

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

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**DEPARTMENT OF
ANIMAL SERVICES**
221 N. Figueroa Street
6TH Floor, Suite #600
Los Angeles, CA 90012

(888) 452-7381
FAX (213) 482-9511

BRENDA F. BARNETTE
GENERAL MANAGER

TAMMY WATSON
ASSISTANT GENERAL MANAGER
Administration

VACANT
ASSISTANT GENERAL MANAGER
Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

February 26, 2020

The Honorable Eric Garcetti
Mayor, City of Los Angeles
200 N. Spring Street, Room 303
Los Angeles, CA 90012

The Honorable City Council
% City Clerk
Room 395, City Hall
200 N. Spring Street
Los Angeles, CA 90012

Attention: Ms. Heleen Ramirez, Office of the Mayor

**RE: ACCEPTANCE OF A \$400,000 GRANT AWARDED BY THE AMERICAN SOCIETY FOR
THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA)**

Recommendation for Council Action, subject to the approval of the Mayor:

1. **ACCEPT** a total of \$400,000 from the ASPCA as a two-year grant award for fee-waived public adoptions of cats and kittens in the amount of \$360,000 and \$40,000 for marketing and promotional activities;
2. **FORWARD** the acceptance of these grant funds to the Mayor and City Council for approval;
3. **APPROVE** the deposit of these funds into the appropriate accounts within the Animal Welfare Trust Fund – Fund No. 859 and restrict these funds for the designated purpose of fee-waived public adoptions of cats and kittens and marketing and promotional activities;
4. **AUTHORIZE** the Board of Animal Services Commissioners to authorize the transfer of ASPCA grant funds from the Animal Welfare Trust Fund – Fund No. 859 to the Animal Sterilization Fund – Fund No. 842 bi-annually for reimbursement of sterilization costs associated with all

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SUBJECT: Transmittal to Mayor and Council

ACCEPTANCE OF A \$400,000 GRANT AWARDED BY THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA)

ASPCA sponsored fee-waived public adoptions of cats and kittens until the \$360,000 is exhausted; and

5. **AUTHORIZE** the creation of a new appropriation account within the Animal Welfare Trust Fund – Fund No. 859 for marketing and promotional activities, entitled, "Marketing and Promotions".

BACKGROUND:

On November 22, 2019, the Department submitted an application to the ASPCA for a grant in the amount of \$400,000 to subsidize the cost of fee-waived public adoptions of cats and kittens and for marketing and promotional activities. On December 24, 2019, the ASPCA awarded Grant No. 201804-20620 in the amount of \$400,000 to the Department per the attached Grant Agreement Reference (Agreement). The Agreement contains all grant requirements, timeliness, usage and reporting requirements.

The terms and conditions of the grant were accepted and agreed upon by the Department, the Agreement was signed and returned to the ASPCA and the funds were forwarded to the Department via Electronic Fund Transfer on January 17, 2020.

On February 25, 2020, the Board of Animal Services Commissioners authorized the Acceptance of a \$400,000 grant awarded by the American Society for the Prevention of Cruelty to Animals (ASPCA) as a two-year grant award for fee-waived public adoptions of cats and kittens in the amount of \$360,000 and \$40,000 for marketing and promotional activities subject to the approval of the City Council and Mayor.

SUMMARY:

The Department of Animal Services (Department) is constantly seeking new and innovative avenues for encouraging animal adoptions in the City of Los Angeles and this grant will help to accomplish this goal while increasing the Department's live save rates. In 2019, kitten season was especially busy and acceptance of these funds will allow the Department to fund adoption events focused on cats and kittens in order to increase the chance of rehoming every healthy and adoptable animal.

Over the years, the Department has used a variety of strategies to encourage adoptions. One proven successful method is to offer fee waived adoptions. Documented data supports that when an organization has offered to subsidize adoption fees, adoption numbers have risen during the reduced fee period. Detractors to this method believe that reduced fee and/or fee waived adoptions devalue an animal and increase the potential for an animal to be abused, abandoned or neglected. Nationwide studies have gathered information from numerous adoption agencies and there is no evidence to support a greater likelihood of abuse or neglect in fee waived adopted animals.

