

SCOPE OF WORK

Bella's Blessings, Inc., a Georgia nonprofit organization



Project Overview

Purpose

The purpose of this project is to expand access to pet food, essential supplies, and supportive pet welfare resources for DeKalb County residents experiencing financial hardship through the installation and operation of Pet Blessing Boxes in partnership with the County.

Summary

Bella's Blessings, Inc. is a Georgia-based nonprofit organization that partners with local governments to place honor-based Pet Blessing Boxes in accessible, high-traffic locations on public property. These boxes provide free pet food and supplies to families in need and serve as a gateway to additional community resources through a QR code linking users to location-specific, low-cost veterinary care, pet food assistance, and short-term crisis support programs. We have secured the support of *Lifeline*, *Atlanta Humane*, *PAWS Atlanta*, *Ahimsa House*, and *Furkids* to feature on our website as resources for DeKalb residents, and these organizations are excited to welcome Bella's Blessings to the pet welfare ecosystem in Atlanta.

Key stakeholders include DeKalb County residents facing temporary financial challenges, their pets, DeKalb County government, and local animal welfare organizations. This project benefits DeKalb residents by helping families keep their pets during difficult times, supports animal welfare partners by strengthening the local safety net and keeping companion animals out of local shelters, and aligns with the County's goals of community support, public health, and humane outcomes.

Project Description

This project involves the collaboration between Bella’s Blessings and the County to install and steward Pet Blessing Boxes on County property. Bella’s Blessings will provide the physical box, coordination, and resource infrastructure, while the County will support site identification, placement approval, steward selection, and community visibility/promotion.

The project is being undertaken to address a growing need for accessible pet support resources as rising costs of pet care increasingly impact families. By combining a physical distribution point with a digital, location-based resource directory, the project delivers a comprehensive, dignified, and low-barrier solution for pet owners in need.

Participants in this project include Bella’s Blessings, County leadership and staff, and also designated community stewards. Regarding stewards, each pet blessing box thrives because of community generosity and local stewardship. DeKalb County should identify a community partner—a Scout troop, library, youth or senior group, art collective, or nonprofit—that will serve as the steward for one or more pet blessing box. Once the box is installed, the steward takes the lead in rallying community support—sharing updates on social media, in newsletters, and at local events. The County may want an application-based process for selection. We can share the steward application used by our first site, the City of Doraville. As well, the steward is responsible for painting the box—Bella’s Blessings provides the white PVC box—the steward organization brings it to life! Every box should be painted and personalized to reflect the heart of its neighborhood. Bella’s Blessings can offer creative guidance, examples, and design inspiration.

To launch and celebrate the first Pet Blessing Box in a City or County, Bella’s Blessings encourages local governments to host a community ribbon-cutting event. This event—referred to as a “First and Fill” ceremony—brings together residents, donors, steward organizations, and pet welfare partners to introduce the resource and collectively stock the box for the first time. Steward organizations are encouraged to attend and to store any excess donated items for future restocking as needed. Our construction partner will complete installation just before the ceremony to ensure the pet blessing box is ready to accept donations.

Bella’s Blessings shall be responsible for the following:

- Constructing, installing, and maintaining all Bella’s Blessings Boxes in accordance with materials, dimensions, and design standards approved by the County.
- Incurring all costs associated with the physical boxes including, but not limited, to construction and maintenance.
- Ensuring all boxes are maintained in a clean, safe, and presentable condition.
- Coordinating with the County to identify and approve appropriate box locations.
- Developing and maintaining the online, location-based resource directory linked via QR code
- Promptly notifying the County of any safety concerns, damage, misuse, or other issues related to the boxes.

