

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

847



**FROM:** Department of Animal Services

**SUBMITTAL DATE:**  
August 19, 2013

**SUBJECT:** Ratify the acceptance of the Grant Agreement from PetSmart Charities, Inc. to the Riverside County 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 \$200,000 over a two year period (\$100,000 for 13/14) and (\$100,000 for 14/15), to the Riverside County Department of Animal Services ("RCDAS") for the effective date of September 1, 2013; and
- 2) Authorize the Director of Animal Services to administer all actions necessary and sign all documents related to the administration of this Grant on behalf of the County of Riverside.

**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>	<b>Current F.Y. Total Cost:</b>	\$ 100,000	<b>In Current Year Budget:</b>	Yes
	<b>Current F.Y. Net County Cost:</b>	\$ 0	<b>Budget Adjustment:</b>	No
	<b>Annual Net County Cost:</b>	\$ 0	<b>For Fiscal Year:</b>	13/14

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

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

APPROVE

**County Executive Office Signature**

*Debra Cournoyer*  
Debra Cournoyer

**MINUTES OF THE BOARD OF SUPERVISORS**

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

**Ayes:** Jeffries, Tavaglione, Stone, Benoit and Ashley

**Nays:** None

**Absent:** None

**Date:** September 24, 2013

**xc:** [unclear] Animal Services, Auditor

Kecia Harper-Ihem  
Clerk of the Board

*Kecia Harper-Ihem*  
Deputy

**Prev. Agn. Ref.:** 11/6/12 3.14

**District:** 2

**Agenda Number:**

**3-13**

ATTACHMENTS FILED

LOCAL PROCEDURES APPROVED  
 PAUL ANGLILO, CPA, AUDITOR-CONTROLLER  
 BY: *Lisette Rose* 9/11/13  
 Lisette Rose  
 Departmental Concurrence  
 DATE: 9/11/13  
 Departmental Concurrence  
 ERIC STOPHER  
 FORM APPROVED COUNTY COUNSEL  
 BY: *Eric Stopher*  
 Policy  Policy   
 Consent  Consent   
 Dep't Recomm.:  
 Per Exec. Ofc.:

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

### BACKGROUND (Continued):

The Department's focus will be altering, vaccinating and microchipping 1900 dogs, 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.

Purpose	Fiscal Year 13/14	Fiscal Year 14/15	Two Year Total
Approximately 950 Spay/neuter surgeries, plus vaccinations rabies distemper, pain medication (\$94.50 each) for FY 13/14 and FY 14/15	\$89,775	\$89,775	\$179,550
Microchips and registration (\$10.00 average cost each project) for FY 13/14 and FY 14/15	\$9,500	\$9,500	\$19,000
The cost of advertising and outreach materials including printing	\$725	\$725	\$1450
Total	\$100,000	\$100,000	\$200,000



**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.

<i>Parties and Contact Information</i>			
<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 Phoenix, AZ 85027	<b>Address:</b>	<u>6851 Van Buren Blvd. Jurupa Valley, CA 92509</u>
<b>Principal Contact:</b>	<u>Ronda Steciuk</u>	<b>Principal Contact:</b>	<u>Kimberly McWhorter</u>
<b>Notice contact:</b>	Legal Department	<b>Notice contact:</b>	<u>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>

<i>Grant Terms</i>	
<b>Effective Date:</b>	<u>September 1, 2013</u>
<b>Grant Funds:</b>	<u>\$200,000 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 950 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> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>First Installment: \$100,000.</u></li> <li><input type="checkbox"/> <u>Second Installment: Approximately 12 months after the First Installment is paid \$100,000.</u></li> </ul>
<b>Grant Purpose:</b>	<p><u>The Grant Funds will total \$200,000 over two years. The Grant Funds will be used by the Organization solely for the purpose of:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Focus of surgeries: approximately 1900 dogs located in the area within Riverside County, California bounded Pedley Road to the West, the Jurupa Valley City boarder on the East, Mission Blvd. to the South, and the City of Jurupa Valley boarder to the North.</u></li> <li><input type="checkbox"/> <u>In the first 12 months of the Grant Period, completing approximately 950 spay/neuter surgeries with:</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>\$99,275 for the spay/neuter surgeries at an average cost of \$104.50 per surgery including microchip with registration, pain medication, rabies and distemper parvo combination vaccination (if needed).</u></li> <li><input type="checkbox"/> <u>\$775 towards the cost of advertising and outreach materials including printing.</u></li> </ul> </li> <li><input type="checkbox"/> <u>In the second 12 months of the Grant Period, completing approximately 950 spay/neuter surgeries, with:</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>\$99,275 for the spay/neuter surgeries at an average cost of \$104.50 per surgery including microchip with registration, pain medication, rabies and distemper parvo combination vaccination (if needed).</u></li> <li><input type="checkbox"/> <u>\$775 towards the cost of advertising and outreach materials including printing.</u></li> </ul> </li> </ul>
<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. Impact 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 August 1, 2014, via <a href="http://www.cybergrants.com/petsmartcharities/reports/app">www.cybergrants.com/petsmartcharities/reports/app</a>,</u></p> <ul style="list-style-type: none"> <li><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 Grant, broken down by the number of (a) neuters, (b) spays, (c) in heat, and (d) pregnant.</u></li> <li><input type="checkbox"/> <u>A detailed report on the expenditure of Grant Funds to date, and a</u></li> </ul>

	<p><u>detailed report on the total income and expenses to date for the project funded by the Grant.</u></p> <ul style="list-style-type: none"> <li>• <u>A budget for the project's second year.</u></li> <li>• <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></li> </ul> <p><u>Final report: By October 1, 2015, via <a href="http://www.cybergrants.com/petsmartcharities/reports/app">www.cybergrants.com/petsmartcharities/reports/app</a> :</u></p> <ul style="list-style-type: none"> <li>• <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 the number of (a) neuters, (b) spays, (c) in heat, and (d) pregnant.</u></li> <li>• <u>A detailed report on the expenditure of Grant Funds, including receipts upon request.</u></li> <li>• <u>A detailed report on the total income and expenses for the project funded by the Grant.</u></li> <li>• <u>Statistics for measuring the impact of the grant project, as listed below, for calendar year 2012 and for each full calendar year afterwards up until submission of the final report.</u></li> <li>• <u>Types of statistics to be included in the final report:</u>  <u>(1) Intake of dogs (all canines, adults and puppies, combined) from (a) the area within Riverside County, California bounded Pedley Road to the West, the Jurupa Valley City boarder on the East, Mission Blvd. to the South, and the City of Jurupa Valley boarder to the North and (b) all service areas combined, with respect to Riverside County Department of Animal Services.</u></li> </ul>
<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 forth in Section 8 of the Agreement.</p> <p>_____</p>

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.

**“ORGANIZATION”**

RIVERSIDE COUNTY DEPARTMENT OF ANIMAL SERVICES

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

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

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

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

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

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

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

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**