This is the Department's fourth ASPCA grant. Prior grants were received in 2015, 2017, and 2018, but did not include funding for marketing or promotional activities.

The 2018 ASPCA grant subsidized a total of 6,639 free cat and kitten adoptions which positively impacted our overall live save rate.


SUBJECT: Transmittal to Mayor and Council

ACCEPTANCE OF A \$400,000 GRANT AWARDED BY THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA)

FISCAL IMPACT:

There is no fiscal impact to the General Fund. Authorization to transfer the grant's funds held in the Animal Welfare Trust Fund – Fund No. 859 to Animal Sterilization Fund – Fund No. 842 is required to prevent the City's General Fund from subsidizing sterilization costs associated with ASPCA's sponsorship of fee-waived public adoptions of cats and kittens.

Respectfully submitted,



Brenda F. Barnette
General Manager

Attachment: Adopted Board Report – Acceptance of a \$400,000 Grant Awarded by the American Society for the Prevention of Cruelty to Animals (ASPCA)

cc: Soozy Rios Bellenot, City Administrative Officer
Catherine Chico, Los Angeles Animal Services

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DR. JEREMY PRUPAS
CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: February 25, 2020

PREPARED BY: Catherine Chico

REPORT DATE: February 3, 2020

TITLE: Senior Management Analyst II

**SUBJECT: ACCEPTANCE OF A \$400,000 GRANT AWARDED BY THE AMERICAN SOCIETY
FOR THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA)**

BOARD ACTION RECOMMENDED:

1. **ACCEPT** a total of \$400,000 from the ASPCA as a two-year grant award for fee-waived public adoptions of cats and kittens in the amount of \$360,000 and \$40,000 for marketing and promotional activities;
2. **FORWARD** the acceptance of these grant funds to the Mayor and City Council for approval;
3. **APPROVE** the deposit of these funds into the appropriate accounts within the Animal Welfare Trust Fund – Fund No. 859 and restrict these funds for the designated purpose of fee-waived public adoptions of cats and kittens and marketing and promotional activities;
4. **AUTHORIZE** the Board of Animal Services Commissioners to authorize the transfer of ASPCA grant funds from the Animal Welfare Trust Fund – Fund No. 859 to the Animal Sterilization Fund – Fund No. 842 bi-annually for reimbursement of sterilization costs associated with all ASPCA sponsored fee-waived public adoptions of cats and kittens until the \$360,000 is exhausted; and
5. **AUTHORIZE** the creation of a new appropriation account within the Animal Welfare Trust Fund – Fund No. 859 for marketing and promotional activities, entitled, "Marketing and Promotions".

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BACKGROUND:

On November 22, 2019, the Department of Animal Services (Department) submitted an application to the ASPCA for a grant in the amount of \$400,000 to subsidize the cost of fee-waived public adoptions of cats and kittens and for marketing and promotional activities. On December 24, 2019, the ASPCA awarded Grant No. 201804-20620 in the amount of \$400,000 to the Department per the attached Grant Agreement Reference (Agreement). The Agreement contains all grant requirements, timeliness, usage and reporting requirements.

The terms and conditions of the grant were accepted and agreed upon by the Department, the Agreement was signed and returned to the ASPCA and the funds were forwarded to the Department via Electronic Fund Transfer on January 17, 2020.

SUMMARY:

The Department is constantly seeking new and innovative avenues for encouraging animal adoptions in the City of Los Angeles and this grant will help to accomplish this goal while increasing the Department's live save rates. In 2019, kitten season was especially busy and acceptance of these funds will allow the Department to fund adoption events focused on cats and kittens in order to increase the chance of rehoming every healthy and adoptable animal.

