



# Maryland Spay and Neuter Grants Program Annual Report August 2016

Covering July 1<sup>st</sup>, 2015 to June 30<sup>th</sup>, 2016

## FINAL REPORT

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Maryland Department of Agriculture

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Maryland Department of Agriculture

Spay and Neuter Grants Program

Annual Report

(July 1, 2015-June 30, 2016)

August 2016

This report details the activities and accomplishments of each element pertaining to the Maryland Spay and Neuter Grants Program (the Program) for Fiscal Year 2015 (FY16) covering July 1, 2015 to June 30, 2016.

***GRANT PROPOSALS SELECTED***

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**FY16 Funding Cycle:**

On March 27, 2015 the Request for Proposals (RFP) was announced on the MDA website, the Program webpage, through MDA social media, and as an e-mail blast to over 200 organizations and individuals on the Program listserv. By the submittal deadline of May 29, 2015, 30 applications had been submitted to the Program. In October 2015 of the 30 applications, 19 were selected for funding. The following summarizes the projects selected by the Secretary:

**Funded Projects for FY2016**

Ref.#	Project Title	Applying Organization	Target Area	Budget
101	<i>A Bigger &amp; Better Spay Spa &amp; Neuter Nook</i>	Rude Ranch Animal Rescue/ Spay Spa and Neuter Nook	Anne Arundel Co.	\$35,707
-To provide equipment to expand surgery capabilities of facility used by organizations and citizens throughout the state. The expansion will increase service capacity this year by 3,800 low cost surgeries. Also, as a continuation of the FY15 project, to provide no-cost surgeries to low income pet owners in Glen Bernie, Severn, Brooklyn Park, and Pasadena for 60 pet cats and 60 pet dogs.				

Ref.#	Project Title	Applying Organization	Target Area	Budget
102	<i>Fix Somerset County</i>	Humane Society of Somerset County	Somerset Co.	\$25,800
-Provides free spay and neuter to 600 pet cats of low income pet owners in Crisfield, Deal Island, Marion Station, Princess Anne, and Westover.				
103	<i>Free Spay/Neuter at HSCC</i>	Humane Society of Charles County	Charles Co.	\$31,097
- A continuation of FY15 project, to provide free services to 190 additional pet cats and an additional 160 pet dogs.				
104	<i>The Lifesaver Spay/Neuter Program</i>	HART for Animals, Inc	Garrett & Allegany Cos.	\$38,800
- A continuation of FY15 project, to provide services to 200 additional pet dogs and 200 additional pet cats of low-income pet owners in two counties.				
106	<i>Don't Pay to Spay</i>	Caroline County Humane Society	Caroline & Dorchester Cos.	\$41,058
-A continuation of FY15 project, to provide free services to 124 additional pet dogs and 400 additional pet cats of low-income pet owners in two counties. Targets low-income pet owners throughout Caroline County and low income pet owners in Federalsburg and Hurlock in Dorchester County.				
107	<i>Spay/Neuter Mid-Shore</i>	Talbot Humane & Baywater Animal Rescue	Talbot & Dorchester Cos.	\$48,355
- Provides no-cost spay/neuter services to low-income pet owners throughout Talbot County and the city of Cambridge in Dorchester County. This project will provide surgeries to 350 pet cats and 250 pet dogs.				
108	<i>Don't Have a Litter- We'll Fix Your Critter</i>	Animal Welfare League of Queen Anne's County	Queen Anne's Co.	\$11,250
- Provides free spay and neuter to 100 pet dogs and 150 pet cats of low income pet owners 7 zip codes in the eastern part of the county and provide bilingual education.				
109	<i>Gaithersburg Free Spay &amp; Neuter Program</i>	Animal Welfare League of Montgomery County Inc.	Montgomery Co.	\$10,035
-Provides transportation and no-cost surgeries to low-income residents in Gaithersburg for 70 pet cats and 30 pet dogs.				

