

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

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City of Los Angeles

CALIFORNIA



**ERIC GARCETTI
MAYOR**

**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

MELISSA WEBBER
ASSISTANT GENERAL MANAGER
Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

November 21, 2019

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

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

Attention: Ms. Heleen Ramirez, Office of the Mayor

**RE: AUTHORIZE THE TRANSFER OF AMERICAN SOCIETY FOR THE PREVENTION OF
CRUELTY TO ANIMALS GRANT FUNDS IN THE AMOUNT OF \$100,415 FROM THE
ANIMAL WELFARE TRUST FUND TO THE ANIMAL STERILIZATION FUND FOR
REIMBURSEMENT OF STERILIZATION COSTS**

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

1. APPROVE the transfer of American society for the Prevention of Cruelty to Animals' (ASPCA) grant funds in the amount of \$100,415 from the Animal Welfare Trust Fund (AWTF) to the Animal Sterilization Fund (ASF) as reimbursement for sterilization costs associated with ASPCA's Public Cat Adoption Grant.
2. TRANSMIT adopted Board Report to Mayor and City Council for authorization to transfer funds.

SUMMARY:

Los Angeles Animal Services (LAAS) is requesting authorization to transfer funds from the ASPCA grant funds in the amount of \$100,415 that have been deposited into the AWTF and earmarked to subsidize public adoption fees for cats at LAAS' Animal Services Centers. Transferring the ASPCA grant funds is necessary to prevent General Fund monies from being used for sterilization costs associated with ASPCA sponsored public cat adoptions and to ensure grant funds are used in accordance with the stipulated Grant Agreement (see attached) between the ASPCA and the Department.

"Creating a Humane LA"

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website at www.LAAnimalServices.com

SUBJECT: Transmittal to Mayor and Council

AUTHORIZE THE TRANSFER OF AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS GRANT FUNDS IN THE AMOUNT OF \$100,415 FROM THE ANIMAL WELFARE TRUST FUND TO THE ANIMAL STERILIZATION FUND FOR REIMBURSEMENT OF STERILIZATION COSTS

ASPCA's grant subsidized a total of 6,639 free cat adoptions which positively impacted our overall live/save rate for cats.

On November 12, 2019, the Board of Animal Services Commissioners authorized the acceptance of these funds subject to the approval of the City Council.

BACKGROUND:

On July 6, 2018, ASPCA awarded a \$200,000 grant to LAAS to subsidize public adoption fees for cats at LAAS' Animal Services Centers. On July 24, 2018, the Board of Animal Services Commission authorized the acceptance of the grant funds. On August 1, 2018, the Personnel Animal Welfare Committee recommended approval to accept the ASPCA Grant. On August 10, 2018, the Los Angeles City Council approved the acceptance of the ASPCA Grant for fee waivers for the public adoption of cats (C.F. 12-1967-S5). LAAS has received the agreed upon grant payments from the ASPCA totaling \$200,000 and deposited the monies into the AWTF.

Prior to the 2018 grant, LAAS was awarded similar grants in both 2015 and 2017, and has submitted a new grant application for 2019 which is currently pending award.

FISCAL IMPACT:

Authorization to transfer \$100,415 from Animal Welfare Trust Fund – Fund No. 859 to the Animal Sterilization Fund – Fund No. 842 is required to prevent the General Fund from subsidizing sterilization costs associated with ASPCA's sponsored cat adoptions. Failure to grant this authorization will result in a \$100,415 impact to the General Fund.