Over the years, the Department has used a variety of strategies to encourage adoptions. One proven successful method is to offer fee waived adoptions. Documented data supports that when an organization has offered to subsidize adoption fees, adoption numbers have risen during the reduced fee period. Detractors to this method believe that reduced fee and/or fee waived adoptions devalue an animal and increase the potential for an animal to be abused, abandoned or neglected. Nationwide studies have gathered information from numerous adoption agencies and there is no evidence to support a greater likelihood of abuse or neglect in fee waived adopted animals.

This is the Department's fourth ASPCA grant. Prior grants were received in 2015, 2017, and 2018 but did not include funding for marketing or promotional activities.

The 2018 ASPCA grant subsidized a total of 6,639 free cat and kitten adoptions which positively impacted our overall live save rate.

FISCAL IMPACT:

No impact to the General Fund. Authorization to transfer the grant's funds held in the Animal Welfare Trust Fund – Fund No. 859 to Animal Sterilization Fund – Fund No. 842 is required to prevent the City's General Fund from subsidizing sterilization costs associated with ASPCA's sponsorship of fee-waived public adoptions of cats and kittens.


Report to the Board of Animal Services Commissioners
SUBJECT: Acceptance of ASPCA Grant Funds

Approved:

Brenda F. Barnette
Brenda F. Barnette, General Manager

Attachment: Grant Agreement Reference – Grant Number 201804-20620

BOARD ACTION:

<u></u>	Passed	Disapproved	<u> </u>
<u> </u>	Passed with noted modifications	Continued	<u> </u>
<u> </u>	Tabled	New Date	<u> </u>



Grant Agreement Reference:

NAME: **Los Angeles Animal Services**

PROJECT: **Fee waived public adoptions for Cats/Kittens (at risk animals) and Promotion**

AMOUNT: **\$ 400,000**

GRANT NUMBER: **201804-20620**

GRANT TERM: **12/24/2019 - 12/24/2021**

ASPCA GRANT OFFICER: **Dave Betournay**

GRANT ACCOUNT LOGIN: <https://aspca.fluxx.io>

December 24, 2019

Brenda Barnette

221 N. Figueroa Street, Suite #600

Los Angeles, CA 90012

Dear Brenda Barnette,

The American Society for the Prevention of Cruelty to Animals (the "ASPCA") is deeply honored to be able to grant to Los Angeles Animal Services (the "Grantee," and together with the ASPCA, the "parties" and each a "party") the amount of \$ 400,000 (the "Grant"). These funds are designated for the purpose set forth below and as outlined in your grant request and as further described in this agreement (this "Agreement") and, if applicable, its amendments: Fee waived public adoptions for Cats/Kittens (at risk animals) and Promotion (the "Project").

Unless otherwise noted in the payment schedule below, the ASPCA shall pay the grant to the Grantee approximately two to six weeks following receipt of the signed original contract, including all pages. By signing this Agreement, you represent and warrant that Grantee will meet the obligations specified in this Agreement.

Intending to be legally bound and in consideration of the Grant provided to the Grantee and the desire of the Grantee to conduct the Project, the parties hereby agree to the following terms and conditions as of the first date listed above (the "Effective Date"):

1. Grantee Requirements.

The Grantee shall communicate with Dave Betournay (dave.betournay@aspca.org) (the "ASPCA Grant Officer") according to the schedule and additional instructions (if applicable) to review and evaluate the use of the Grant funds.

Report Type	Due Date
Final Report	12/24/2021

Requirements must be submitted through your ASPCA Grants account at:
<https://aspcapro.org/grant-reporting-requirements>

An explanation of additional grant requirements you may be asked to fulfill are described in Schedule 1 and on our website at aspcapro.org/grant-reporting-requirements.

You are required to provide additional information relating to this Grant upon the ASPCA's request. Such additional information may include but is not limited to: receipts (up to three years after the Grant end date), photographs, and press information. In addition, you are required to provide access to the ASPCA upon the ASPCA's request so that the ASPCA may conduct a site visit of your location(s) during standard business hours, or at a day and time mutually agreed upon by the ASPCA and the Grantee. The ASPCA will provide you with reasonable notice of any such request unless otherwise mutually agreed upon.

