



Maryland Spay and Neuter Grants Program Annual Report August 2018

Covering July 1st, 2017 to June 30th, 2018

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, 2017-June 30, 2018)

August 2018

This report details the activities and accomplishments of each element pertaining to the Maryland Spay and Neuter Grants Program (the Program) for Fiscal Year 2018 (FY18) covering July 1, 2017 to June 30, 2018.

GRANT PROPOSALS SELECTED

All of the FY18 cycle grants were approved and initiated within the latter part of FY17. Although grant applications were solicited and submitted for the FY19 funding cycle during FY18, scheduling conflicts for many of Advisory Board members delayed the approval process until after June 30, 2018, so no grants were officially approved during the FY18 time period. However, FY19 proposals were reviewed during this time and are scheduled for approval sometime in September 2018.

FY19 Funding Cycle:

For the FY19 Funding Cycle, the Maryland Department of Agriculture (MDA) received 40 applications with a combined request of \$1,416,840.01. These applications were solicited on January 2, 2018, accepted as per the deadline on March 30, 2018, and were carefully reviewed by the Advisory Board (the Board) and MDA through the rest of FY18 and into July and August of FY19, with final decisions anticipated in August or September in 2018. The following proposals were accepted and were under review during the latter part of FY18.

Ref #	Title	Applying Org	Target County or Counties	Amount Requested
401	The Lifesaver Spay/Neuter Program	HART for Animals Inc	Garrett and Allegany	\$44,438.00

This project would provide free spay/neuter to 500 pets of low income residents of 2 of the poorest counties in the state. This project also would include the purchase of surgical equipment to increase efficiency and capacity of



Ref #	Title	Applying Org	Target County or Counties	Amount Requested
the clinic				
402	Don't Pay to Spay	Caroline Humane Society	Caroline	\$42,358.00
This project would provide free spay/neuter to 500 pets of low income county residents and educate this wide spread target area through an aggressive direct mail campaign.				
403	Cheap Fix Cat Clinic	Alley Cat Rescue	Prince Georges	\$31,756.20
This project would trap, and then spay/neuter 792 cats from known colonies in Brentwood, Mount Rainer, and Hyattsville. This project request additional 60 traps to accomplish this task. This project also includes an educational outreach initiative.				
404	The Somerset Fix Continued	Humane Society Somerset Co/Rude Ranch	Somerset	\$39,530.00
This project would provide spay/neuter to 700 pet cats in Somerset County, one of the most impoverished counties and lacking in local low cost veterinary services.				
405	The Big Snip	Rude Ranch	Anne Arundel	\$45,133.36
This project would provide free spay/neuter to 825 pets of low income residents in Brooklyn Park area, one of the most economically depressed areas of the county. This project would offer transportation assistance to pet owners in order to meet scheduled surgeries.				
406	Feral Cat & Kitten Colony Feeding, Spay & Neuter	Kitcat and Critter Rescue	Washington	\$8,650.00
This project would fix 110 unowned cats in 22 colonies in Washington County.				
407	No-Hump Wednesday Program	Fixing Cats for Shore	Dorchester	\$13,250.00
This project would target 200 unowned cats dumped in barns that would otherwise be dumped elsewhere or destroyed due to the lack of county shelter or animal control services for cats in Dorchester.				
408	SPOT 2018-19 Canine Neuter Program	Southern Maryland Spay and Neuter Inc	Calvert	\$10,200.00
This project would provide free neuter services to 85 pet dogs in Calvert County.				
409	Spay/Neuter Midshore-Year 4	Talbot Humane	Talbot and Dorchester	\$56,776.00
This project would provide free spay/neuter services to 550 pets of low income residents in rural Talbot and Dorchester Cos. This project includes aggressive advertizing to reach rural clients.				