<b>Ref.#</b>	<b>Project Title</b>	<b>Applying Organization</b>	<b>Target Area</b>	<b>Budget</b>
<b>111</b>	<b><i>Thurmont Ferals Project</i></b>	<b>Tip Me Frederick</b>	<b>Frederick Co.</b>	<b>\$23,736</b>
- Targets Thurmont, Emmitsburg, and the surrounding area to spay and neuter 600 unowned cats.				
<b>113</b>	<b><i>Eastside Spay &amp; Neuter Program (ESNP)</i></b>	<b>Baltimore County Department of Health</b>	<b>Baltimore Co.</b>	<b>\$45,514</b>
-Targets low-income pet owners in Dundalk/Turner's Station and Sparrow's Point in east Baltimore County and will provide outreach and no-cost surgeries to 770 pet cats and 346 pet dogs.				
<b>117</b>	<b><i>Community Spay Neuter Project</i></b>	<b>Last Chance Animal Rescue</b>	<b>Charles Co.</b>	<b>\$37,700</b>
-Targets low-income pet owners in 4 zip codes in Waldorf and will provide no-cost surgeries to 200 pet cats and 300 pet dogs.				
<b>118</b>	<b><i>Keep Cumberland Litter Free</i></b>	<b>Allegany County Animal Shelter Management Foundation</b>	<b>Allegany Co.</b>	<b>\$42,261</b>
-Provides funding for equipment for a much-needed low cost spay/neuter clinic on the shelter property that will serve all of Allegany County. Also provides 200 free surgeries to pet cats and dogs of low income residents in the City of Cumberland.				
<b>119</b>	<b><i>Cecil County MD Targeted TNR/Spay Neuter Program</i></b>	<b>Chesapeake Feline Association</b>	<b>Cecil Co.</b>	<b>\$25,103</b>
- Provides surgeries to 400 unowned cats in cat colonies located two low-income areas in the county: Woodlawn Estates in Port Deposit and Hollingsworth Manor in Elkton.				
<b>121</b>	<b><i>Spay It Forward MCPAW</i></b>	<b>Montgomery County Partners for Animal Well-being</b>	<b>Montgomery Co.</b>	<b>\$19,820</b>
-Provides surgeries to 358 unowned cats in 11 colonies in the county.				
<b>122</b>	<b><i>Partnering to Provide Free Spay/Neuter Services for Low-Income Residents in Baltimore City</i></b>	<b>MD SPCA and BARCS</b>	<b>Baltimore City</b>	<b>\$110,450</b>

Ref.#	Project Title	Applying Organization	Target Area	Budget
- A continuation of FY15 project, to provide free services to 250 additional pet dogs and 1,000 additional pet cats of low-income pet owners in six zip codes in Baltimore City.				
125	<i>Jessup Community Cat Colonies</i>	Sunshine's Friends Cat Rescue and Sanctuary, Inc	Anne Arundel & Howard Cos.	\$7,106
-Targets cat colonies five locations in the Jessup area and will alter 112 unowned cats.				
126	<i>Stop Over-Population and Suffering (SOPA)</i>	Snip/Tuck Inc.	Dorchester Co.	\$8,046
-Provides surgeries to 450 unowned cats in colonies in Cambridge, Vienna, Toddville, Crepo, Lakes & Straights, Thomas, Hurlock, Secretary, and East Market.				
127	<i>Embedded Community Outreach in Baltimore City</i>	Charm City Companions, Inc.	Baltimore City	\$17,160
-A continuation of their FY15 project to provide free surgeries to 200 pet cats and pet dogs in 2 zip codes in Northeast Baltimore City.				
128	<i>Sunshine's Friends Jessup Spay and Neuter Your Pet</i>	Sunshine's Friends Cat Rescue and Sanctuary	Anne Arundel & Howard Cos.	\$11,629
-Provides low-income pet owners in Jessup with transportation and no-cost surgeries for 100 pet cats and 50 pet dogs.				
<b>Grand Total<sup>1</sup>:</b>				<b>\$590,627</b>

**FY17 Funding Cycle:**

On January 28, 2016 the Request for Proposals (RFP) for FY17 funding was released to the public and advertised on the Department's website, social media, on the Program webpage and advertised via email blast to everyone on the Program listserv. By the April 1, 2016 deadline, the Program received 36 applications. Upon completion of the review, a total of 27<sup>2</sup> applications were recommended for funding by the Advisory Board to the Secretary of Agriculture. All 27 recommended proposals were approved by the Secretary.

