

Klamath County COVID-19  
Emergency Response  
Grant - Final Report

Please provide the following information and submit with your final drawdown request. 20% of the grant is withheld until we receive the final report.

Klamath County Event Center COVID-19 Annual  
Title of Project / Funds Awarded Budget Support  
Klamath County Event Center  
Name of Organization  
Derrick Rowley, Manager  
Contact Person  
3531 S. 10th Street  
Address  
Klamath Falls, OR 97603  
City, State, Zip  
541-951-2112  
Phone Number

Aug 7, 2020 through September 1, 2021  
Date of Event/Project

Submit Report to:  
Tourism Grant Coordinator  
Klamath County Finance  
305 Main Street  
Klamath Falls, OR 97601  
541-883-4202

Event Applicants Only:

1. For an event, provide a detailed list of all marketing materials and an electronic version of the material on a CD. (Including audio or video recordings.)
2. Update the budget forms from your original application with actual revenues and expenses for both the project and the marketing plan.
3. Where did you spend your marketing dollars?
4. What part of your marketing efforts were most successful and least successful?

Operations Applicants Only:

5. Update the budget forms from your original application with actual revenues and expenses for both the project and the operations plan (what part of your operations did you spend the grant funding on).
6. How did you spend the grant dollars? Did you use the grant funding to preserve your business? Protect employee(s) jobs?
7. How many jobs were you able to protect?
8. What was most successful and least successful? Were you able to make rent payments, pay wages? Did you find yourself with shortfalls?

By signing this you are agreeing that you have paid all bills accrued through this process; as well as agreeing that the Logo Usage Agreement is now terminated.

Derrick Rowley  
Signature

8/30/21  
Date

Derrick Rowley  
Printed Name and Title

**KLAMATH COUNTY FAIRGROUNDS  
3531 S. 6<sup>TH</sup> STREET  
KLAMATH FALLS, OR 97603**

**KLAMATH COUNTY EVENT CENTER COVID-19 ANNUAL BUDGET SUPPORT  
AMOUNT OF AWARD: \$17,500.00  
GRANTEE CODE: C-2020-00001365**

### **FINAL NARRATIVE REPORT**

On behalf of the Klamath County Fair Board, management and staff, a huge thank you for the opportunity to apply and receive funds through the Klamath County COVID-19 Emergency Response Grant.

As stated in the initial application, beginning in early March of 2020 and as a result of Governor Brown's Executive Orders in response to COVID-19, the Klamath County Event Center, along with its rental event coordinators, began cancelling/postponing events. These cancellations caused a monumental and catastrophic drop in revenue normally generated by events scheduled at the Event Center for the spring, summer and fall of 2020. The Klamath County Event Center/Fairgrounds was also forced to lay off **five of the eight key employees**. Happily, all have since been rehired and events have returned to a more normal number.

From the bad comes the good. The County created the Klamath County Child Care Co-op to assist parents and families during the COVID-19 restrictions, lock downs, lack of school time, and the lack of child care opportunities while parents were at work. This program was housed at the Klamath County Event Center/Fairgrounds during a short period of time. This program bolstered the Event Center/Fairgrounds financially.

#### **Purpose**

The purpose of this grant was to provide funding in support of the employees at the Klamath County Event Center/Fairgrounds. The funds provided by this Grant were ultimately used to hire a custodian to ensure that the facilities were maintained, cleaned and sanitized properly throughout the duration of the Child Care Co-Op project.

#### **Accomplishments**

##### **Project Successes –**

The ability to hire an employee for the purpose of health and safety support during the Child Care Co-Op program without dire impact to the annual Event Center/Fairgrounds' budget for Fiscal Year 2020-2021.

This funding also provided much needed employment for an individual living within our community.

Because we had the additional funding, we were able to bring back four employees who had previously been laid off or loaned out to another County Department without a negative fiscal impact to our personnel budget.

These successes were definitively measured within Klamath County Fairgrounds/Fair FY 2020-21 Budget.

Challenges

**Project Challenges –**

Because the nuances for the Klamath County Event Center/Fairgrounds and facilities are such that finding skilled workers is a true challenge to management, it was determined that the individual originally hired lacked custodial skills and dependability. Because of these challenges, the original employee hired was released from his employment contract through Elwood Staffing. Subsequently, another individual was hired and continues to work at the Event Center/Fairgrounds with the opportunity of being offered full-time employment.

Measurement

Budget GL impact was minimal for GL 5040-5030-5031-5000-62005 even with a very stressful year of COVID-19 restrictions. Budget Support is attached.

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*Daniel Ray*                      *Manager*                      *8/30/21*  
Signature                                      Title                                      Date

**Klamath County Event Center COVID-19 Annual Budget Support**

**INCOME**

	BUDGET		Actual	
	Cash	In-Kind	Cash	In-Kind
<i>Klamath County COVID-19 Emergency Response Grant</i>	\$17,500.00			
<b>OTHER INCOME</b>				
<b>SUB TOTAL INCOME</b>	\$17,500.00	\$0.00	\$0.00	\$0.00
<b>TOTAL INCOME</b>	<b>\$17,500.00</b>		<b>\$0.00</b>	

**EXPENSES**

LINE ITEM		BUDGET		Actual	
		Cash	In-Kind	Cash	In-Kind
5040-5030-5031-5000-62005					
1	Contract Personnel Services -First Draw Down - Period 10.25.2020 thru 12.06.2020	\$4,481.64			
2	Contract Personnel Services -Second Draw Down - Period 12.13.2020 thru 01.03.2021	\$2,772.54			
3	Contract Personnel Services-Third Draw Down - Period 01.17.2021 thru 02.28.2021	\$4,614.57			
4	Contract Personnel Services-Final Draw Down - Period 04.04.2021 thru partial 5.23.2021	\$5,631.25			
	<b>SUB TOTAL EXPENSES</b>	\$17,500.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL EXPENSES</b>	<b>\$17,500.00</b>		<b>\$0.00</b>	

COMPLETE "BUDGET" COLUMNS (C & D) ONLY FOR APPLICATION. LEAVE "ACTUAL" COLUMNS

**Budget Detail for Hours Work - Klamath County Fairgrounds/Event Center COFI-19 Annual Budget Support**

<b>Employee Name</b>	<b>Week Ending</b>	<b>Total Hours</b>	<b>OT</b>	<b>Amount Paid</b>
Logan Sherrill	4.4.2021	17		\$ 347.14
Logan Sherrill	4.11.2021	40		\$ 816.80
Logan Sherrill	4.18.2021	40	2	\$ 877.66
Logan Sherrill	4.25.2021	40	1.5	\$ 862.45
Logan Sherrill	5.02.2021	40		\$ 816.80
Logan Sherrill	5.9.2021	40		\$ 816.80
Logan Sherrill	5.16.2021	40	1.5	\$ 862.45
Logan Sherrill	5.23.2021	40		\$ 816.80
				<b>\$ 6,216.90</b>

<b>Grant Claim Total</b>	<b>\$ 5,631.25</b>
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