- Assisting with program promotion and steward recruitment in coordination with the County.
- Providing guidance, best practices, and support to community stewards

The County shall be responsible for the following:

- Establishing and authorizing the Bella’s Blessings Box Program pursuant to action by County Commissioners.
- Establishing reasonable rules, procedures, and operational guidelines necessary to ensure the safety, effectiveness, and success of the program.
- Coordinating with Bella’s Blessings to approve locations for the boxes on County-owned property.
- Hosting and administering the steward application and approval process.
- Collaborating with Bella’s Blessings on program promotion and steward engagement.
- Preparing and requiring the posting of any disclaimers deemed necessary by the County to limit or reduce municipal liability.

Designated Community Stewards shall be responsible for the following:

- Checking the inventory of the box and ensuring it remains clean, organized, and appropriately stocked with pet-related goods.
- Reviewing items for expiration dates and suitability and removing any expired or inappropriate materials.
- Promoting the box through professional networks to encourage continued community support and donations.
- Communicating with Bella’s Blessings, Inc. and DeKalb County regarding any maintenance needs, concerns, or issues that may arise to ensure the ongoing success of the program.

Together, these stakeholders will ensure the Pet Blessing Boxes are safely installed, appropriately stocked, and effectively integrated into the County’s broader community support efforts.

Project Timeline:

- Project Start Date: May 1, 2026
- Project End Date: December 31, 2027

Project Cost: The total compensation for services rendered under this Statement of Work shall not exceed \$15,000.

Background

Organizational Context

Bella's Blessings is a Georgia-based nonprofit organization dedicated to helping pets remain with the families who love them during periods of financial hardship. The organization was established to address gaps in access to pet food, essential supplies, and supportive pet welfare resources that often contribute to preventable pet surrender.

Bella's Blessings operates through a partnership-driven model, collaborating with local governments and community organizations to install Pet Blessing Boxes—honor-based, outdoor pantries stocked with free pet food and supplies—on accessible, high-traffic public property. Each Pet Blessing Box also serves as an entry point to additional support through a QR code that links users to a location-based online directory of low-cost veterinary care, pet food assistance, and short-term crisis resources.

The organization's approach emphasizes dignity, accessibility, and prevention by providing low-barrier support that complements existing animal welfare and social service systems. By combining physical distribution of essential items with digital resource navigation, Bella's Blessings functions as a community-level intervention designed to reduce financial strain on pet-owning households and support humane outcomes.

Problem or Need Statement

Rising costs of pet care, food, and veterinary services have created increasing challenges for families with pets, particularly those experiencing temporary financial hardship. National and local data indicate that financial barriers to basic pet care are a leading factor in pet surrender, contributing to increased demand on animal shelters and related public services.

DeKalb County-level data further underscores the need for preventative, upstream solutions. As documented in the DeKalb Animal Services Advisory Board's *Five-Point Plan* in 2024, the DCAS shelter has consistently under-served community needs, with average animal populations exceeding available shelter space from 2022 through May 2023. This sustained overcapacity places strain on shelter operations, staff, and resources, and limits the County's ability to respond effectively to incoming animals.

DeKalb County survey data highlights the scale and nature of the access gap. According to a survey commissioned by **Maddie's Fund and conducted by A&K Research in April 2023, 60% of DeKalb County residents are pet owners**, demonstrating the significant role

companion animals play in household stability. However, the survey also identified persistent affordability challenges:

- **22%** of respondents wanted but could not afford microchipping for their pets
- **20%** wanted but could not afford fence repair or installation
- Over the past three years, **72%** reported wanting but being unable to afford access to pet food, veterinary care, microchipping, behavioral support, or training

These findings indicate that many pet owners want to care for their pets but lack access to affordable resources. Without early intervention, these barriers can escalate into preventable pet surrender, increasing strain on shelter systems already operating beyond capacity.

Relevant History and Context

Across the country, communities have increasingly adopted “little free” pantry models on public property as a dignified, low-barrier means of distributing essential goods. These models have demonstrated effectiveness in meeting immediate needs while strengthening community engagement and awareness of broader support services.