<sup>1</sup> This figure represents funds committed, not paid out.

<sup>2</sup> Subsequently, one approved project was unable to accept the grant due to matters internal to the organization.

**Accomplishments for FY15 Projects:**

- Successfully completed 11 projects in 9 counties that serve to provide low income Marylanders with free spay and neuter procedures for pet cats and dogs; and
- Remaining 3 active projects continuing to provide free service to low income pet owners until their scheduled completion in December 2016.

**Accomplishments for FY16 Projects:**

- Initiated 19 projects in 14 counties, with 14 projects focused on pets (2 of which included funding of surgical equipment to increase capacity) and 5 projects focused on feral cats.
- One FY16 project has already been completed as of this report. Project FY16-101 not only met its target of 120 procedures by June 30, 2016 but exceeded the target by an additional 128 animals.

**Goals for FY17:**

- Manage the 26 approved and accepted projects to meet and possibly exceed target numbers of procedures;
- Continue to effectively and efficiently provide oversight to the projects funded in the FY15 and FY16 cycles, including review of required reports, project modifications when required, and assistance to project managers;
- Release the FY18 RFP in early 2017; and
- Continue to review and update materials as necessary.

***NUMBER OF SPAY AND NEUTER PROCEDURES PERFORMED UNDER EACH GRANT TO DATE***

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The below table details the number of procedures performed as of the date of this report by the 14 projects funded in the FY 2015 and FY2016 funding cycles.

<b>FY15 Projects</b>			
<b>Ref.#</b>	<b>Project Title</b>	<b>Applying Organization</b>	<b>Procedures as of June 30, 2016</b>
<b>004</b>	<b><i>Fix Anne Arundel</i></b>	<b>Rude Ranch/Spay Spa and Neuter Nook</b>	<b>421</b>
<b>010</b>	<b><i>We Pay to Spay</i></b>	<b>Caroline County Humane Society</b>	<b>302</b>

FY15 Projects			
Ref.#	Project Title	Applying Organization	Procedures as of June 30, 2016
012	<i>*Baltimore Humane Society Spay/Neuter Outreach Program</i>	Baltimore Humane Society	200
013	<i>The Lifesaver Spay/Neuter Program</i>	HART For Animals, Inc.	764
016	<i>*East Laurel Spay and Neuter – Year One</i>	Laurel Cats, Inc.	222
018	<i>Partnering to Provide Free Spay/Neuter Services</i>	BARCS and MD SPCA	1,000
025	<i>Free Spay/Neuter at HSCC</i>	Humane Society of Charles Co.	192
032	<i>FREEfix for Prince George's Pets</i>	SPCA/Humane Society of Prince George's Co.	178
034	<i>A Spay a Day Keeps the Litter Away</i>	Prince George's County	365
037	<i>*Four Cities Spay/Neuter Initiative</i>	City of Greenbelt, Planning and Development	262
039	<i>A Targeted Spay/Neuter Project for Companion Dogs in the Park Heights</i>	ReLove animals, Inc.	118
045	<i>FY2014-2015 Spay Neuter NO Cost Program</i>	Humane Society of Wicomico County	312
048	<i>Spay/Neuter Assistance Program-Focus on Dogs</i>	Talbot Humane	88
050	<i>Embedded Community Outreach in Baltimore City</i>	Charm City Companions Inc.	241
Total as of July 31, 2016			4,665

\*Blue indicates projects still active until 12-31-2016

FY16 Projects			
Ref.#	Project Title	Applying Organization	Procedures as of June 30, 2016
101	<i>A Bigger &amp; Better Spay Spa &amp; Neuter Nook</i>	Rude Ranch Animal Rescue/ Spay Spa and Neuter Nook	248
102	<i>Fix Somerset County</i>	Humane Society of Somerset County	409
103	<i>Free Spay/Neuter at HSCC</i>	Humane Society of Charles County	229
104	<i>The Lifesaver Spay/Neuter</i>	HART for Animals, Inc.	205

