepted.¹²

¹⁰ Only one Request for Payment form should be submitted monthly. Multiple invoices may be submitted with a single Request for Payment form.

¹¹ The City will provide an invoice template for subcontractors.

¹² A template of the signed oath will be provided by the City of Vallejo.

General Implementation Schedule:

Each month on the:	SNiP CA is responsible for:
1st	<ul style="list-style-type: none">- Receiving reports from subcontractors about completed spay neuter procedures since the 15th of the previous month- Transmitting the total amount of pre-procedure deposits collected via check to subcontractors since 15th of the previous month.- Receiving invoices from subcontractors for all procedures performed during the previous month.
5th	<ul style="list-style-type: none">- Submitting a Request for Payment form, including the five attachments described above.
15th	<ul style="list-style-type: none">- Receiving reports from subcontractors about completed spay neuter procedures since the 1st of the previous month- Transmitting the total amount of pre-procedure deposits collected via check to subcontractors since 1st of the previous month.
On a weekly basis:	SNiP CA is responsible for: <ul style="list-style-type: none">- Providing subcontractors with a summary of the coupons issued during the previous week- Providing subcontractors with carbon copies of the coupons that name them as the “assigned veterinary clinic” issued during the previous week

RESOLUTION NO. 13-149 N.C.

AMENDING THE FISCAL YEAR 2013-2014 CIP BUDGET, AUTHORIZING THE IMPLEMENTATION OF (PB C6 PROJECT) THE SPAY-NEUTER PROJECT

WHEREAS, Pursuant to Resolution No. 12-064 N.C. the City Council of the City of Vallejo declared its intent to establish a Participatory Budgeting process with the allocation of 30% of the 1% sales tax monies, Measure B funds, collected over a 15 month period from April 1, 2012 through June 30, 2013; and

WHEREAS, upon the completion of the Participatory Budgeting election process, the results were presented to this Council on May 28, 2013, and twelve projects were selected by the public, including “the Spay Neuter Project” as described in the ‘Description of voter Approved Project Proposal’ attached to the staff report on that date, hereinafter, the “Project”; and

WHEREAS, Pursuant to Resolution No. 12-138 N.C. the Council adopted the Participatory Budgeting Rulebook determining that Participatory Budgeting Projects are eligible for funding if they meet the following criteria:

1. They benefit the public
2. Are a one-time expenditure that can be completed with funds from the FY 2012-2013 budget
3. Are implemented by the City of Vallejo, or in collaboration with the Vallejo City Unified School District, the Greater Vallejo Recreation District, or any other Public Agency, non-profit organization, or religious institution that operates in Vallejo. Projects implemented by non-city public agency must also include financial or value in kind contributions. Projects implemented by non-profit organizations or religious institutions must also meet the eligibility guidelines used by the Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program; and

WHEREAS, local government leaders are in a unique position to address the problems created by the unwanted animal population and the cost of animal control services in Vallejo; and

WHEREAS, the City of Vallejo spends over \$1 million annually on animal control and sheltering services; and

WHEREAS, a low and no cost spay and neuter service in Vallejo will help reduce Vallejo’s overall pet population, thus reducing Vallejo’s costs for animal control services; and

WHEREAS, on August 27, 2013 City Council approved a Resolution of Intention to amend the Fiscal Year 2013-2014 budget.

WHEREAS, the Council has received evidence and testimony on the Project.

NOW THEREFORE BE IT RESOLVED, that the City of Vallejo finds the foregoing recitals to be true and additionally finds that implementing this Project will provide a public benefit based on the recitals above,.