You may submit requirements upon completion at any point during the grant term. Organizations that fail to submit required documentation in a timely manner may jeopardize future grants and/or grant payments. Should you need a due date extension, please forward your request, prior to the due date, to dave.betournay@aspcapro.org with the requirement type (e.g. Progress Report, Final Report, etc.), an explanation for your request (including the reason for the anticipated delay) and your preferred new due date.

2. Use of Grant Funds. The ASPCA shall pay the Grant to the Grantee according to the following approximate schedule:

Payment ID	Due at	Amount Due
761247	12/24/2019	\$ 400,000

Please note that payment is contingent upon our receipt of the signed contract, including all pages of the Agreement and original signature on the Agreement, from you. The ASPCA will not advance Grant funds until all required documents have been received and reviewed. Please return the originally executed agreement as soon as possible in order to expedite payment.

The Project shall consist of the activities outlined in the Grant request submitted to the ASPCA that pertain to "Fee waived public adoptions for Cats/Kittens (at risk animals) and Promotion".

The Grantee agrees that it is the sole employer of all individuals who are compensated in whole or in part with Grant funds, or whose employment, fellowship or internship position arises in any way as a direct or indirect result of the Grant (each a "Funded Position"). The Grantee further agrees that it is exclusively responsible for the classification and engagement of any contractors whose fees and/or expenses are paid in whole or in part with Grant funds ("Funded Contractor"). Accordingly, the Grantee agrees that with respect to any Funded Position and/or any Funded Contractor, the Grantee is exclusively responsible for compliance with, and will comply with, any and all applicable federal, state and local employment laws, regulations and rules, including, but not limited to, any employer

obligations to: (a) timely pay all wages or other compensation due; (b) withhold and remit employment taxes; (c) administer any required discipline; (d) provide insurance coverages; (e) prohibit discrimination or harassment based on any protected characteristic; and (f) provide any required leave or accommodation. The Grantee acknowledges and agrees that the parties to this Agreement are in the relationship of Grantor and Grantee, and the use of Grant funds for Funded Positions and/or Funded Contractors does not constitute a joint venture, affiliation, or joint employment relationship of any kind.

The Grantee acknowledges and agrees that the grant shall be used exclusively for costs incurred directly in connection with the Project and as set forth in this Agreement, and that failure to do so will result in the Grantee having to return the grant to the ASPCA within ten (10) days of the ASPCA's request to do so.

The Grantee agrees that at no time will any funds it receives from the ASPCA be used to attempt to influence the outcome of any selection, nomination, election, or appointment of any individual to any public office or office of a political organization within the meaning of Internal Revenue Code Section 527(e)(2), and shall furthermore not use any of the funds it receives from the ASPCA to participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

The Grantee hereby grants to the ASPCA a license to use the Grantee's name and trademarks on materials directly related to the activities of the Project and/or the Grant. The Grantee Key Contact is Annette Ramirez (the "Grantee Key Contact"), and the Grantee Key Contact shall communicate with Dave Betournay (dave.betournay@aspc.org) on an as-needed basis to review and evaluate the use of the Grant funds. The Grantee Key Contact is encouraged to contact the ASPCA Grant Officer at any time to communicate information related to the grant, and must contact the ASPCA Grant Officer as soon as practicable if the Grantee expects that it may need to make any changes to the Project, or it encounters circumstances that may substantially impact outcomes or goals stated in the application or enumerated in this contract.

For projects that include grant funds used to purchase food for a gathering of individuals, including at conferences, trainings and other events sponsored by the ASPCA, the Grantee will limit the use of ASPCA funds to purchase vegetarian, vegan, fish or welfare-certified meat products only. "Welfare-certified meat products" shall mean products that are from farms, obtained either directly or through another supplier (restaurant, retailer, etc.), that are certified by at least one of the following certification programs: (a) Animal Welfare Approved; (b) Certified Humane; and/or (c) Global Animal Partnership, Steps 2 and above. For more information about welfare-certified products or where to locate welfare-certified products, please visit <http://www.aspc.org/take-action/help-farm-animals/finding-higher-welfare-products>.