<b>FY16 Projects</b>			
<b>Ref.#</b>	<b>Project Title</b>	<b>Applying Organization</b>	<b>Procedures as of June 30, 2016</b>
	<i>Program</i>		
106	<i>Don't Pay to Spay</i>	Caroline County Humane Society	236
107	<i>Spay/Neuter Mid-Shore</i>	Talbot Humane & Baywater Animal Rescue	294
108	<i>Don't Have a Litter-We'll Fix Your Critter</i>	Animal Welfare League of Queen Anne's County	105
109	<i>Gaithersburg Free Spay &amp; Neuter Program</i>	Animal Welfare League of Montgomery County Inc.	20
111	<i>Thurmont Ferals Project</i>	Tip Me Frederick	308
113	<i>Eastside Spay &amp; Neuter Program (ESNP)</i>	Baltimore County Department of Health	732
117	<i>Community Spay Neuter Project</i>	Last Chance Animal Rescue	163
118	<i>Keep Cumberland Litter Free</i>	Allegany County Animal Shelter Management Foundation	54
119	<i>Cecil County MD Targeted TNR/Spay Neuter Program</i>	Chesapeake Feline Association	199
121	<i>Spay It Forward MCPAW</i>	Montgomery County Partners for Animal Well-being	240
122	<i>Partnering to Provide Free Spay/Neuter Services for Low-Income Residents in Baltimore City</i>	MD SPCA and BARCS	1,132
125	<i>Jessup Community Cat Colonies</i>	Sunshine's Friends Cat Rescue and Sanctuary, Inc.	83
126	<i>Stop Over-Population and</i>	Snip/Tuck Inc.	159



FY16 Projects			
Ref.#	Project Title	Applying Organization	Procedures as of June 30, 2016
	<i>Suffering (SOPA)</i>		
127	<i>Embedded Community Outreach in Baltimore City</i>	Charm City Companions, Inc.	142
128	<i>Sunshine's Friends Jessup Spay and Neuter Your Pet</i>	Sunshine's Friends Cat Rescue and Sanctuary, Inc.	54
Total as of July 31, 2016			5,063

\*Green indicates project completed. All other projects are still active.

**Accomplishments by FY15 Projects during FY16 Period:**

- As of the date of this report, 4,665 pets of low income Marylanders have received free spay and neuter services. Three of these projects are still active and will continue towards their target until December 31, 2016. Three projects exceeded their initial surgery goals, 6 projects met or exceeded their target goals and 5 projects fell short of their target goals. Factors that affected those not reaching their goals: more dog surgeries than cat surgeries were performed than anticipated, more expensive dog surgeries (females and older females) than anticipated, and difficulty with public in following through with appointments for scheduled surgeries. One project completed their target goal and returned \$4,760.00 to the program.

**Accomplishments for FY16 Projects during FY16 Period:**

- As of the date of this report, one of the 19 projects funded has completed their tasks and exceeded their goals. All of the remaining projects are progressing well, with 12 projects either at or well above 50% of their target procedures within the first 6 months of their projects' timelines.

**Accomplishments for all funded projects to date:**

- As of the date of this report, 9,728 procedures have been provided to pets of low income Marylanders and feral cats.

**Goals for FY17:**

- Keep increasing the number of procedures performed on both pets and unowned cats by funding as many projects as the annual budget allows; and

- Increase the number and quality of capital expense/equipment requests to build capacity in areas where low cost spay /neuter services are not readily available and to increase capacity in areas where services are available but with high demand for more capacity.

### ***PUBLIC EDUCATION AND OUTREACH***

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The following summarize the outreach efforts put forth with regards to the Program during the specified time period:

#### **Accomplishments for FY16:**

- The Advisory Board held 8 public meetings during the reporting period. All meetings were advertised on the MDA web site two weeks prior to the meeting dates and distributed to media by the Agency's Public Information Office. Attendees from the general public were given the opportunity to comment on the issues discussed, ask questions, or bring up new issues. Dates and meeting topics are detailed in the ADVISORY BOARD section to follow.
- Program announcements were made on MDA website, MDA social media accounts (Twitter and Facebook), via email blasts from the extensive Program listserve, and on the Program webpage. Announcements were made when new reports and information were posted.
- The Program web page is located on the MDA website and is the main repository for all documents, materials, and information relating to the Spay and Neuter Grants Program. The Program Coordinator updated this webpage with additional information and materials See DEVELOPMENT OF PROGRAM ELEMENTS AND MATERIALS for specific information on these updates.
- The Program Coordinator presented at the Fifth Annual Potomac Regional Veterinary Conference on November 13, 2016 in White Sulphur Springs, WV. To an audience of 100+ people consisting of mainly of veterinarians, she gave a presentation on the topic of feral cats in relation to the program and was part of a panel discussion.
- The Program Coordinator attended an invitation only Summit of Northeast state-run Spay Neuter Programs held on April 9, as part of the Annual New England Federation of Humane Societies Conference in Nashua NH. Representatives from CT, VT, MA, ME, NJ,

MD and NH discussed their respective programs, the challenges, solutions and suggestions on how to work as effectively as possible. The attendance of MDA represented the furthest state to attend, the one with the newest and most innovative program.

- The Program was and continues to be advertized through the development and distribution of program give-away materials: branded dog and cat toys, along with flyers that were distributed during the Maryland State Fair, Maryland Day, The FAA annual meeting, and at other meetings throughout the year and for future fairs and meetings.
- The Program Coordinator purchased several thousand Emergency Sign window clings that contained the Program name, Department logo and website address to help advertize the program. These were distributed at several meetings and will be a promotional item during the State Fair in August-September and other events that follow.
- The Program Coordinator began identifying those counties and facilities not yet participating in the Program and has begun contacting shelter managers and Animal Control personnel in these areas to encourage them to apply and to gather names of organizations they endorse to make sure these organizations are captured on the Program listserve and receive Program announcements.

**Goals for FY17:**

- Continue to promote the Program through all media available;
- Develop and print a Program brochure that is geared to the public;
- Look for new ideas and materials to promote the Program to the public and potential applicants; and
- Encourage applicants to develop and implement outreach and education elements of their projects to further educate the public regarding the consequences of pet overpopulation and the benefits of spay and neuter procedures.

### ***ADVISORY BOARD***

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The Maryland Secretary of Agriculture appointed the 7 member board on November 7, 2013. The Advisory Board was tasked to make recommendations on the Program guidelines and regulations needed to implement the state's Spay and Neuter Fund and make funding recommendations to the Secretary.

### Accomplishments for FY16:

- During FY16, the Advisory Board held 8 public meetings at the MDA offices to review and discuss 30 proposals in the 2<sup>nd</sup> cycle and 36 proposals in the third cycle. In addition the Advisory Board discussed improvements to the Program materials. Updates were made to the Pet and Feral Cat focused applications forms and guidelines. A new application form that focused on capital expense/equipment requests and guidance was also developed. A new strategy for reviewing and ranking applications was developed using a weighted numerical score in lieu of the letter grade system.

The Advisory Board met on the following days:

- August 21, 2015: Reviewed the FY16 (cycle 2) applications and determined recommendations to be made for funding.
- September 18, 2015: Continued the review and discussion of the FY16 applications.
- October 10, 2015: Completed the review and discussion of the FY16 applications and made final recommendation for funding that would be presented to the Secretary.
- November 19, 2015: Discussed revisions and improvements to Program materials, application and procedures.
- January 15, 2015: Developed revisions and improvements to Program materials, application and procedures, and developed application review strategy and criteria.
- March 11, 2016: Continued to finalized improved review strategy including use of weighted criteria and a number score in lieu of a letter grading system that was used in the previous 2 cycles.
- June 10 and 13, 2016<sup>3</sup>: Reviewed the FY17 (cycle 3) applications and determined recommendations to be made for funding.

### Goals for FY17:

- Complete all recommendations for the FY17 cycle and make funding recommendations to the Department;
- Continue to review Program and its elements to identify any areas requiring revision, or, updating, or improvement; and
- Fill 2 vacant seats on the board.