BE IT FURTHER RESOLVED, that the following conditions must be met prior to the disbursement of funds:

1. The project proponent must submit a grant application with specific eligibility requirements which will be established by the City Manager in a form as approved by the City Attorney. The grant application will describe how many spay/neuter procedures are planned for the fiscal year, how many will be performed for a reduced price (and what that cost is to the public), as well as how many free procedures are planned. The Grant Agreement, in a form to be approved by the City Attorney, will detail the number and cost of the procedures. The project proponent will be reimbursed on a per-procedure basis upon submission of evidence that a spay/neuter procedure has been performed for a Vallejo resident.
2. Pursuant to Cal.Gov. Code § 1090, no person who participated in any capacity (whether as a delegate, proponent or advisor) during the Participatory Budgeting Process for this Project may personally benefit by receipt of any funds contained in any grant agreement for this Project authorized by this resolution
3. Project proponent will need to show proof of eligibility, ability to contract and demonstrated ability to deliver services to the public among other requirements consistent with this resolution.

FURTHER, BE IT RESOLVED that subject to the findings and the conditions set forth in this resolution, the City Council hereby

1. Amends the Fiscal Year 2013-2014 General Fund and Capital Improvement Program (CIP) Budgets, redistributing \$165,000 from Project Number PB-000 in the CIP Budget to the City's General Fund to implement the Project, and authorizes the City Manager the administrative authority to determine eligibility, disburse funds, and to take any and all required actions to implement the Project, consistent with this Resolution, the Vallejo Municipal Code, the PB Rule book and any other applicable authority, and additionally authorizes the City Manager to amend the project so as to ultimately promote the goals of the Project as set forth in the 'Description of voter-approved Project Proposal'.
2. Directs the City Manager to report to the City Council once all funds have been expended and the project is complete.

Adopted by the City Council of the City of Vallejo at a regular meeting held on September 10, 2013 by the following vote:

AYES: Mayor Davis, Vice Mayor Gomes, and Councilmembers Brown,
Malgapo, McConnell, Sampayan, and Sunga
NOES: None
ABSTAIN: None
ABSENT: None



OSBY DAVIS, MAYOR

ATTEST:



DAWN G. ABRAHAMSON, CITY CLERK



Participatory Budgeting Vallejo

555 Santa Clara Street • Vallejo, California • 707.648-4041



November 21, 2014

Dear Ms. Carvalho,

This letter outlines the City's intentions with regard to the amount to be granted in the agreement under development with the Spay Neuter Imperative Project of California (SNiP).

Resolution No. 13-137 N.C., approved by the City Council on August 27, 2013, authorized \$165,000 to implement the Spay-Neuter Project. These monies have been earmarked for the purpose of providing reduced and no cost spay/neuter procedures to Vallejo residents and animal rescue organizations to the benefit of all Vallejo residents. The goal is to expend all project funds by February 28, 2016.

Given that this is the first agreement between these parties, SNiP and the City of Vallejo, and the first time the City is directly subsidizing this service for residents, it has been determined that the initial agreement shall grant an amount not to exceed \$90,000.00 by August 31, 2015. This enables both parties to establish the Project and develop a track record of success. Assuming that the project funds will be steadily disbursed, the parties will meet and negotiate an extension to provide additional funds of a total amount not to exceed \$165,000. In essence, the agreement is designed for two disbursements - \$90,000 by August 31, 2015 and an additional \$75,000 by February 28, 2016, should the initial grant amount be exhausted in a timely manner. Should the grant amount be exhausted prior to August 31, 2015, the parties shall meet earlier to pursue a continuation of the Project. This design also provides the opportunity to revisit, refine and optimize elements of the Project. This is particularly relevant in light of SNiP's efforts to operate a mobile spay/neuter clinic.

Further, the City pledges, in good faith, that it will not commit or encumber these funds in any other arrangement without prior communication and deliberation with SNiP, in the form of an in person meeting.

We appreciate your cooperation and are available for any questions related to the above provisions.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanna Altman", written in a cursive style.

Joanna Altman
Administrative Analyst II



Participatory Budgeting Vallejo



Coupon #: _____
 Date: _____

SPAY/NEUTER COUPON FOR VALLEJO RESIDENTS

Resident Name: _____ Pet Name: _____

Type of Pet: Cat Feral Cat or Dog under 25 lbs. Dog over 25 lbs. Age of Pet: _____

Type of Procedure: Spay Neuter Breed: _____

To be completed by SNIIP CA:

Assigned veterinary clinic: _____

at _____
(location)

Please call _____ to schedule your pet's procedure by _____
(phone number) (7 days from today's date)

The deposit was received in the amount of : _____ Check box if resident demonstrates financial need.