410	Low Cost Spay/Neuter and Rabies Vaccinations for 150 Dogs and Cats	Humane Society of Washington Co	Washington	\$9,500.00
This project would provide free spay/neuter to 150 pets of low income residents in zip code 21740 where the most calls for animal assistance originate.				
411	Spay and Neuter At Large and At Risk Pets	Anne Arundel Animal Control	Anne Arundel	\$19,880.00
This project would provide free spay/neuter to 250 pets of low income residents especially targeting areas identified as sources for intake at the shelter.				
412	BARCS Community Cat Program	BARCS	Baltimore City	\$117,555.00
This project would alter 2,500 unowned cats in 9 zip codes within the city. This project would also partially fund a TNR Coordinator to work with the community.				
413	Take a Pawz, Fix Your Dawgz	Frederick County Humane Society	Frederick	\$30,240.00
This project would provide free spay/neuter to 288 pet dogs of low income residents in 3 zip codes that have been identified by Animal Control as areas of most need.				
414	Spay/Neuter- Feral Cats	Feral Cat Rescue Inc	St Mary's	\$13,125.00
This project would target 250 unowned cats in managed colonies in Lexington Park, California, Hollywood, Greater Mills, Leonardtown, and Mechanicsville, in St Mary's County.				
415	Baltimore Humane Society Spay/Neuter Program 2018	Baltimore Humane Society	Baltimore, Carroll and Harford Co.	\$65,000.00
This project would provide free spay/neuter to 800 pets in targeted areas of Baltimore, Carroll and Harford Co that have high surrender rates at county shelters.				
416	Providing High-Quality Free Spay/Neuter Services for Low-Income Residents of Baltimore City	Maryland SPCA	Baltimore City	\$65,500.00
This project would provide free spay/neuter to 1,478 pets of low income city residents in 9 of the most impoverished zip codes in the city.				
417	Cats in the Cracks on Maryland's Eastern Shore	Chesapeake Charities with Tomcat Solutions	Dorchester, Talbot and Caroline	\$12,500.00
This project would provide free spay/neuter to 250 pet cats of low income residents in Dorchester, Talbot and Caroline County. These low income pet owners would be those who for reasons of transportation, or available space, cannot get their pet cats fixed under the other MDA grants.				



418	Trap Neuter Return Project (TNRP)	Baltimore County Dept of Health	Baltimore	\$100,000.00
This complaint-driven project would fix 2,500 unowned cats in 11 Baltimore County zip codes identified as those with most reporting/complaints about cat colonies.				
419	Eastside Spay & Neuter Program III (ESNP III)	Baltimore County Dept of Health	Baltimore	\$64,000.00
This project would provide free spay/neuter to 1,600 pet cats and dogs to low income residents of 5 zip codes (Dundalk, Sparrows Point, Middle River, Essex, Baltimore, and Rosedale) in the eastern county, all designated as low income areas and identifies as areas of high need.				
420	Bowie Community Cats Initiative - Year 2	Bowie CLAW	Prince Georges	\$18,832.76
This project would fix 240 unowned cats in known colonies throughout Bowie and its borders.				
421	Compassion for Community Cats Project 2019	Last Chance Animal Rescue	Charles	\$30,000.00
This project would fix 600 unowned cats in 43 known colonies throughout the county.				
422	Spay It Forward TNR Program	MCPAW	Montgomery	\$17,350.00
This project would fix 300 unowned cats in 14 mapped colonies throughout the Silver Spring area in Montgomery Co.				
423	Free Spay/Neuter at HSCC	Humane Society of Charles County	Charles	\$18,675.00
This project would provide free spay/neuter to 250 pets of residents in 17 zip codes in Charles Co.; zip codes that are source for ~70% of intake at Charles Co shelter.				
424	Project Meow	Chesapeake Feline Association	Cecil	\$71,413.87
This project would fix 759 unowned cats in 5 zip codes in the county, identified by Animal Control as sources for highest intake and complaint calls. This project also funds High Volume/High Quality training in increase efficiency of clinic staff.				
425	Snip S.N.A.P. (Spay/Neuter Action Project)	Snip Tuck Inc.	Dorchester	\$10,950.00
This project would fix 300 unowned cats in mapped colonies throughout Dorchester County. These colonies are id as hot spots for complaints and critical need.				



