



# Maryland Spay and Neuter Grants Program Annual Report August 2015

Covering July 1<sup>st</sup>, 2014 to June 30<sup>th</sup>, 2015

## 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, 2014-June 30, 2015)

August 2015

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 (FY15) covering July 1, 2014 to June 30, 2015.

**GRANT PROPOSALS SELECTED**

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**FY15 Funding Cycle:**

On June 3, 2014 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 the 199 organizations and individuals on the Program listserv. By the submittal deadline August 6, 2014, 51 applications had been submitted to the Program. Of the 51 applications, 14 were selected for funding. The following summarizes the projects selected by the Secretary:

**Funded Projects for FY2015**

Ref.#	Project Title	Applying Organization	Target Area	Budget
004	<i>Fix Anne Arundel</i>	Rude Ranch/Spay Spa and Neuter Nook	Anne Arundel Co.	\$29,275
-Targets low-income pet owners in Glen Burnie, Brooklyn Park, Severn, and Pasadena and would provide no-cost surgeries to 400 cats and 100 dogs.				
010	<i>We Pay to Spay</i>	Caroline County Humane Society	Caroline Co.	\$22,150
-Targets low-income pet owners in Federalburg and Denton and will provide no-cost surgeries to 175 cats and 50 pitbulls.				

Ref.#	Project Title	Applying Organization	Target Area	Budget
012	<b>Baltimore Humane Society Spay/Neuter Outreach Program</b>	Baltimore Humane Society	Baltimore Co.	\$34,416
-Targets Milford Mill (located between Randallstown and Woodlawn) and will provide low-income pet owners with education and weekly events providing no-cost surgeries to 150 dogs and 50 cats.				
013	<b>The Lifesaver Spay/Neuter Program</b>	HART For Animals, Inc	Garrett & Allegany Cos.	\$42,345
-Targets low-income pet owners throughout both counties to provide no-cost surgeries to 400 cats and 275 dogs.				
016	<b>East Laurel Spay and Neuter – Year One</b>	Laurel Cats, Inc.	Prince George’s Co.	\$18,920
-Targets low-income pet owners in eastern Laurel and will provide outreach and no-cost surgeries to 300 cats.				
018	<b>Partnering to Provide Free Spay/Neuter Services</b>	BARCS and MD SPCA	Baltimore City	\$94,000
-Targets low-income urban pet owners in those zip codes in the with greatest need and will provide outreach, education and no-cost surgeries to 750 cats and 250 dogs.				
025	<b>Free Spay/Neuter at HSCC</b>	Humane Society of Charles Co.	Charles Co.	\$18,348
-Targets low-income pet owners in the towns of Indianhead and Waldorf to provide no-cost surgeries to 220 cats and 110 dogs.				
032	<b>FREEfix for Prince George's Pets</b>	SPCA/Humane Society of Prince George's Co	Prince George’s Co.	\$20,000
-Targets low-income pet owners in East Riverdale/Bladensburg and Langley Park, Hillcrest Heights/Marlow Heights, Glassmanor/Oxon Hill, Suitland/Coral Hills, and Kentland/Palmer Park and provide no-cost surgeries to up to 192 pets.				
034	<b>A Spay a Day Keeps the Litter Away</b>	Prince George’s County	Prince George’s Co.	\$49,580
- Provides outreach, education and no-cost spay/neuter services (with transportation if necessary) to low-income pet owners in towns throughout western PG Co. and will provide no-cost surgeries to 146 cats and 219 dogs.				
037	<b>Four Cities Spay/Neuter Initiative</b>	City of Greenbelt, Planning and Development	Prince George’s Co.	\$74,562
-A four city partnership that targets low-income pet owners in Greenbelt, College Park, New Carrollton, and the Town of Berwyn Heights and provides no-cost surgeries to 636 cats and 315 dogs.				
039	<b>A Targeted Spay/Neuter Project for Companion Dogs in the Park Heights</b>	ReLove animals, Inc.	Baltimore City	\$12,859
-Provides low-income dog owners in Park Heights with transportation and no-cost surgeries to 120 dogs				
045	<b>FY2014-2015 Spay Neuter NO Cost Program</b>	Humane Society of Wicomico County	Wicomico Co.	\$31,810
-Provides no-cost surgeries to any low-income county in the north side of Salisbury, southwest side of Delmar, the Town of Sharptown, and the Town of Pittsville to 234 cats and 78 dogs.				
048	<b>Spay/Neuter Assistance</b>	Talbot Humane	Talbot Co.	\$9,180

Ref.#	Project Title	Applying Organization	Target Area	Budget
	<b><i>Program-Focus on Dogs</i></b>			
-Targets low-income pitbull owners in Talbot County and will provide no-cost surgeries to 100 dogs.				
<b>050</b>	<b><i>Embedded Community Outreach in Baltimore City</i></b>	<b>Charm City Companions</b>	<b>Baltimore City</b>	<b>\$17,340</b>
-Targets low-income pet owners in northeast Baltimore City, in and around McElderry Park area and will provide no-cost surgeries to 200 pets.				
<b>Grand Total:</b>				<b>\$474,785</b>

**FY16 Funding Cycle:**

On March 27, 2015 the Request for Proposals (RFP) for FY16 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 listserve. By the May 29, 2015 deadline, the Program received 30 applications. As of the date of this report, these submissions were still under review by the Advisory Board and funding recommendations had not yet been provided to the Secretary.