CONDITIONS

Please read and initial beside the following statements.

_____ I understand that my deposit is **non-refundable**, even if the procedure is not performed.

_____ I understand that the veterinarian reserves the right to refuse to perform the procedure, if he has a medical concern for my pet's well-being.

_____ I verify that I have received the instructions for _____,
the clinic that will be performing the procedure: (assigned veterinary clinic)

_____ I understand that this coupon may be invalidated and the **deposit forfeited** if I do not schedule the procedure within 7 days of receiving this coupon or if the procedure is not performed within 30 days of receiving this coupon.

_____ I understand that I will need to sign a waiver at my assigned veterinary clinic on the day of the procedure. I also certify that the City of Vallejo is not responsible for the performance of the veterinary clinic or any ill outcome.

I attest that I have read the conditions, will schedule the procedure in a timely manner, and will ensure my pet is prepared for the procedure.

(signature) (name) (date)

Spay Neuter Imperative Project California attests that this resident provided adequate proof of residency and provided a deposit for the procedure (unless the resident was eligible for a free procedure, noted by checking the box above).

(signature) (name)

About the Spay-Neuter Participatory Budgeting Project:

In May 2013, Vallejo residents selected 12 projects to receive Measure B funds through Participatory Budgeting, including this project to provide low and no cost spay/neuter procedures for pets owned by Vallejo households. In September 2013, the Vallejo City Council authorized funding to subsidize spay/neuter procedures. For a nominal deposit you paid to receive this coupon, the City will pay the balance of the cost for the procedure. In partnership with the Spay-Neuter imperative Project of California (SNIIP CA), this project will continue to provide low and no cost procedures until project funds are expended. Please visit pbvallejo.org or text "VALLEJO" to 707-241-9897 for more information and to get involved!



Coupon #: _____
 Date: _____

SPAY/NEUTER COUPON FOR VALLEJO ORGANIZATIONS

Organization Name: _____ Pet Name: _____

Type of Pet: Cat Feral Cat or Dog under 25 lbs. Dog over 25 lbs. Age of Pet: _____

Type of Procedure: Spay Neuter Breed: _____

To be completed by SNiP CA:

Assigned veterinary clinic: _____

at _____
(location)

Please call _____ to schedule your pet's procedure by _____
(phone number) (7 days from today's date)

The deposit was received in the amount of : _____

CONDITIONS

Please read and initial beside the following statements.

_____ I understand that my deposit is **non-refundable**, even if the procedure is not performed.

_____ I understand that the veterinarian reserves the right to refuse to perform the procedure, if there is a medical concern for the animal's well-being.

_____ I verify that I have received the instructions for _____,
the clinic that will be performing the procedure: (assigned veterinary clinic)

_____ I understand that this coupon may be invalidated and the **deposit forfeited** if I do not schedule the procedure within 7 days of receiving this coupon or if the procedure is not performed within 30 days of receiving this coupon.

_____ I understand that I will need to sign a waiver at my assigned veterinary clinic on the day of the procedure. I also certify that the City of Vallejo is not responsible for the performance of the veterinary clinic or any ill outcome.

I attest that I have read the conditions, will schedule the procedure in a timely manner, and will ensure my pet is prepared for the procedure.

(signature) (name) (date)

Spay Neuter Imperative Project California attests that this organization operates in Vallejo and provided a deposit for the procedure.

(signature) (name)

About the Spay-Neuter Participatory Budgeting Project:

In May 2013, Vallejo residents selected 12 projects to receive Measure B funds through Participatory Budgeting, including this project to provide low and no cost spay/neuter procedures for pets owned by Vallejo households. In September 2013, the Vallejo City Council authorized funding to subsidize spay/neuter procedures. For a nominal deposit you paid to receive this coupon, the City will pay the balance of the cost for the procedure. In partnership with the Spay-Neuter imperative Project of California (SNiP CA), this project will continue to provide low and no cost procedures until project funds are expended. Please visit pbvallejo.org or text "VALLEJO" to 707-241-9897 for more information and to get involved.