426	Frederick County Fix for Ferals	Tip Me Frederick	Frederick	\$30,959.00
This project would fix 600 unowned cats in the corridor from Walkersville, Woodsboro and north to Thurmont and Emmitsburg, the 2nd largest source of shelter intake. Project also includes several hot spots with managed colonies.				
427	The Pawl Project(Prevent All Unwanted Litters)	Cecil County Animal Services	Cecil	\$54,817.47
This project would provide free spay/neuter to 720 pets of low income residents Elkton, North East, Perryville, and Cecilton. Outreach would be facilitated by various County social services departments. This project also funds additional surgical equipment for the County clinic and specialized High Volume/High Quality training for 2 of the county vet techs.				
428	Altered Reality...because the reality is there are not enough homes for all of them	Frederick County Animal Control	Frederick	\$60,000.00
This project would provide free spay/neuter for 565 pets of low income residents of Brunswick, Frederick, Emmitsburg, Monrovia, and Adamston in Frederick County.				
429	Prevent A Litter-Fix Your Critter	Worcester County Humane	Worcester	\$36,175.00
This project would provide free spay/neuter to 450 pets of low income residents of Worcester County, where low cost clinics services are scant. The funds would also cover the cost of High Volume/High Quality training for one vet and one tech to increase efficiency and capacity of the new clinic.				
430	Salisbury TNVR	Forgotten Cats	Wicomico	\$34,580.00
This project would fix 864 unowned cats in mapped managed colonies in zip codes 21801 and 21804 in and around the Salisbury area.				
431	St. Mary's Spay Neuter Your Pet (SNYP) Program	St Mary's Animal Welfare League	St Mary's	\$34,215.75
This project would provide free spay/neuter to 511 pets of low income residents in Lexington Park, California, Leonardtown, Mechanicsville, and other areas of St. Mary's County.				
432	Embedded Community Outreach in Baltimore City	Charm City Companions	Baltimore City	\$39,610.00
This project would provide free spay/neuter to 500 pets of low income residents in 5 zip codes in East Baltimore City, the McElderry Park and surrounding areas.				



433	Spay and Neuter Sunshine's Friends	Sunshine's Friends	Baltimore, Howard, and Anne Arundel	\$23,487.64
This project would provide free spay/neuter to 325 pets of low income residents in Jessup, Elkridge, Arbutus, Curtis Bay, and Odenton, in Baltimore, Anne Arundel and Howard Cos.				
434	Don't have a litter, we'll fix your critter / Pagaremos por castrar su gato o perro	Animal Welfare League Queen Anne's Co	Queen Anne's	\$21,900.00
This project would provide free spay/neuter to 300 pets of low income residents in 7 zip codes identified as predominantly low income. This project also provides education materials in English and Spanish.				
435	Queen Anne's County Community Cat Project	Animal Welfare League Queen Anne's Co	Queen Anne's	\$22,610.00
This project would fix 350 unowned cats in the Grasonville area and other colonies identified by citizen complaints. This project also includes distribution of educational material and the purchase of 12 traps to increase trapping efficiency and capacity.				
436	Free and Low-Cost Spay/Neuter for Prince George's County Pets	SPCA PG CO	Prince Georges	\$42,635.00
This project would provide free spay/neuter to 479 pets of low income residents in 10 communities in Prince Georges County identified by the county as those in economic need. This project includes an aggressive outreach effort.				
437	Spay and Neuter Sunshine's Feral Friends	Sunshine Friends	Howard, Anne Arundel and Baltimore	\$12,289.96
This project would fix 250 unowned cats in colonies in Jessup, Odenton, Elkridge, and Curtis Bay within Howard, Baltimore and Anne Arundel Counties.				
438	Maintenance of Laurel's Free-Roaming Cat Population Decline	Laurel Cats	Prince Georges, Howard and Anne Arundel	\$15,950.00
This project would fix 290 unowned cats in the city of Laurel which occupies space in 3 counties: Prince Georges, Howard, and Anne Arundel Cos. This project targets previously fixed colonies to trap and fix any remaining unfixed colony cats and newcomers.				
439	Targeted Free Spay/Neuter for Low-Income Cat Owners in Rt. 40 Corridor	Best Friends Harford Co	Harford	\$16,000.00
This project would provide free spay/neuter to 400 pet cats of low income residents on Have De Grace, Aberdeen and Edgewood in Harford County.				