**Accomplishments for FY15:**

- Successfully initiated 14 projects in 9 counties that serve to provide low income Marylanders with free spay and neuter procedures for pet cats and dogs; and
- Put out a call for applications for FY16 funding and began the evaluation process of 30 applications for FY16.

**Goals for FY16:**

- Fund as many high quality proposals as the budget will support for the second funding cycle (FY16), and cover not only pet-focused projects, but also feral cat-focused projects as well;
- Continue to effectively and efficiently provide oversight to the projects funded in the FY15 cycle, including review of required reports, project modifications when required, and assistance to project managers; and
- Continue to review and update materials as necessary.

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

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 funding cycle.

<b>Ref.#</b>	<b>Project Title</b>	<b>Applying Organization</b>	<b>Procedures as of June 30, 2015</b>
004	<i>Fix Anne Arundel</i>	Rude Ranch/Spay Spa and Neuter Nook	230
010	<i>We Pay to Spay</i>	Caroline County Humane Society	204
012	<i>Baltimore Humane Society Spay/Neuter Outreach Program</i>	Baltimore Humane Society	102
013	<i>The Lifesaver Spay/Neuter Program</i>	HART For Animals, Inc	285
016	<i>East Laurel Spay and Neuter – Year One</i>	Laurel Cats, Inc.	54
018	<i>Partnering to Provide Free Spay/Neuter Services</i>	BARCS and MD SPCA	580
025	<i>Free Spay/Neuter at HSCC</i>	Humane Society of Charles Co.	61
032	<i>FREEfix for Prince George's Pets</i>	SPCA/Humane Society of Prince George's Co	0*
034	<i>A Spay a Day Keeps the Litter Away</i>	Prince George's County	40
037	<i>Four Cities Spay/Neuter Initiative</i>	City of Greenbelt, Planning and Development	118
039	<i>A Targeted Spay/Neuter Project for Companion Dogs in the Park Heights</i>	ReLove animals, Inc.	22
045	<i>FY2014-2015 Spay Neuter NO Cost Program</i>	Humane Society of Wicomico County	224
048	<i>Spay/Neuter Assistance Program-Focus on Dogs</i>	Talbot Humane	60
050	<i>Embedded Community Outreach in Baltimore City</i>	Charm City Companions	76
<b>Total as of July 31, 2015</b>			<b>2,056</b>

\*First event not scheduled until July 2015.

### **Accomplishments for FY15:**

- As of the date of this report, over 2,000 pets of low income Marylanders received free spay and neuter services. Several of these projects officially launched late in the first

quarter, and especially inclement weather in the first quarter leading to missed and rescheduled appointments for other projects also accounts for less than expected completed procedures. It is expected that these projects shall result in even more procedures as each project continues throughout the remainder of the year.

**Goals for FY16:**

- Keep increasing the number of procedures performed on both pets and unowned cats by funding more projects.

***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:

- The Advisory Board held 5 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 listserv, 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 2015 Zoonotic Disease Update Conference in Clarksville, Maryland to an audience of approximately 100 consisting of health workers, animal control workers, veterinarians and others.

**Accomplishments for FY15:**

- Developed better guidance, application forms and other resources tailored to the focus-specific applications; and

- Advertised the Program through Department media and through a constantly growing Program listserve.

**Goals for FY16:**

- Continue to promote the Program through all media available; 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.

- During FY15, the Advisory Board held 5 public meetings at the MDA offices to review and discuss 51 proposals and develop funding recommendations for the first cycle. In addition the Advisory Board formed a 3 person subcommittee to research ways to revise and update requirements from applicants and review guidance for the Advisory Board with regards to applications that focus on feral cats. The subcommittee gathered information and recommendations from similar grant programs and subject matter experts to develop best management practices. These practices were aimed at allowing the inclusion of feral cat projects while addressing the concerns expressed by the Secretary of the Department of Natural Resources and the Maryland Ornithological Society.

