

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

471



**FROM:** Department of Animal Services

**SUBMITTAL DATE:**  
October 22, 2012

**SUBJECT:** Ratify the acceptance of the Grant Agreement from PetSmart Charities, Inc. to the Department of Animal Services for spay/neuter surgeries, vaccinations and microchips

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Ratify the acceptance of the Grant Agreement from PetSmart Charities, Inc. for spay/neuter surgeries, vaccinations and microchips in the amount of \$73,160, to the Department of Animal Services for the effective date of October 16, 2012-October 15, 2014; and
- 2) Approve and direct the Director of Animal Services, to administer the grant, and to make ministerial revisions that do not change the substantive terms of the grant agreement.

**BACKGROUND:**

In line with our mission of working together to improve Riverside County for people and animals, RCDAS is expanding community outreach programs in the City of Jurupa Valley, with a focus on targeted spay/neuter of canines.

Continued on page 2

ATTACHMENT  
RPM;nd

*Robert P. Miller*  
**Robert P. Miller, Director**  
**Department of Animal Services**

|                       |                               |           |                         |       |
|-----------------------|-------------------------------|-----------|-------------------------|-------|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ 36,580 | In Current Year Budget: | Yes   |
|                       | Current F.Y. Net County Cost: | \$ 0      | Budget Adjustment:      | No    |
|                       | Annual Net County Cost:       | \$ 0      | For Fiscal Year:        | 12/13 |

|  |                                  |                          |
|--|----------------------------------|--------------------------|
| <b>SOURCE OF FUNDS:</b> 100% Grant Funds | Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
|  | Requires 4/5 Vote                | <input type="checkbox"/> |

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Debra Cournoyer*  
**Debra Cournoyer**

**County Executive Office Signature**

- Policy
- Policy
- Consent
- Consent

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: November 6, 2012  
 xc: Animal Services

Kecia Harper-Ihem  
Clerk of the Board  
By: *[Signature]*  
Deputy

Prev. Agn. Ref.:      District: 2 / 2      Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**3.14**

FISCAL PROCEDURES APPROVED BY *Samuel Wong* 10-24-12  
 FORM APPROVED COUNTY COUNSEL  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY *Samuel Wong* 10/24/12 BY *BRUCE G FORDON* DATE  
 SAMUEL WONG      Departmental Concurrence

Dep't Recomm.:  
Per Exec. Ofc.:

**Form 11**

**SUBJECT:** Ratify the acceptance of the Grant Agreement from PetSmart Charities, Inc. to the Department of Animal Services for spay/neuter surgeries, vaccinations and microchips

**Page 2**

**BACKGROUND (Continued):**

The Department's focus will be altering, vaccinating and microchipping 700 dogs, representing 50% of the estimated low income dog population, within an identified high concern group of census blocks in the City of Jurupa Valley within two years. The program will be implemented using door-to-door community outreach, a highly publicized dog licensing amnesty program, spay/neuter, and other services offered for free through our Western Riverside Shelter clinic, located in the City of Jurupa Valley. Progress will be tracked by collecting data on the number of licensed/altered dogs in the community.

**FINANCIAL IMPACT:**

The department budgets the grant funding accordingly in their department budget. No additional County funds are required.

| <b>Purpose</b>  | <b>Fiscal Year<br/>12/13</b> | <b>Fiscal Year<br/>13/14</b> | <b>Two Year<br/>Total</b> |
|---|------------------------------|------------------------------|---------------------------|
| Approximately 350 Spay/neuter surgeries, plus vaccinations *rabies, distemper, pain medication (\$94.50 each) for FY12/13 and FY13/14 | \$33,080.00                  | \$33,080.00                  | \$66,160.00               |
| Microchips and registration (\$10.00 average cost each project) for FY 12/13 and FY 13/14   | \$3,500.00                   | \$3,500.00                   | \$7,000.000               |
| <b>Total</b>  | <b>\$36,580.00</b>           | <b>\$36,580.00</b>           | <b>\$73,160.00</b>        |



WHEN DOCUMENT IS FULLY EXECUTED RETURN  
**CLERK'S COPY**  
 to Riverside County Clerk of the Board, Stop 1010  
 Post Office Box 1147, Riverside, Ca 92502-1147  
 Thank you.