Respectfully submitted,



Brenda F. Barnette
General Manager

Attachment: Board Report – Authorize the Transfer of American Society for the Prevention of Cruelty to Animals Grant Funds in the Amount of \$100,415 from the Animal Welfare Trust Fund to the Animal Sterilization Fund for Reimbursement of Sterilization Cost

cc: Bryan Oh, City Administrative Officer

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CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: November 12, 2019

PREPARED BY: Catherine Chico

REPORT DATE: November 7, 2019

TITLE: Senior Management Analyst II

SUBJECT: AUTHORIZE THE TRANSFER OF AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS GRANT FUNDS IN THE AMOUNT OF \$100,415 FROM THE ANIMAL WELFARE TRUST FUND TO THE ANIMAL STERILIZATION FUND FOR REIMBURSEMENT OF STERILIZATION COSTS

BOARD ACTION RECOMMENDED:

1. **APPROVE** the transfer of American Society for the Prevention of Cruelty to Animals' (ASPCA) grant funds in the amount of \$100,415 from the Animal Welfare Trust Fund (AWTF) to the Animal Sterilization Fund (ASF) as reimbursement for sterilization costs associated with ASPCA's Public Cat Adoption Grant.
2. **TRANSMIT** adopted Board Report to Mayor and City Council for authorization to transfer funds.

BACKGROUND

On July 6, 2018, ASPCA awarded a \$200,000 grant to LAAS to subsidize public adoption fees for cats at LAAS' Animal Services Centers. On July 24, 2018, the Board of Animal Services Commission authorized the acceptance of the grant funds. On August 1, 2018, the Personnel Animal Welfare Committee recommended approval to accept the ASPCA Grant. On August 10, 2018, the Los Angeles City Council approved the acceptance of the ASPA Grant for fee waivers for the public adoption of cats (C.F. 12-1967-S5). LAAS has received the agreed upon grant payments from the ASPCA totaling \$200,000 and deposited the monies into the AWTF.

Prior to the 2018 grant, LAAS was awarded similar grants in both 2015 and 2017, and has submitted a new grant application for 2019 which is currently pending award.

SUMMARY

Los Angeles Animals Services (LAAS) is requesting authorization to transfer funds from the ASPCA grant funds in the amount of \$100,415 that have been deposited into the AWTF and earmarked to subsidize public adoption fees for cats at LAAS' Animal Services Centers. Transferring the ASPCA grant funds is necessary to prevent General Fund monies from being used for sterilization costs associated with ASPCA sponsored public cat adoptions and to ensure grant funds are used in accordance with the stipulated Grant Agreement (see attached) between the ASPCA and LAAS.

ASPCA's grant subsidized a total of 6,639 free cat adoptions which positively impacted our overall live/save rate for cats.

FISCAL IMPACT

Authorization to transfer \$100,415 from Animal Welfare Trust Fund – Fund No. 859 to the Animal Sterilization Fund – Fund No. 842 is required to prevent the General Fund from subsidizing sterilization costs associated with ASPCA's sponsored cat adoptions. Failure to grant this authorization will result in a \$100,415 impact to the General Fund.

Approved:

Brenda F. Barnette

Brenda F. Barnette, General Manager

Attachment: Grant Agreement

BOARD ACTION:

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

P

Grant Agreement Reference:

NAME: Los Angeles Animal Services
PROJECT: Fee-Waived Public Adoptions for Cats
AMOUNT: \$ 200,000
GRANT NUMBER: 201804-20618
GRANT TERM: 07/06/2018 - 07/06/2019
ASPCA GRANT OFFICER: Jodi Buckman

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

July 6, 2018

Annette Ramirez
221 N. Figueroa Street, Suite #600
Los Angeles, CA 90012

Dear Ms. Ramirez,

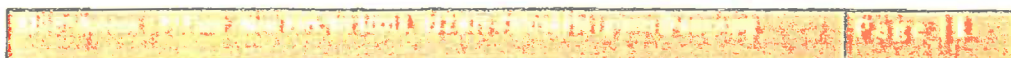
The American Society for the Prevention of Cruelty to Animals (the "ASPCA") is deeply honored to be able to grant to Los Angeles Animal Services (the "Grantee," and together with the ASPCA, the "parties" and each a "party") the amount of \$ 200,000 (the "Grant"). These funds are designated for the purpose 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 (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 endorsing and depositing the Grant check, 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 Jodi Buckman (jodi.buckman@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
Interim Report	01/07/2019
Final Report	07/06/2019

Requirements must be submitted through your ASPCA Grants account at: <https://aspcas.fluxx.io/>

An explanation of additional grant requirements you may be asked to fulfill are described in Schedule I 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 jodi.buckman@aspcas.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
740503	07/06/2018	\$ 110,000
740545	01/07/2019	\$ 90,000

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", in addition to the following restrictions, modifications and/or instructions:

Grant funds shall be used to waive adoption fees for the public (not rescue groups). The interim and final grant reports shall include the number of adoptions to the public during the grant period.