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REQUEST FOR PAYMENT FORM

1. GRANTEE NAME and ADDRESS

2. PB PROJECT NAME

3. NUMBER AND PERIOD OF PURCHASE ACTIVITY

a) #: _____

b) From _____, 201__ to _____, 201__

4. AMOUNT OF PAYMENT REQUEST AND GRANT FUNDS BALANCE

a) Type of Payment Requested: ___ Payment for Services _____ Final

b) Grant Project Amount:

c) Funds Received to Date:

d) Available prior to this request (b. minus c.):

e) Amount of this request:

f) Remaining Funds after this Payment (d. minus e.):

5. PROJECT COSTS INCLUDED IN THIS REQUEST

a) Detail project costs in an itemized fashion. A "Budget Worksheet" is attached to optional use for this section. Please include all invoices or receipts for services performed by subcontractors and copies of all coupons issued.

Regarding invoices, all invoices must include "City of Vallejo" as the billable address. Also, please provide a copy of the W-9 form for each subcontractor requesting payment.

6. APPLICANT SIGNATURE

I hereby declare under the penalty of perjury that the goods or materials covered by this report have been performed in accordance with the project specifications, are complete and accurate, and are eligible under the agreement.

Printed Name _____

Title _____

Signature _____

Date _____

OFFICIAL USE ONLY	
Approved for Payment: ___ Yes ___ No	Charge to G/L Account #: _____
Signature: _____	Date: _____



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PROGRESS REPORT FORM

1. GRANTEE NAME and ADDRESS

2. PB PROJECT NAME

3. PROGRESS REPORT NUMBER AND PROGRESS REPORT PERIOD

a) #: _____

b) From _____, 201__ to _____, 201__

4. PROGRESS UPDATE Describe percentage of grant funds expended through invoiced payments, the number of procedures performed and the number spay/neuter events held during this Progress Report Period. If no procedures were performed or spay/neuter events were held during this progress report period, give a brief explanation of the cause for the lack of activity. Please describe other coordinating or outreach activities accomplished during the Progress Report Period. Attach additional page if necessary.

5. GRANT FUNDS BALANCE

a) Grant Project Amount:

b) Funds Received to Date:

c) Available (a. minus b.):

6. ANTICIPATED OR PLANNED ACTIVITIES FOR NEXT PROGRESS REPORT PERIOD

a) Describe the activities (and at which sites, when applicable) that are anticipated or planned.

b) If applicable, please describe and explain the need for changes or deviations from Exhibit A: Project Scope. Provide details showing how the requested change modifies Exhibit A. (The attached "Budget Worksheet" is attached to use for this section if there are changes requested related to disbursement of grant monies. Only include items that do not appear in Exhibit A, or are changed.) Show how the change will not affect the total grant monies to be received from the City. (If changes or deviations are necessary, please sign on the last page of this document. After review from the City Manager or designee, you will be informed if approval has been granted to change or deviate from the Project Scope.)

5. PHOTOGRAPHS Please provide photographs of project progress in digital format. Note the date and location of the photograph and provide a brief description.

6. MEASURING THE IMPACT OF GRANT FUNDS Please describe, in numerical terms if possible, the impact of grant funds. Examples include how many spay/neuter events were held, how many procedures were performed, how many vaccinations were administered and so forth.

7. APPLICANT SIGNATURE

I hereby declare under the penalty of perjury that the goods or materials covered by this report have been performed in accordance with the project specifications, are complete and accurate, and are eligible under the agreement.

Printed Name _____

Title _____

Signature _____

Date _____

This Change Order modifies and amends the provisions of that certain Contract dated _____, by and between the City of Vallejo and Spay Neuter imperative Project California (Grantee Name).