440	Targeted TNR	Best Friends Harford Co	Harford	\$15,000.00
As a continuation of a 2018 effort, this project would fix an additional 400 unowned cats in the Havre de Grace area (zip code 21078) within Harford County.				

Accomplishments for FY17 Funding Cycle Projects through FY18:

- By June 30, 2018, 23 of the 26 FY17 projects were successfully completed. One project was scheduled for completion by June 30, but was permitted to close in July 2018 in order to expend all of the grant funds, complete the invoicing to their vendors/surgical providers, and complete their final report. The two remaining active projects are scheduled for completion later in FY19;
- Of the 23 completed projects, 18 projects (69 % of the total projects) either met their target number of surgeries or exceeding their targets, and 3 projects came within 90% of their original target; and
- As of the close of FY18, 13,529 spay/neuter procedures were completed, exceeding the expected total by 6%.

Accomplishments for FY18 Funding Cycle Projects through FY18:

- 27 of the 28 approved projects¹ were launched;
- 1 project was completed ahead of schedule in August; and
- As of the close of FY18, 9,288 of 14,373 proposed spay/neuter surgeries (64.6 %) were completed.

Goals for FY19:

- Solicit applications for FY20 funding in January 2019; and
- Make every effort to complete the review and approval process of the FY20 applications before the end of FY19.

¹ The approved application to the Caroline County Humane Society (CCHS) for \$37,357.00 was ultimately rescinded by mutual consent between MDA and the grantee. A change in management occurred just after the application's approval. The CCHS decided to focus on their active FY17 project to become acquainted with the MDA grant requirements, not accept the FY18 award, and instead reapply in FY19. The funds earmarked for this FY18 award were added back into the Program budget for allocation to FY19 projects.



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

The below list gives the number of procedures completed by the grant recipients at the close of the fiscal year by projects funded in all funding cycles FY15 through the FY18 funding cycle. Those projects shown in BOLD were still active at the close of FY18.

Fiscal Year and Project #	Grant Recipient	# of Procedures Completed As of FY18			
			FY16-109	Animal Welfare League Montgomery Co.	72
			FY16-111	Tip Me Frederick	600
FY15-004	Rude Ranch/Spay Spa Neuter Nook	421	FY16-113	Baltimore Co. Dept of Health-Animal Services	1,118
FY15-010	Caroline County Humane Society	302	FY16-117	Last Chance Animal Rescue	500
FY15-012	Baltimore Humane Society	407	FY16-118	Allegany Co. Animal Shelter	119
FY15-013	HART for Animals	764	FY16-119	Chesapeake Feline Association	357
FY15-016	Laurel Cats Inc.	312	FY16-121	MCPAW	363
FY15-018	BARCS /MD SPCA	1,000	FY16-122	Maryland SPCA/BARCS	1,250
FY15-025	Humane Society of Charles Co.	192	FY16-125	Sunshine's Friends Cat and Dog Rescue	118
FY15-32	SPCA/Humane Society of Prince George's Co.	178	FY16-126	Snip Tuck Inc.	455
FY15-034	Prince George's Co. MD- Animal Services	365	FY16-127	Charm City Companions	274
FY15-037	City of Greenbelt	383	FY16-128	Sunshine's Friends Cat and Dog Rescue	164
FY15-039	ReLove Animals Inc.	118	FY17-208	Stepping Stone Animal Society	196
FY15-045	Humane Society of Wicomico Co.	312	FY17-217	Charm City Companions	409
FY15-048	Talbot Humane	88	FY17-229	Humane Society of Carroll Co.	100
FY15-050	Charm City Companions	241	FY17-203	Frederick Co. Dept of Animal Control	315
FY16-101	Rude Ranch/Spay Spa Neuter Nook	248	FY17-219	Humane Society of Charles Co.	329
FY16-102	Humane Society of Somerset Co.	656	FY17-224	Laurel Cats Inc.	192
FY16-103	Humane Society Charles Co.	378	FY17-205	Baltimore Co. Dept of Health-Animal Services	1,084
FY16-104	HART for Animals	409	FY17-221	Caroline County Humane Society	633
FY16-106	Caroline County Humane Society	342	FY17-225	SPCA Anne Arundel Co.	137
FY16-107	Talbot Humane	703	FY17-227	Chesapeake Feline Association	662
FY16-108	Animal Welfare League of Queen Anne's Co.	143	FY17-234	Sunshine's Friends Cat and Dog Rescue	103