The Advisory Board met on the following days:

- July 17, 2014: Discussed the procedures for performing Due Diligence on all applications, reviewed all application review tools and review recommendations to the board facilitate the process and result in the most comprehensive competitive review of each application,
- September 18, 2014: Discussed the top 15 highest ranked 2014 applications, identified questions or sections in application for follow-up discussion with applicants prior to placement on final recommendation list, discussed type of budget items not allowable, and identified those application that must be held until further information and discussion is possible
- October 15, 2014: Reviewed remaining highly ranked proposals under the "pet-focused" category and determined that 4 addition projects would be added to the

recommendations list. Also discussed the need to put all feral cat-related projects until concerns voiced by Secretary of the Department of Natural Resources and the Maryland Ornithological Society to then Maryland Agriculture Secretary Hance. A 3 person subcommittee was formed to gather information and recommendations to apply to applicants and reviewers that would allow the inclusion of feral cat projects in the next FY16 funding cycle.

- February 20, 2015: Discussed the findings of the subcommittee with regards to feral cat-focused applications and how this was incorporated into new guidance and application forms. Also discussed new developed quarterly report forms, price assurance forms, permission forms, and next RFP.
- March 30, 2015: Approved updated guidance, project and proposal related forms, and determined all dates required in the FY16 RFP.

#### **Accomplishments for FY15:**

- Held five board meetings to discuss Program issues, updates, and strategies. All meetings were open to the public and the Board Chairman extended attendees the opportunity to comment and ask questions at the end of each meeting;
- Reviewed 51 proposals for the FY15 cycle and provided funding recommendations to the Secretary;
- Initiated the review of 30 proposals for the FY16 cycle,; and
- Through the formation and work of the subcommittee, provided recommendations to the Secretary relating to applications that focus on feral cats.

#### **Goals for FY16:**

- Review all proposals for funding during the second funding cycle and make funding recommendations to the Department; and
- Review Program and its elements to identify any areas requiring revision, or improvement.

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

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During FY15, with input from the Advisory Board, the Program Coordinator developed and finalized the following Program materials which are all posted to the Program webpage:

- **Updated Guidelines**
- **Updated Q&A Document**
- **New Focus-Specific Application Forms: application forms tailored to pet-focused projects and**
- **New Permission Form (for Feral Cat-focused projects)**



- **New Price Assurance Form (for those supplying veterinary services to a project)**
- **New Quarterly Report Form**
- **Final Report-Fact Sheet Form and Guidance**
- **County Laws Regarding Feral Cats Document**
- **Survey Analyses for the first and second quarters of 2014**

**Accomplishments for FY15:**

- Developed new and updated materials that provide more specific instruction for applicants of both pet and feral cat projects.

**Goals for FY16:**

- Develop project database in which all individual project due dates and pertinent information will be stored;
- 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:

- The Program Coordinator generated and sent invoices for Spay/Neuter Program fees on October 6, 2014 to 360 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 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 delinquent accounts from 2014 invoicing;
- The Program Coordinator submitted 22 unpaid invoices to Fiscal Services for delinquent notifications; and
- The Program Coordinator performed follow-up on those remaining unpaid invoices from 2013. Twelve delinquent accounts were either sent to MDA Fiscal Services for delinquent notification process (4 companies), to State of Maryland Central Collections Unit (CCU) for Debt referral (4 companies) or were cancelled because they failed to respond to delinquent notifications and were overseas companies thus could not be submitted to CCU (4 companies).

**Accomplishments during FY15:**

- From the 2014-2015 invoicing cycle in October 2014, a total of \$691,125.00 in fees was collected as of June 30, 2015 and \$6,189.71 in interest was deposited into the Program's account for program administration costs and for project funding. Of the 360 invoices sent, 90.2% were successfully collected, 5.8% (21 invoices) were determined to be for companies now out of business or no longer selling in Maryland, and 3.9% of invoices sent (14 invoices) failed to pay fees. The total amount still outstanding from 14 delinquent companies as of June 30, 2014 was \$12,450.00. The collections' procedures have been initiated for these delinquent accounts.
- From the 2013 invoicing cycle, 12 companies with a combined total of \$6,350.00 were processed for collections.

**Goals for FY2016:**

- Send remaining 2013 and 2014 delinquent accounts to state collections.
- Update fee database as invoices are paid;
- Send out 2015 invoices by Oct. 1, 2015; 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.

- 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 included July to September 2014, October to December 2014, January to March 2015 and April to June 2015.
- The Program Coordinator input all results into a spreadsheet database by organization.
- Data from January to March 2014, April to June 2014, July to September 2014, and October to December 2014 were analyzed by quarter and presented in separate quarterly reports. The Final Reports were posted on the Program webpage.

**Accomplishments during FY115:**

- Continued to collect shelter data from the majority of government facilities or those facilities contracted to provide service to the county.
- Produced and published on the Program webpage final reports for all four quarters in 2014. These will help serve as a baseline to which future data will be compared and track the impact of the program.
- Collected additional information with regards to feral cats and to what extent feral cats account for animal intake and euthanasia.
- Developed a comprehensive spreadsheet that contains information received from each facility by quarter to better see how each facility's numbers fluctuate over the course the years.

**Goals for FY16:**

- Obtain all data sheets for all four quarters in 2015 and continue analysis.