Employees, volunteers or other associates of the Grantee whose food expenses are reimbursed or otherwise paid from ASPCA grant funds, including, but not limited to beneficiaries of travel stipends and scholarships, are strongly encouraged to choose higher-welfare meat products, fish, vegan or vegetarian food.

3. Acknowledgement of ASPCA Support. In consideration of the grant, the Grantee shall publicly acknowledge that the Project was made possible through a generous grant from the ASPCA and shall reference the ASPCA in all "Project Materials." "Project Materials" shall include, but not be limited to, all copy, script, text, graphics, photographs, video, audio, promotional and advertising materials, and all other editorial matter(s) or press releases relating to the Project. The Grantee shall submit the Project Materials for review and approval by the ASPCA Grant Officer prior to its inclusion in any materials prepared and intended to be distributed regarding the activities of the Project. No changes on the approved version of any Project Materials shall be instituted by the Grantee without the prior

written approval of the ASPCA Grant Officer. The ASPCA hereby grants to the Grantee a license to use the ASPCA Trademarks on materials directly related to the activities of the Project. "ASPCA Trademarks" are: "ASPCA®", which must always appear in PMS 422 and 021, unless used in materials that are completely black and white in nature, in which case it may appear in black; and "The American Society for the Prevention of Cruelty to Animals®". The ASPCA has the right in its sole discretion to require the Grantee to remove all references to the ASPCA's involvement if the ASPCA determines that the Grantee is not fulfilling its obligations under this Agreement or if for any other reason the ASPCA determines that it is no longer in the ASPCA's best interest to be referenced in such manner.

Jpegs of the ASPCA logo are included on the URL below for your use on your website or other collateral. Additional logos and badges can also be found there: <http://aspca.org/badges>.

Instructions regarding links to the ASPCA's website can be found at this URL:

<http://www.asPCA.org/about-us/linking-policy>.

For assistance regarding recognition of your Grant, including press releases, advisories, or general media outreach, please contact the ASPCA's Media Department at press@aspca.org. A suggested press release template is provided as Schedule 2 as a helpful guide. Social media tips are provided on Schedule 3.

4. Records. The Grantee will keep accurate books and records with respect to the grant in accordance with generally accepted accounting principles and business practices. The Grantee will maintain its books and records in such a manner that the receipts and expenditures of the Grant funds will be shown separately on such books and records in any easily checked form. The Grantee will keep records of receipts and expenditures made of Grant funds as well as copies of the reports submitted to the ASPCA and supporting documentation for at least three years after completion of the use of the Grant funds, and will furnish or make available such books, records, and supporting documentation to the ASPCA for inspection at reasonable times from the time of the Grantee's acceptance of the Grant through such period.

5. Maintenance of Tax-Exempt Status. In carrying out the Project, the Grantee shall comply with all applicable federal, state and local laws and regulations. If the Grantee is a 501(c)(3) organization, the Grantee certifies that it is in good standing with the Internal Revenue Service and shall notify the ASPCA immediately of any change in, or challenge by the Internal Revenue Service to, its status as a 501(c)(3) tax-exempt organization.

6. Termination. The ASPCA may, in its sole discretion (i) withhold payment of funds until in its opinion the situation has been corrected or (ii) declare the Grant terminated in any of the following circumstances:

- a. If, as the result of the consideration of reports and information submitted to it by the Grantee or from other sources, the ASPCA, in its sole discretion, determines that continuation of the Project is not reasonably in furtherance of the ASPCA's mission to provide effective means for the prevention of cruelty to animals throughout the United States (the "ASPCA Mission") or that the Project is not being executed in substantial compliance with the grant request (or work plan as revised) or that the Grantee is incapable of satisfactorily completing the work of the Project;
- b. In the case of any violation by the Grantee of the terms and conditions of this Agreement;
- c. In the event of any change in, or challenge by the Internal Revenue Service to, the Grantee's status as a 501(c)(3) tax-exempt organization if applicable; or
- d. If it is revealed that, during the Project, the Grantee is or was involved in any activity or makes any statement disparaging of, or reflecting unfavorably upon the ASPCA, tarnishes the reputation of the ASPCA or is not in alignment with the ASPCA Mission.