FY17-235	Sunshine's Friends Cat and Dog Rescue	131	FY18-315	Chesapeake Feline Association	645
FY17-201	Humane Society of Somerset Co/Rude Ranch	750	FY18-316	Baltimore Humane Society	320
FY17-210	Anne Arundel Co. Dept of Animal Control	151	FY18-317	Cecil Co. Dept. of Animal Control	199
FY17-209	Humane Society of Kent Co.	210	FY18-318	Talbot Humane	389
FY17-215	Last Chance Animal Rescue	408	FY18-319	MD SPCA	781
FY17-226	Talbot Humane	618	FY18-320	Tip Me Frederick	373
FY17-202	BARCS	3,000	FY18-322	Last Chance Animal Rescue	302
FY17-206	MCPAW	552	FY18-323	Anne Arundel Co. Dept. of Animal Control	104
FY17-207	HART For Animals	510	FY18-324	Humane Society of Kent Co.	23
FY17-213	Alley Cat Rescue	487	FY18-326	Humane Society Charles Co.	44
FY17-220	Tip Me Frederick	562	FY18-327	Humane Society Charles Co.	38
FY17-230	Prince George's Co. MD-Animal Services	388		Chesapeake	
FY17-232	MD SPCA	1,299	FY18-328	Charities/Tomcat Solutions	100
FY17-214	Feral Cat Rescue	303	FY18-330	Best Friends in Harford Co.	199
FY18-301	Humane Society of Washington Co.	214	FY18-332	Charm City Companions	0
FY18-302	Humane Society of Wicomico Co.	346	FY18-333	Sunshine's Friends Cat and Dog Rescue	130
FY18-305	Baltimore Co. Dept of Health-Animal Services	1,284	FY18-334	Sunshine's Friends Cat and Dog Rescue	156
FY18-307	Laurel Cats Inc.	130	FY18-335	Frederick Co. Dept. of Animal Control	145
FY18-308	BARCS	1,334	FY18-336	SPCA Humane Society of Prince George's Co.	360
FY18-309	Prince George's Co. MD-Animal Services	270	FY18-337	St Mary's Co. Animal Welfare League	198
FY18-311	HART for Animals-Pet	292			
FY18-312	Humane Society of Somerset Co/Rude Ranch	632			
FY18-314	Bowie CLAW	251			

Accomplishments by Funding Cycle as of the Close of FY18:

- The cumulative target number of surgeries proposed by all of the funded projects from all of the 4 funding cycles thus far is 40,682 procedures. As of the end of the fiscal year 36,169, or 88.9 % of the total target number of surgeries were completed;
- Of the FY15 and FY16 cycles (those where all projects are considered complete), FY15 cycle resulted in 5,083 procedures out of the 5,340 cumulative target procedures (95.1%), and FY16 resulted in 8,269 procedures out of the 8,281 cumulative target procedures (99.8%); and



- Of the 2 funding cycles still with active projects at the close of the fiscal year, FY17 cycle projects have completed 13,529 surgeries (106% of the 12,723 procedures targeted) with 2 projects still to be completed in the coming fiscal year, and the FY18 cycle has thus far completed 9,288 of the proposed 14,373 procedures (or 64.6% of the target) with 25 projects still active at the close of the fiscal year.

Goals for FY19:

- Close out the 2 remaining active projects in the FY17 cycle;
- Continue successfully managing the FY18 projects cycle;
- Fund as many good projects as possible from the pool of FY19 cycle applications under review in August 2018; and
- Provide oversight for all projects to insure funds are dispersed to grantee as per each project schedule, that all reports and related project obligations are met, and to offer assistance and guidance to all project managers to help them reach or exceed their goals.

PUBLIC EDUCATION AND OUTREACH

The following summarize the outreach efforts put forth with regards to the Program during the fiscal year.