Within DeKalb County and surrounding jurisdictions, there has been growing emphasis on humane, preventative strategies that reduce shelter intake and support pet retention. DeKalb Animal Services Advisory Board's *Five-Point Plan* explicitly identifies the need for upstream interventions that address the root causes of shelter overcapacity rather than relying solely on downstream responses after surrender occurs.

This project builds on that framework by adapting the established “little free pantry” concept specifically for pets and integrating it with a location-based digital resource directory. The beneficiaries of this initiative include DeKalb County residents experiencing temporary financial hardship, their companion animals, local animal welfare organizations, and the broader community through reduced strain on shelter capacity and public resources.

Scope of Services

1. General Overview

Bella’s Blessings shall provide services to support the planning, installation, launch, and ongoing stewardship of one or more Pet Blessing Boxes located on County property. The number and locations shall be determined in consultation with the County. Services include project coordination, fabrication, and installation of the Pet Blessing Box, development and maintenance of a location-based digital resource directory, and support for community stewardship and engagement.

Each Pet Blessing Box is a weatherproof, honor-based outdoor pantry designed to hold free pet food and essential supplies. Boxes are installed in accessible, high-traffic public locations approved by the County and are supported through a combination of community stewardship, digital resource navigation, and partnership coordination.

2. Tasks

Bella's Blessings will perform the following tasks:

Task 1: Project Coordination and Site Planning

- Serve as primary project coordinator and point of contact for the County.
- Participate in planning meetings with County leadership and designated staff.
- Support identification and approval of installation site(s) on County property.
- Coordinate project timeline and milestones with County staff.

Task 2: Community Steward Identification and Support

- Support the County in identifying or approving a designated community steward organization.
- Provide sample steward application materials upon request.
- Coordinate onboarding and orientation of steward organization.
- Provide guidance on stewardship responsibilities, community engagement, and best practices.

Task 3: Pet Blessing Box Fabrication and Preparation

- Provide Pet Blessing Box/es constructed from weatherproof PVC materials.
- Ensure box meets agreed-upon specifications for durability, capacity, and accessibility.
- Affix Bella's Blessings signage and QR code directing users to online resources.
- Prepare box for customization and painting by steward organization.

Task 4: Installation

- Coordinate installation logistics with County staff.
- Install Pet Blessing Box at the approved site using a secure post-mounted system or another system as instructed by the steward and the County (for example, a planter pot).
- Complete installation prior to public launch or ribbon-cutting event.

Task 5: Digital Resource Directory Development

- Develop and maintain a County-specific resource page accessible via QR code on the pet blessing boxes.

- Curate and verify listings for low-cost veterinary care, pet food assistance, and crisis support services.
- Update resource listings periodically to ensure accuracy and relevance.

Task 6: Launch and Community Engagement Support

- Support planning of a community launch event/ribbon-cutting ceremony (“First and Fill”) if desired by the County.
- Provide guidance on launch messaging and community participation.
- Coordinate initial stocking strategy with community partners, where applicable.

Task 7: Ongoing Program Support

- Provide technical assistance and guidance to stewards as needed.
- Maintain digital resource directory.
- Serve as point of contact for County inquiries related to the Pet Blessing Box/es.

3. Deliverables

1. One or more Pet Blessing Boxes fabricated and prepared for installation—number to be determined by the County.
2. Secure installation of Pet Blessing Box/es at approved County location/s.
3. DeKalb County-specific digital resource directory accessible via QR code.
4. Steward onboarding materials and guidance.
5. Launch support and coordination documentation.
6. Ongoing access to updated digital resources.

4. Location of Services

- Physical services will be rendered on approved County property.
- Planning, coordination, and digital services will be rendered remotely.
- Community launch events, if held, will occur at the installation site/s.