**GRANT STATEMENT**

THIS GRANT STATEMENT is entered into and forms a part of that certain Grant Agreement dated October 16, 2012 (the "Agreement") by and between PetSmart Charities, Inc. ("PetSmart Charities") and the "Organization" identified below. The Parties are entering into this Grant Statement to set forth additional terms and conditions for a Grant from PetSmart Charities to the Organization. Capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement.

| <b><i>Parties and Contact Information</i></b> |   |                           |   |
|---|---|---------------------------|---|
| <b>PetSmart Charities:</b>                    | PetSmart Charities, Inc.                              | <b>Organization:</b>      | <u>Riverside County Department of Animal Services</u>   |
| <b>Address:</b>                               | 19601 North 27 <sup>th</sup> Ave<br>Phoenix, AZ 85027 | <b>Address:</b>           | <u>6851 Van Buren Blvd.<br/>Jurupa Valley, CA 92509</u> |
| <b>Principal Contact:</b>                     | <u>Ronda Steciuk</u>                                  | <b>Principal Contact:</b> | <u>Ms. Kimberly McWhorter</u>                           |
| <b>Notice contact:</b>                        | Legal Department                                      | <b>Notice contact:</b>    | <u>Ms. Kimberly McWhorter</u>                           |
| <b>Tel:</b>                                   | 1-800-738-1385  | <b>Tel:</b>               | <u>951-358-7042</u>                                     |
| <b>Fax:</b>                                   | 1-623-580-6561  | <b>Fax:</b>               | <u>951-358-7641</u>                                     |

| <b><i>Grant Terms</i></b> |  |
|---------------------------|--|
| <b>Effective Date:</b>    | <u>October 16, 2012</u>  |
| <b>Grant Funds:</b>       | <u>\$73,160 for the Grant Purpose as stated below.</u>   |
| <b>Grant Conditions:</b>  | <p><u>Prior to PetSmart Charities' distribution of the Second Installment of Grant Funds, the Organization must satisfy the following conditions (the "Grant Conditions"), as determined by PetSmart Charities in its sole and absolute discretion:</u></p> <p><input type="checkbox"/> <u>The Organization must have completed approximately 350 of the spay/neuter surgeries described in the Grant Purpose.</u></p> |

|                               |   |
|-------------------------------|---|
| <b>Grant Distributions:</b>   | <p><u>PetSmart Charities will distribute the Grant Funds to the Organization for the Grant Purpose as follows:</u></p> <p><input type="checkbox"/> <u>First Installment: \$36,580</u></p> <p><input type="checkbox"/> <u>Second Installment: Approximately 12 months after the First Installment is paid \$36,580</u></p>   |
| <b>Grant Purpose:</b>         | <p><u>The Grant Funds will total \$73,160 over two years. The Grant Funds will be used by the Organization solely for the purpose of:</u></p> <p><input type="checkbox"/> <u>Focus of surgeries: Approximately 700 dogs residing within census tracts ending in .041, .013, .014, .031, .042, .032 all within the City of Jurupa Valley, California.</u></p> <p><input type="checkbox"/> <u>In the first 12 months of the Grant Period, completing approximately 350 spay/neuter surgeries, with:</u></p> <p><u>(1) \$ 33,080 for the cost of approximately 350 spay/neuter surgeries at a total average cost of \$94.50 per surgery including distemper/parvo combination vaccination, rabies vaccination and pain injection at the time of surgery.</u></p> <p><u>(3) \$ 3,500 for the cost of microchips and registration, one per project participant, at the total average cost of \$10 per microchip including registration.</u></p> <p><input type="checkbox"/> <u>In the second 12 months of the Grant Period, completing approximately 350 spay/neuter surgeries, with:</u></p> <p><u>(1) \$ 33,080 for the cost of approximately 350 spay/neuter surgeries at a total average cost of \$94.50 per surgery including distemper/parvo combination vaccination, rabies vaccination and pain injection at the time of surgery.</u></p> <p><u>(3) \$ 3,500 for the cost of microchips and registration, one per project participant, at the total average cost of \$10 per microchip including registration.</u></p> |
| <b>Grant Period:</b>          | <p><u>The Grant Period will commence on the Effective Date set forth in this Grant Statement, which in no event shall be earlier than effective date of the Agreement and will continue for a period of 24 Months.</u></p>  |
| <b>Reporting Obligations:</b> | <p><u>GRANT REPORTING REQUIREMENTS:</u></p> <p><u>In addition to any requirement set forth in the Grant Agreement, the Organization agrees to provide the following reports to PetSmart Charities in connection with this Grant Statement, on or before the deadlines set forth below. Interim and Final Reports may now be accessed and submitted online. To access the online impact report, please copy and paste the following link <a href="http://www.cybergrants.com/petsmartcharities/reports/app">www.cybergrants.com/petsmartcharities/reports/app</a>. For additional information about the online report process and samples of the report documents, please refer to <a href="http://www.petsmartcharities.org/resources/grant-reporting-documents.html">http://www.petsmartcharities.org/resources/grant-reporting-documents.html</a>. PetSmart Charities reserves the right to change the method and format of how reports are provided.</u></p> <p><u>Interim report: By October 1, 2013, via <a href="http://www.cybergrants.com/petsmartcharities/reports/app">www.cybergrants.com/petsmartcharities/reports/app</a>.</u></p> <p><input type="checkbox"/> <u>An interim project report on the results and impact of the project to date, including the number of surgeries performed to date as part of the</u></p>   |