Accomplishments for FY18:

- Due to the efficiency of the Board and MDA in processing all FY18 grants within FY17, the Board required only 1 meeting during the FY18 time period. On December 8th 2017, a meeting was advertised on the MDA web site two weeks prior to the meeting date and distributed to media by the MDA's Public Information Office. Attendees from the general public were welcomed and given the opportunity to comment on the issues discussed, ask questions, or bring up new issues (See 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.) In addition other helpful materials and information were added to the webpage to



benefit not only grantees, but the general public as well. Google Analytics covering the fiscal year revealed the Program's webpage in the top 3 most-visited and bookmarked locales within the MDA website;

- The Program Coordinator designed, printed and distributed a new updated Program brochure, and designed a full size pull up banner for the Program to be used at events;
- The Program was advertized through the development and distribution of program give-away materials: branded dog and cat toys, pet food lids, emergency signs, and cards. In addition items (temporary tattoos, bags, and soda can coolers) specifically for children were designed and distributed. All branded items were carefully chosen to be items that would be useful and appealing to pet owners, but would last thus giving the branded message on each item as long a lifespan as possible. These materials effectively and economically advertise both the Program and the general concept of the need and benefits of spay and neutering cats and dogs to the general public. These materials were distributed during the Maryland State Fair (August/September), Rural Maryland Conference (December), Small Farms Conference (November), Baltimore County Field Day (December), Future Harvest (January), Maryland Association for Environment and Outdoor Education (January), WTMD First Thursday Festival (sponsored by MDA-May), Laurel Main Street Festival (May), and at other smaller meetings throughout the year; and
- Each project funded performs outreach and education, not only about the services provided through their grants, but important general information about the need and benefits from the spay and neuter of pets and unowned cats and where to find help and additional information and resources.

Goals for FY19:

- Continue to promote the Program through all media available;
- Explore the idea of a conference or grantee forum where applicants and potential applicants can share ideas, methods and experiences;
- Look for new ideas and materials to promote the Program to the public and potential applicants;
- Research possible cost effective advertising outlets and strategies for a possible state-wide awareness radio campaign that would be economical and effective; and
- Explore the possibilities of a Share the Wisdom site on the webpage, where grantees can share their solutions to common problems.

ADVISORY BOARD

The Maryland Secretary of Agriculture appointed the 7 member Advisory Board on November 7, 2013. The Board was tasked to make recommendations on the Program guidelines and regulations



needed to implement the state's Spay and Neuter Fund and each cycle, make funding recommendations to the Secretary.

Accomplishments for FY18:

- From the Program start in 2013 and each year afterwards the goal of the Advisory Board and MDA was to make each element of the Program the best it could be. Each year materials were developed, updated and improved. Likewise methods for reviewing and evaluating each application were refined. In the past this necessitated multiple meetings of the Board and MDA to discuss and develop these improvements. In FY18, the Program reached a point where improvements were minor and multiple meetings were not necessary. Thus, due to increased efficiency, only 1 meeting was required in FY18. On December 8th 2017, the Board met to discuss minor improvements to the program and its materials. These changes consisted largely of additions and tweaks to the application forms and guidelines that would help the applicants provide information needed to fully understand their proposals, and in a form that would help the board in their application review;
- Just prior to the December 8th meeting, upon learning that Board member Tami Santelli decided to step down from the Board, the Secretary approved member Caroline Griffin as the new chair. This change was announced during the December 8th meeting;
- During FY18, two Board vacancies were filled. Emily Hovermale, Maryland State Director of the U.S. Humane Society (HSUS) was nominated to replace retiring Board member and chair, Tami Santelli of HSUS, and serve as one of 2 individuals representing animal welfare organizations. Kim Skillman, the District Manager for MD/PA/DE region for Pet Valu Stores was nominated to fill a vacant position representing the pet food industry stakeholders. Ms. Skillman and Ms. Hovermale were appointed to the Board in April, 2018 by the Secretary. With these two additions, the Board is now fully staffed with all stakeholders, having representation; and
- During March through June of FY18, the Board carefully reviewed all 40 grant applications for FY19 funding. In anticipation of the formal review meeting to be held in August of FY19, each reviewer conducted their independent evaluations and provided them to the Program Coordinator. These scores will be used to rank the 40 applications to facilitate the discussion and help the Board formulate funding recommendations to be submitted to the Secretary.