5. Timeframes and Frequency

Phase	Timeframe	Frequency
Planning and Coordination	February 1- April 30, 2026	Conducted during the project initiation phase.
Installation	Starting as soon as May 1, 2026	Installation will continue throughout DeKalb as requested by the County. Installation will be completed for each location prior to public launch.
Digital resource maintenance	Will launch on the Bella's Blessings webpage as soon as the first box is installed.	Ongoing, and reviewed quarterly for any new additions to DeKalb pet owner resources.
Steward support	Will begin once steward/s are selected by DeKalb County	Ongoing as needed.
Community engagement support	Will begin shortly before the launch date of each box to promote the resource to the community	As applicable during launch and early operations.

Specific dates and timelines shall be established collaboratively between Bella's Blessings and the County.

6. Performance Standards

Bella's Blessings shall perform all services in accordance with the following standards:

- Timely completion of agreed-upon tasks and deliverables.
- Compliance with County requirements, site approvals, and applicable regulations.
- Clear, professional communication with County staff and community partners.
- Accurate and current digital resource listings.
- Installation that meets safety, accessibility, and durability expectations.

7. Roles and Responsibilities

Bella's Blessings shall be responsible for the following:

- Constructing, installing, and maintaining all Bella's Blessings Boxes in accordance with materials, dimensions, and design standards approved by the County.
- Incurring all costs associated with the physical boxes including, but not limited, to construction and maintenance.

- Ensuring all boxes are maintained in a clean, safe, and presentable condition.
- Coordinating with the County to identify and approve appropriate box locations.
- Developing and maintaining the online, location-based resource directory linked via QR code.
- Promptly notifying the County of any safety concerns, damage, misuse, or other issues related to the boxes.
- Assisting with program promotion and steward recruitment in coordination with the County.
- Providing guidance, best practices, and support to community stewards.

The County shall be responsible for the following:

- Establishing and authorizing the Bella’s Blessings Box Program pursuant to action by County Commissioners.
- Establishing reasonable rules, procedures, and operational guidelines necessary to ensure the safety, effectiveness, and success of the program.
- Coordinating with Bella’s Blessings to approve locations for the boxes on County-owned property.
- Hosting and administering the steward application and approval process.
- Collaborating with Bella’s Blessings on program promotion and steward engagement.
- Preparing and requiring the posting of any disclaimers deemed necessary by the County to limit or reduce municipal liability.

8. Communication and Reporting

- Bella’s Blessings shall serve as the primary point of contact for the County.
- Regular check-ins will occur as mutually agreed upon.
- Updates may be provided via email or scheduled meetings.
- Any issues impacting service delivery will be communicated promptly.

9. Contractor Qualifications

Bella’s Blessings is a Georgia-based nonprofit organization whose Board of Directors has demonstrated experience in community partnership development, local government collaboration, and program implementation focused on pet welfare and prevention of animal surrender.

All installations will comply with applicable safety and accessibility standards. Digital resources will be maintained using a widely-accessible website (www.petblessingboxes.org) which has a

Spanish translation option built-in. Bella's Blessings shall operate in compliance with all applicable Federal, State, and local laws, regulations, and County policies.

Consultant Responsibilities

1. Tasks and Deliverables

The Consultant shall be responsible for the following tasks and associated deliverables:

- **Project Planning and Coordination – starting February 1, 2026, and ongoing for the life of the project**
 - Serve as the primary point of contact for the County.
 - Coordinate project activities, milestones, and timelines.
 - Support site selection and readiness planning.

- **Pet Blessing Box Provision and Installation – by due date determined by DeKalb County**
 - Provide a Pet Blessing Box/es constructed of weatherproof PVC materials.
 - Ensure the box/es meets agreed-upon specifications for durability, safety, and accessibility.
 - Coordinate and complete installation/s at the approved County location/s.

- **Community Steward Support – to begin once steward/s are selected by DeKalb County, and continue through steward's participation**
 - Provide guidance and onboarding materials for designated community stewards.
 - Support steward understanding of responsibilities related to maintenance, promotion, and restocking.
 - Provide creative guidance and examples for box customization and painting.