REQUESTED BY:
GRANTEE NAME:
Spay Neuter imperative Project California

APPROVAL GRANTED:
ACCEPTED BY:

By:

Alea Gage,
Administrative Analyst I

C. Lynnne Carvalho, Executive Director

DATE: _____

DATE: _____

APPROVED BY:

Joanna Altman
Administrative Analyst II



Participatory Budgeting Vallejo

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CHANGE ORDER FORM

1. GRANTEE NAME and ADDRESS

2. PB PROJECT NAME:

3. CHANGE ORDER NUMBER:

4. REQUESTED CHANGE IN PROJECT SCOPE

a) Please describe and explain the need for changes or deviations from Exhibit A: Project Scope.

b) Provide details showing how the requested change modifies the disbursement of grant monies. (The attached "Budget Worksheet" is attached to use for this section. Only include items that do not appear in the Project Scope, or are changed.) Show how the change will not affect the total grant monies to be received from the City.

5. APPLICANT SIGNATURE

I hereby declare under the penalty of perjury that the goods or materials covered by this report have been performed in accordance with the project specifications, are complete and accurate, and are eligible under the agreement.

Printed Name _____

Title _____

Signature _____

Date _____

Please sign on the last page of this document. After review from the City Manager or designee, you will be informed if approval has been granted to change or deviate from the Project Scope.

This Change Order modifies and amends the provisions of that certain Contract dated _____, by and between the City of Vallejo and Spay Neuter imperative Project California (Grantee Name).

REQUESTED BY:
GRANTEE NAME:
Spay Neuter imperative Project California

APPROVAL GRANTED:
ACCEPTED BY:

By: _____
C. Lynnne Carvalho, Executive Director

Alea Gage,
Administrative Analyst I

DATE: _____

DATE: _____

APPROVED BY:

Joanna Altman
Administrative Analyst II

Exhibit H: Project Management Tools & Template

The following files are included in this exhibit:

- A template for Attachment B to the Request for Payment Form, a summary of coupons issued per subcontractor to be included in monthly payment requests.
- A template for Attachment C to the Request for Payment Form, a log of procedures performed by subcontractors on a monthly basis to be included in monthly payment requests.
- A template for Attachment D to the Request for Payment Form, the invoices that subcontractors' will provide to SNiP to be included in the monthly payment requests.
- A template for tracking coupons, which SNiP can use to update subcontractors on coupons issued on a weekly basis.
- The oaths for residency and financial need that should be used as a last resort to meet the residency requirement and to issue a coupon for a free procedure without documented financial need.
- A document outlining how to verify residency for easy reference when SNiP issues coupons.

ATTACHMENT B
Monthly Tracking of Participatory Budgeting Spay-Neuter Project
 EX: January 2015

Reduced Cost

Procedure	Total Cost	Non-refundable Deposit Paid by Resident/Organization	Number of Deposits Collected	Subtotal of Deposits Collected	Cost to the City	Number of Procedures Performed	Subtotal of Cost to City
Dog under 25 lbs (spay or neuter)	\$145	\$45		\$0	\$100		\$0
Dog over 25 lbs (spay or neuter)	\$175	\$45		\$0	\$130		\$0
Cat Neuter	\$80	\$30		\$0	\$50		\$0
Cat Spay	\$90	\$30		\$0	\$60		\$0
Feral Cats (spay or neuter)^	\$100	\$20		\$0	\$80		\$0
Subtotal			0	\$0		0	\$0

If a deposit was paid, but the procedure isn't yet performed, it shouldn't be counted in Column H.

No Cost

Procedure	Total Cost	Non-refundable Deposit Paid by Resident/Organization	Number of Deposits Collected	Subtotal of Deposits Collected	Cost to the City	Number of Procedures Performed	Subtotal of Cost to City
Dog under 25 lbs (spay or neuter)	\$145	\$0			\$145		\$0
Dog over 25 lbs (spay or neuter)	\$175	\$0			\$175		\$0
Cat Neuter	\$80	\$0			\$80		\$0
Cat Spay	\$90	\$0			\$90		\$0
Feral Cats (spay or neuter)^	\$100	\$0			\$100		\$0
Subtotal						0	\$0

If a deposit was paid, but the procedure isn't yet performed, it shouldn't be counted in Column H.