If the ASPCA terminates the Grant, it shall so notify the Grantee, whereupon it, if so requested by the ASPCA, shall promptly refund and pay back to the ASPCA any unexpended balance of the Grant funds in the Grantee's hands or under its control.

Upon completion of the Project or termination of this Agreement for any reason, the ASPCA will withhold any further payments of Grant funds and the Grantee shall, at the option of the ASPCA, repay to the ASPCA any portion of the Grant funds that were not spent for the Project. All such determinations by the ASPCA under this Section 6 will be final, binding and conclusive upon the Grantee.

7. Unspent Grant Balance. If the Grantee anticipates not spending or committing to spend the full grant amount within the Grant Term, the Grantee may request an extension to allow for more time to complete the Project without requesting additional funds. To request an extension, the Grantee must login to the ASPCA grants portal at <https://aspc.fluxx.io/> 30 days prior to the grant end date or earlier to provide the following: 1) a brief (2-3 sentence) explanation for why the extension is necessary, 2) any proposed changes to the Project budget line items, if applicable, and 3) a proposed new end date for the grant.

The ASPCA, in its sole discretion, may approve the extension request and extend the grant term to a date different from the Grantee's proposed new end date. If the ASPCA declines the request for an extension, or if the Project is completed but carries a balance of unspent funds, the Grantee shall promptly refund and pay back to the ASPCA the unexpended balance.

8. Future Funding. The Grantee acknowledges that the ASPCA and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. If any of the Grant funds are returned or if the Grant is rescinded, the Grantee acknowledges that the ASPCA will have no further obligation to the Grantee in connection with this Grant as a result of such return or rescission.

9. Modification. No amendment or modification of this Agreement shall be valid, unless made in writing and duly executed by the parties hereto. To request a modification, the Grantee must login to the ASPCA grants portal at <https://aspc.fluxx.io>.

10. Miscellaneous. This Agreement is intended to be binding upon the Grantee and the ASPCA. This Agreement represents the final agreement between the parties with respect to the subject matter hereto, and supersedes any and all prior agreements, written or oral, between the parties with respect to the matters contained herein. This Agreement is not intended to, nor shall it be deemed to create, any partnership or joint venture between the Grantee and the ASPCA. This Agreement shall be interpreted, governed by and construed in accordance with the internal laws of the State of New York, without regard to the conflict of laws principles thereof. The parties hereto acknowledge and consent to personal jurisdiction and venue exclusively in New York, New York with respect to any action or proceeding brought in connection with this Agreement. This Agreement may be executed by the parties hereto in counterparts, each of which, when executed and delivered, shall be deemed to be an original and all of which shall constitute together the same document.

If the terms and conditions of this Agreement are acceptable, please sign this Agreement and return it to us. By signing this Agreement, you represent and warrant that you are capable of binding the Grantee to the terms set forth in this Agreement.

SIGNATURE PAGE BELOW
GRANT NUMBER: 201804-20620
GRANT AMOUNT: \$ 400,000

Sincerely,
THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Beverly J. Jones, Esq.
Senior Vice President and Chief Legal Officer

ACCEPTED AND AGREED:

Los Angeles Animal Services

By (signature of CEO/President/Director): _____

Brenda Barnette

General Manager

Name/Title: _____



Grantee ACH Payment Setup/Change Form

ASPCA uses ACH (Automated Clearing House) as the primary payment method.
Please fill in remittance details on the page below.

Please check the appropriate box below:

- ☐ **New ACH Payee:** Complete ALL the information below if your organization has never received an ACH payment from the ASPCA before.
- ☒ **Existing ACH Payee:** Enter any changes below to your existing banking information if your organization has previously received an ACH payment from the ASPCA.