Goals for FY19:

- Continue to strive for efficiency in the Program and the process.



DEVELOPMENT OF PROGRAM ELEMENTS AND MATERIALS

During FY18, with input from the Board, the Program Coordinator developed and finalized the following Program materials which are all posted to the Program webpage.

Accomplishments for FY18:

- Updated applications and guidelines specific to each application focus and posted online;
- Posted Annual Report, Quarterly Survey Data Reports, and Final Reports from completed projects;
- Designed and printed an update of the Program brochure;
- Designed and purchased large pull up banner at meetings and events and to display in the MDA lobby when not otherwise in use at events; and
- Purchased and distributed promotional materials (as detailed in PUBLIC EDUCATION AND OUTREACH SECTION).

Goals for FY19:

- Improve if needed, all applications and guidance;
- Continue posting final reports from projects as completed, update Program map and project list; and
- Continue to explore and develop new tools for applicants and project managers.

FEE COLLECTION

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. The following lists the accomplishments in fee collection during this period. By law, the program must invoice registrants for the annual fee during the first week of each October, and payments, whether made immediately or any time subsequent to the invoice date, are good only until the following October. The registrants are asked to review the invoice and product list on which the fee was calculated. They were instructed to delete any products no longer sold in Maryland or did not meet the definition of “cat or dog feed or treat” or add any new products that may have been missing from the list.



Accomplishments during FY18:

- The Program Coordinator generated and sent 320 invoices for Spay/Neuter Program fees on October 5, 2017 to feed/treat manufacturers, based on product information from the State Chemist products registration database. Due to some errors in the State Chemist database, corrected invoices had to be sent in later in November and December of 2017 in order to catch all qualified products. 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 total number of products invoiced were 10,562;
- 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 2nd notices and 3rd notices (certified to US companies and registered to overseas companies) to delinquent accounts from 2017 invoicing and subsequently forwarded them to MDA Fiscal Services for delinquent account notification;
- From the 2017-2018 invoicing cycle, of the invoices sent, a total of \$983,600.00 was collected as of June 30, 2018;
- Of the invoices sent, 16 invoices were cancelled because the companies were either out of business or no longer sold products in the state; and
- As of the date of this report, 13 companies had not yet paid the invoiced fee. These accounts were forwarded to the MDA Fiscal Services for delinquent account notification.

Goals for FY2019:

- If unpaid, send remaining delinquent accounts to state collections;
- Update fee database as invoices are paid;
- Send out 2018-2019 invoices by the first week of October, 2018; and
- Continue to process and track fee payments (both new and delinquent) as they come in.

SURVEY

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 Program Coordinator did during this reporting period to meet this requirement.

Accomplishments for FY18:

- The Program Coordinator sent survey data requests to the facilities that responded to the initial survey request sent February 2014 (covering the October-December period of 2013) and those private organizations that either volunteered to participate or those organizations have subsequently received funding from the Program and must provide data as per the terms of the grant agreement. As of the date of this report 30 facilities report shelter data to MDA: 26 county-run or county-funded facilities and 4 private facilities;
- The Program Coordinator input all results into a spreadsheet database by organization;
- Data from the last 2 quarters of 2017 were analyzed by quarter and presented in separate quarterly reports. These Final Reports were posted on the Program webpage. Data sheets for the first and second quarter of 2018 were still being collected at the end of the fiscal year so reports for these quarters will be available on early FY19; and
- Posted the 3 Year Trend Analysis Report on the Program webpage that compared all data from December 2013 through December 2016, which identified downward trends in both intake and euthanasia state-wide.

Goals for FY19:

- Complete and post each the report for each quarter of data submitted in the last two quarters of FY18 and the first two quarters in FY19; and
- Revisit the Trend Analysis Report and add information from 2017 and 2018 to see if trends revealed in the first analysis continue into 2017 and 2018.