|                                 |  |
|---------------------------------|--|
|                                 | <p><u>Grant, broken down by the number of (a) dogs (adults and puppies, combined), (b)puppies (5 months and under, only), (c) neuters, (d) spays, (e) in heat, (f) pregnant and (g) the number of microchips administered.</u></p> <p><input type="checkbox"/> <u>A detailed report on the expenditure of Grant Funds to date. A detailed report on the total income and expenses to date for the project funded by the Grant.</u></p> <p><input type="checkbox"/> <u>A budget for the project's second year.</u></p> <p><input type="checkbox"/> <u>For non-governmental organizations: (1) The Organization's updated audit, if the Organization's income for the fiscal year was equal to or greater than \$500,000. (2) The Organization's updated IRS Form 990. (3) If the report is due prior to an updated audit and/or IRS Form 990 being completed: (a) the Organization's unaudited actual statement of activities (income and expenses) and balance sheet for that fiscal year; and (b) a statement as to when the audit and/or IRS Form 990 will be sent to PetSmart Charities.</u></p> <p><u>Final report: By January 1, 2015 via <a href="http://www.cybergrants.com/petsmartcharities/reports/app">www.cybergrants.com/petsmartcharities/reports/app</a>.</u></p> <p><input type="checkbox"/> <u>A final project report on the results and impact of the project, including the number of surgeries performed as part of the grant, broken down by (a)dogs (adults and puppies, combined) (b) puppies (5 months and under, only), (c) neuters, (d) spays, (e) in-heat, (f) pregnant and (g) the number of microchips administered.</u></p> <p><input type="checkbox"/> <u>A detailed report on the expenditure of Grant Funds. A detailed report on the total income and expenses for the project funded by the Grant.</u></p> <p><b>STATISTICS REPORTING REQUIREMENTS:</b></p> <p><u>Statistical reports: Via completion of e-forms emailed to the Organization by New Urban Research on or about the applicable due dates:</u></p> <p><u>Types of Data to be submitted:</u></p> <p><u>(1) Intake of (a) dogs (adults and puppies, combined) and (b) puppies (5 months and under, only) , from census tracts ending in .041, .013, .014, .031, .042, .032 all within the City of Jurupa Valley, California with respect to Riverside County Department of Animal Services.</u></p> <p><u>(2) Intake of (a) dogs (adults and puppies, combined) and (b) puppies (5 months and under, only) from all service areas combined, with respect to Riverside County Department of Animal Services.</u></p> <p><u>(3) If available, the number of dogs (adults and puppies combined) returned to owner due to microchip identification from (a) census tracts ending in .041, .013, .014, .031, .042, .032 all within the City of Jurupa Valley, California, and (b) all services areas, combined, with respect to Riverside County Department of Animal Services.</u></p> <p><input type="checkbox"/> <u>Due dates:</u></p> <p><u>Pre-project data: By January 1, 2013, data for calendar year 2011, except for number (3) above, for which no pre-project data is due.</u></p> <p><u>- Post-project data: By March 1, 2013, 2014, and 2015 all the types of data listed above, for the 2012, 2013, and 2014 calendar years, respectively.</u></p> |
| <p><b>Additional Terms:</b></p> | <p>As of the date of signing this Grant Statement, the Organization represents to PetSmart Charities that each of its representations, warrants and covenants provided in the Agreement and this Grant Statement are true and correct, including, but not limited to, those set</p>  |

|  |   |
|--|---|
|  | forth in Section 8 of the Agreement.<br><br>_____ |
|--|---|

This Grant Statement shall not be binding on either Party until executed by both Parties. Organization acknowledges and agrees that PetSmart Charities may rescind any offer contained herein at any time until the Agreement has been executed by both Parties.

**[Signature page follows]**

IN WITNESS WHEREOF, the Parties have caused this Grant Statement to be signed by their respective and duly authorized representatives as of the last date set forth below.

**“PETSMART CHARITIES”**

PETSMART CHARITIES, INC.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**“ORGANIZATION”**

RIVERSIDE COUNTY DEPARTMENT OF ANIMAL SERVICES

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Please make a copy of this document for your records and mail this signed original to:**

**PetSmart Charities, Inc.  
Attn: GRANTS  
19601 North 27<sup>th</sup> Avenue  
Phoenix, AZ 85027**

FORM APPROVED COUNTY COUNSEL

BY: B. G. Fordon 10-24-11  
BRUCE G. FORDON DATE