ACH Payment Instructions

Please provide the following information for electronic payment via ACH for the Payee listed below.
Review this information carefully. It is the only information we have to ensure that funds will be deposited into the correct account.

Payee: City of Los Angeles - Department of Animal Services

Bank Name: _____

Bank Address (U.S.-based only): _____

ABA/Routing Number (9-digits): _____

Account Name: _____

Account Number: _____

Account Type (e.g. Checking; Savings): _____

Remarks, if any: _____

- ☐ **If your organization prefers payment by CHECK,** please click this box to opt out of ACH payments. Check will be mailed to the address below unless otherwise indicated:

Mailing Address:	Alternate Address (optional):
Annette Ramirez	
Los Angeles Animal Services	
221 N. Figueroa Street, Suite #600	
Los Angeles, CA 90012	

THANK YOU!

Schedule 1: Grant Reporting Requirements

We require ASPCA grantees to fulfill a variety of requirements based on the grant size and purpose. We make every effort to minimize the reporting burden on grantee while employing best practices in all of our grants programs.

Please follow these guidelines when submitting requirements:

- Submit ALL requirements online by logging into your ASPCA Grant Account at <https://aspca.fluxx.io/>.
- Please adhere to the due dates – you may submit fulfilled requirements at any point during the grant term. Should you need extra time to submit any particular requirement, please login to your ASPCA Grant Account prior to the due date with 1) a request for a due date extension, 2) the preferred due date and 3) an explanation for the request.

Grantees will be asked to submit some or all of the following requirements:

- **Final Report** - indication of results/outcomes and an analysis of your project plus an estimation or exact indication, if measurable, of the number of animals impacted by the grant. Narrative text entry and/or upload.
- **Financial Report/Receipts** - a comprehensive list of expenditures for which grant money had been used (typically best submitted in a spreadsheet). Financial Reports for projects that produce accurate, easily measurable outputs, such as targeted spay/neuter programs, should identify the cost per animal as part of a detailed report on the project. Receipts and/or invoices should be uploaded when appropriate. Narrative text entry and/or upload.
- **Photos** - Generally, we ask for photos that show pictorial evidence of the intended use of funds; we may also ask for photos associated with human interest stories for promotional purposes. Narrative text entry for captions plus uploads.
- **Press Information** - links to or uploads of press releases, clips or links showing recognition of the ASPCA's grant for your project. You can also include stories, anecdotes, quotes, and social media posts that could be used for promotional purposes including human interest stories with accompanying photos. Narrative text entry and/or upload.
- **Progress Report** - an interim report designed to inform your grant officer on the status of the project. Narrative text entry and/or upload.
- **Signed Amendment** - an interim report designed to inform your grant officer on the status of the project. Narrative text entry and/or upload.
- **Signed Contract** – all grant awards payments are contingent upon your submission of your signed contracts. Electronic signature (DocuSign) is preferred. (If you are unable to sign and send your contract electronically, please email it to grants@aspca.org, or mail to: ASPCA, Attn: Grants Department, 520 8th Avenue, 7th Floor, New York, NY 10018).
- **Site Visit** – indicates that a grant officer wishes to make a physical site visit of your facility during the grant term, sometimes as a condition of payment or to provide your organization with additional non-cash outreach and resources.

Schedule 2: Press Release Template (Optional)

Your Organization's Logo Here

[DATE]

Media Contact: [NAME]
[PHONE] / [EMAIL]

Headline

Subheader

[City], [State]—The [Organization] today announced (general information about the initiative/program/event/grant)

"Compelling opening statement about a problem," said Spokesperson, title. "Quote that includes more information about how the funding will assist in impacting animals." (Example: "Many families have sadly had to part with their pets in recent years as a result of the economic downturn," observes Jane Doe, director of shelter operations. "These funds will help expand our safety net program in order to keep more families together.")

Optional quote from the ASPCA (must contact ASPCA Media Department press@aspca.org)

Paragraph with detailed information about initiative/program/event/grant.

For more information, please visit [website].

About [Organization]

History and background of your organization.

###