## ***DEVELOPMENT OF PROGRAM ELEMENTS AND MATERIALS***

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During FY16, with input from the Advisory Board, the Program Coordinator developed and finalized the following Program materials which are all posted to the Program webpage:

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<sup>3</sup> This meeting was concluded on July 29<sup>th</sup> and final recommendations were presented to the Secretary.

### **Accomplishments for FY16:**

- Updated guidelines specific to each application focus.
- Updated Q&A Document.
- New Focus-Specific Application Forms: application forms tailored to pet-focused projects, feral-focused projects and capital expense/equipment requests.
- Updated Price Assurance Form (for those supplying veterinary services to a project).
- Pet Estimation Tool.
- Examples of Business Plans and Marketing Plans.
- Information regarding mobile clinics.
- An interactive Project Map.
- Promotional materials including branded cat toys, dog toys, emergency sign clings and dog hats for small children; all of which are distributed at the Maryland State Fair, and other meetings throughout the year.
- Survey Analyses for the 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2014, all 4 quarters of 2015 and first 2 quarters of 2016.

### **Goals for FY17:**

- Improve applications and guidance;
- Develop Program Brochure; and
- Continue to explore and develop new tools for applicants and project managers.

## ***FEE COLLECTION***

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The program is funded from annual fees levied on manufacturers of all dog and cat feed and treats registered with the Maryland State Chemist Office. During this reporting period:

### **Accomplishments during FY16:**

- The Program Coordinator generated and sent 351 invoices for Spay/Neuter Program fees on October 8, 2015 to 351 pet feed/treat manufacturers, based on product information from the State Chemist products registration database. Each invoice was sent via first class US mail and included an explanatory letter, a list of products on which the invoice total was based and instructions as to where to send payment;
- The Program Coordinator then sent 33 additional invoices from the time between January 1 and April 30 for new products registered after December 31, 2015;

- The Program Coordinator maintained a Program Fee Excel Spreadsheet that served as the main repository of fee remittance information. The Program Coordinator maintained all paperwork pertaining to each paid invoice;
- The Program Coordinator sent 2<sup>nd</sup> notices and 3<sup>rd</sup> notices (certified to US companies and registered to overseas companies) to 14 delinquent accounts from 2015 invoicing and subsequently forwarded them to fiscal for delinquent account notification.
- From the 2015-2016 invoicing cycle in October 2015, and fees collected on newly registered products in the first 4 month of 2016, a total of \$1,000,100.00 in fees was collected as of June 30, 2016. An additional and \$7,556.52 in interest was deposited into the Program's account for program administration costs and for project funding. Of the 384 invoices sent, 13 invoices were cancelled when it was determined that those companies had gone out of business or no longer selling in Maryland. 19 invoices were designated delinquent and 95% of all invoices were successfully collected.

**Goals for FY2017:**

- Send delinquent accounts to state collections.
- Update fee database as invoices are paid;
- Send out 2016 invoices by the first week of October, 2016; and
- Continue to process and track fee payments (both new and delinquent) as they come in.

## ***SURVEY***

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As stipulated in SB 820, *“beginning January 1, 2014, each county and municipal animal control shelter and each organization that contracts with a county or municipality for animal control shall report quarterly to the department on a form prescribed by the Department describing for the previous 3 months: (1) the number of cats and dogs taken in; (2) the number of cats and dogs disposed of, broken down by method of disposal, including euthanasia; and department describing for the previous 3 months”*. The following details what the department did during this reporting period to meet this requirement.

**Accomplishments for FY16:**

- The Program Coordinator sent survey data requests to the 30 facilities that responded to the initial survey request sent in February 2014. Requests for data covering the reporting period for this report the last 2 quarters of 2015 and the first 2 quarters of 2016.
- The Program Coordinator input all results into a spreadsheet database by organization.

- Data from the last 2 quarters of 2015 and the first quarter of 2016 analyzed by quarter and presented in separate quarterly reports. The Final Reports were posted on the Program webpage.
- Data for the second quarter of 2016 was still being collected at the completion of this report.

**Goals for FY17:**

- Continue to collect data and look for trends in Intake and Euthanasia, and use data to help identify areas of greatest need and to direct application promotion and aid in funding decisions.