- **Digital Resource Directory - Will launch on the Bella's Blessings webpage as soon as the first box is installed, and will be ongoing for the duration of Bella's Blessings boxes on DeKalb County property**
 - Develop and maintain a location-specific online resource page accessible via QR code.
 - Curate and verify listings for low-cost veterinary care, pet food assistance, and crisis support services.

- Update resource listings periodically to ensure accuracy and relevance.

- **Launch and Engagement Support**
 - Support planning of a public launch or ribbon-cutting event, if desired.
 - Coordinate installation timing to ensure readiness for community launch.

2. Performance Standards and Quality Expectations

The Consultant shall meet the following performance standards:

- Deliver all services in a timely and professional manner.
- Ensure all materials and installations meet safety, durability, and accessibility expectations.
- Maintain accurate, current, and user-friendly digital resources.
- Respond promptly to County inquiries and coordination needs.
- Conduct work in a manner consistent with community-centered and dignified service delivery.

3. Compliance Requirements

The Consultant shall comply with all applicable Federal, state, and local laws, regulations, and County policies, including but not limited to:

- Applicable nonprofit governance and reporting requirements.
- Local site use approvals and property access requirements.
- Safety and accessibility considerations for public installations.

4. Coordination and Communication

The Consultant shall be responsible for the following communication and coordination activities:

- Designate a primary point of contact for coordination with the County.
- Participate in meetings, briefings, or site visits as requested.
- Provide periodic project updates via email or scheduled check-ins.
- Promptly communicate any issues that may impact project timelines or deliverables.

With regards to documentation and recordkeeping, where requested, the consultant shall:

- Maintain records related to installation, stewardship onboarding, and digital resource development.
- Retain documentation supporting completion of deliverables.
- Provide closeout documentation or summary information upon completion of initial project phases, if requested by the County.

In all their responsibilities, the consultant shall conduct all activities with professionalism, transparency, and accountability, and shall collaborate in good faith with County staff, community stewards, and partner organizations to ensure successful project implementation.

Consultant Qualifications

Bella’s Blessings, Inc. is a Georgia-based nonprofit organization governed by a Board of Directors with demonstrated expertise in pet welfare, nonprofit governance, and public-sector collaboration. Collectively, the Board brings a blend of technical, operational, and governmental experience directly relevant to the successful implementation of community-based programs on public property.

1. Technical Expertise

The Board of Bella’s Blessings possesses technical expertise essential to designing, launching, and sustaining a Pet Blessing Box program in partnership with DeKalb County government, including:

- **Pet Welfare and Rescue Operations:** Experience with animal rescue, foster programs, and pet welfare initiatives ensures that the program is designed to responsibly support pet owners in need and complement existing shelter and rescue systems.
- **Nonprofit Governance and Operations:** Board members have experience serving on nonprofit boards and supporting nonprofit compliance, fiduciary oversight, and program implementation, ensuring strong governance and accountability.
- **Government Partnerships and Public Initiatives:** Direct experience working with municipal governments enables Bella’s Blessings to navigate public-sector processes, approvals, and stakeholder coordination efficiently and professionally.
- **Construction, Design, and Accessibility:** Experience in construction and design supports the delivery of durable, weatherproof, and accessible Pet Blessing Boxes appropriate for placement on public property.
- **Fiscal Stewardship and Budget Oversight:** Board expertise in budgeting, finance, and stewardship of public funds supports responsible financial management and transparency.

- **Community Engagement and Communications:** Skills in art, photography, and social media content creation support community outreach, public awareness, and engagement critical to sustaining honor-based pantry models.