Total Number of Deposits Collected in January	Total Amount of Deposits Collected in January		Total Number of Procedures Performed in January	Total Cost to the City in January
0	\$0		0	\$0
				Funds Remaining
				\$90,000

Subcontractor's Name or Letterhead
INVOICE

Bill To: City of Vallejo
c/o Joanna Altman,
Participatory Budgeting
555 Santa Clara Street
Vallejo, CA 94590
Phone: (707) 648-4362

Bill From: Subcontractor
c/o Subcontractor Contact Person
Address
Vallejo, CA 945XX
Phone: (707) XXX-XXXX

Invoice Number: 1 (for the first payment request, add one for subsequent requests)

Invoice Date: XX/1/201X for XX (previous month) 201X

Description ¹	Price
1 Payment for X dogs under 25 lbs at a cost to the City of \$100 per reduced cost procedure during the month of _____ 201X	\$XXX.XX
2 Payment for X dogs over 25 lbs at a cost to the City of \$130 per reduced cost procedure during the month of _____ 201X	\$XXX.XX
3 Payment for X cats at a cost to the City of \$50 per reduced cost neuter procedure during the month of _____ 201X	\$XXX.XX
4 Payment for X cats at a cost to the City of \$60 per reduced cost spay procedure during the month of _____ 201X	\$XXX.XX
5 Payment for feral cats at a cost to the City of \$80 per reduced cost procedure during the month of _____ 201X	\$XXX.XX
6 Payment for X dogs under 25 lbs at a cost to the City of \$145 per no cost procedure during the month of _____ 201X	\$XXX.XX
7 Payment for X dogs over 25 lbs at a cost to the City of \$175 per no cost procedure during the month of _____ 201X	\$XXX.XX
8 Payment for X cats at a cost to the City of \$80 per no cost neuter procedure during the month of _____ 201X	\$XXX.XX
9 Payment for X cats at a cost to the City of \$90 per reduced cost spay procedure during the month of _____ 201X	\$XXX.XX
Balance Due (Total)	X,XXX.XX

¹ Please retain all 9 of these categories, even if no procedure of a given type was performed during the previous month.

OATH OF VALLEJO RESIDENCY

I understand that to receive a coupon for a low cost spay/neuter procedure for my pet(s), I must live in Vallejo. I do not have documentation to prove my eligibility.

I attest that I reside in the City of Vallejo, and therefore, am eligible to receive a low cost spay/neuter procedure for my pet(s).

(signature) (name)

Today's Date _____

OATH OF FINANCIAL NEED

I understand that to receive a coupon for a no cost spay/neuter procedure for my pet(s), I demonstrate financial need by showing proof of enrollment in and/or receipt of social service or general assistance programs. I do not have documentation to prove my financial need.

I attest that I lack the financial resources to provide the deposit for a reduced cost procedure, and therefore, am eligible to receive a no cost spay/neuter procedure for my pet(s).

(signature) (name)

Today's Date _____

**Participatory Budgeting - Spay Neuter Project
Proof of Residency**

To receive a coupon for a low cost spay or neuter, please present one from each column:

Column A – Types of Photo ID	Column B – Current Documentation with <u>Home Address</u>
Driver’s License or other state ID	Lease/Mortgage Statement
Passport (US or Foreign)	Voter Registration
Permanent Resident Card (Green Card)	Title of any property (automobile, home, etc.)
Military ID or Military Dependent ID	Bank or credit card statement
Employee ID	Loan document
Student ID	Medicare or other health insurance document
Consular ID or ID issued by a foreign government	Official tax forms (W-2, tax return, refund, etc.)
	Car insurance
	Vehicle registration
	Utility bill (telephone, electricity, gas, cable, etc.)
	Pay Stub
	Social Security benefits statement or check

Note: A Driver’s License or other State ID with a Vallejo address will be accepted without an item from Column B. As a last resort, a signed oath that the individual resides in Vallejo will be accepted. Residents living in unincorporated Vallejo are eligible, so long as they show adequate documentation from Column A and/or Column B.