2. Relevant Experience

Board members of Bella’s Blessings have served in the following relevant roles:

- City Councilmember and Mayor Pro Tem, *City of Doraville*
- Chair, *Doraville City Planning Commission*
- Member, *Doraville Arts Commission*
- Federal employee responsible for stewardship of Federal government funding
- Board Member, *Animal Savers Rescue* (former nonprofit in Doraville, Georgia)
- Volunteer and foster with multiple Atlanta-area pet welfare organizations, including *Angels Among Us, Atlanta Beagle Rescue, Animal Savers Rescue, and LifeLine Animal Project*

This **combination of municipal leadership, public-sector accountability, and hands-on pet welfare experience** uniquely positions Bella’s Blessings to serve as a reliable partner to the County. **The organization understands both the operational realities of government collaboration** and the **practical needs of pet owners and animal welfare systems**, reducing implementation risk and supporting successful program outcomes.

Deliverables

Deliverables include both tangible products and completed services that represent the end result of each task or project phase. All deliverables must meet the acceptance criteria outlined below to be deemed complete.

Bella’s Blessings shall provide the following deliverables over the course of the contract:

1. Pet Blessing Box/es (Tangible Deliverable)

Description: One (1) or more Pet Blessing Box/es constructed from weatherproof PVC materials, fully assembled and prepared for installation.

Use: The Pet Blessing Box/es will serve as an honor-based, outdoor pantry for free pet food and essential supplies located on approved County property.

Acceptance Criteria:

- Constructed of durable, weather-resistant materials.
- Capable of holding up to approximately 25 pounds of dry pet food and small-to-medium supplies.
- Includes mounted signage identifying Bella's Blessings.
- Includes affixed QR code directing users to the digital resource directory.
- Meets safety and accessibility expectations for public use.

2. Installation of Pet Blessing Box/es (Tangible Deliverable)

Description: Secure installation of the Pet Blessing Box at a County-approved site using a post-mounted system.

Use: Provides a permanent, accessible structure for public use.

Acceptance Criteria:

- Installed at approved location.
- Securely mounted and stable.
- Positioned for safe public access..
- Completed prior to public launch or ribbon-cutting event

3. Community Steward Onboarding Materials (Intangible Deliverable)

Description: Provision of guidance materials and orientation support for the designated community steward organization.

Use: Supports consistent stewardship, maintenance, and community engagement across Pet Blessing Box sites.

Acceptance Criteria:

- Materials clearly outline steward roles and responsibilities.
- Guidance provided in written and/or digital format.
- Delivered prior to or concurrent with installation.

4. Digital Resource Directory (Tangible Digital Deliverable)

Description: A DeKalb County-specific online resource page accessible via QR code displayed on the Pet Blessing Box.

Use: Provides users with access to verified pet welfare resources for DeKalb County residents, including low-cost veterinary care, pet food assistance, and short-term crisis support services.

Data Requirements and Standards:

- Listings must include organization name, service type, brief description, and active link to the organization.
- Resources must be relevant to the geographic area served.
- Content must be accessible via mobile device.

Acceptance Criteria:

- QR code successfully directs users to the correct resource page.
- Resource listings are live, accurate, and clearly categorized.
- Page is publicly accessible without login requirements.

5. Launch Support and Coordination (Intangible Deliverable)

Description: Coordination and support for a public launch or ribbon-cutting event, if desired by the County.

Use: Facilitates community awareness, engagement, and initial utilization of the Pet Blessing Box.

Acceptance Criteria:

- Installation completed prior to launch.
- Coordination support provided to County and steward as applicable.
- Box ready to receive donations at time of launch.

6. Program Closeout Summary (Intangible Deliverable)

Description: A brief summary documenting completion of initial project deliverables

Payment Terms

The Contractor shall be compensated for services rendered in accordance with the pricing and deliverables outlined in this Scope of Work. Total compensation shall not exceed \$15,000, unless modified in writing by an authorized representative of DeKalb County.

Invoices will be submitted and processed and payment status checked via DeKalb County's iSupplier Portal (ISP). Payments will be made via ACH DeKalb County iSupplier Portal.

Invoices will include a detailed description of work performed, the total cost (not to exceed \$15,000), a breakdown of milestones and a deliverables.

The Payment Schedule will be determined in consultation with the DeKalb County client.