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 Jodi Buckman (jodi.buckman@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 FMS 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://aspcapro.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.fluixx.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.fluixx.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: 201804-20618
GRANT AMOUNT: \$ 200,000

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

Sarah Levin Goodstine
Senior Vice President of Operations and Strategy

OR

Julie Morris
Senior Vice President
Community Outreach

OR

Michael Barrett
Vice President
ASPCA Grants

ACCEPTED AND AGREED:

Los Angeles Animal Services

By (signature of CEO/President/Director):

DocuSigned by:
Annette Ramirez

Name/Title: Annette Ramirez

Director of Field Operations





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://aspcanexus.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@aspcanexus.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, this. "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.

###



Schedule 3: Social Media Tip Sheet for Grantees

Why Use Social Media?

Using social media tools such as Facebook, Twitter, YouTube, and blogs to spread the word about your organization and the great work it does can be a powerful and cost-effective strategy for capturing the attention of potential and existing adopters and donors. If you aren't already using social media, here are three of the most compelling reasons to do so:

- e. ☐ **The potential reach of social media is immense.** In contrast to more conventional publicity vehicles, such as printed advertisements, nearly everyone has equal access to your message, and your audiences can easily and immediately share that message with their audiences, helping it go exponentially farther. Social media tools make it easier to see who you're reaching and easier to interact with your constituents, and thereby build and strengthen connections with them.
- f. ☐ **Social media tools are free.** There is no cost to sign up for accounts on Facebook, Twitter, YouTube, or blogging sites such as WordPress or Blogger, which eliminates barriers to entry for cash-conscious organizations. Social-media-savvy volunteers can provide *pro bono* assistance in promoting your organization's work with these tools.
- g. ☐ **Brevity is a virtue.** In the social media realm, lengthy appeals can be counterproductive – usually a few words or lines, a brief story, a photo, or a video can be ideal for generating substantial interest in your efforts. There's no need to use every available social media platform – choose only the one(s) that best fit your organization's communication style.

Connect with us...



...on Twitter at [@aspcapro](#) and [@aspcapro](#)
Using the [#aspcagrants](#) hashtag to share news of your ASPCA grant and its impact makes it easy for adopters and donors across the Twitterverse to catch wind of your success, whether or not they're already followers.



...on Facebook at [facebook.com/aspcapro](#) and [facebook.com/ASPCAPro](#)
Becoming a "fan" of ours and creating a "fan" page of your own makes it easy for the ASPCA, other organizations, and the general public to learn about your organization and the great work you do, and to share your success with others. We hope you'll "like" us!

ASPCA Grant Publicity Guidelines

Social media tools make it easy to share news about your ASPCA grant and the project it is supporting! Updates on your successes that engage readers, along with clear and colorful photos and videos that showcase those successes, will help your group to attract more followers. We encourage you to publicize your funded project – and if you do, please loop in your grant officer to let him/her know!



...on YouTube at [youtube.com/ASPCA](#) and [youtube.com/ASPCAPro](#)
Many smartphones make it easy to shoot and upload videos to YouTube, which provides a powerful platform for your audiences to literally see your work in action. Subscribe to the ASPCA's channel and see how other animal welfare organizations are using YouTube to bring their efforts to life.

Resources

- **ASPCAPro Resource Library**
(<http://www.aspcapro.org/resource-library>) – This repository of articles, tip sheets, and webinars has



been developed specifically to serve the needs of our grantees.

- ***The Social Animal*** (<http://www.thesocialanimal.com/>) – A blog focused on helping animal welfare advocates use social media tools to accomplish their mission more effectively.
- ***Beth Kanter's Blog*** (<http://www.bethkanter.org/>) – A blog focused on helping nonprofits use social media and other digital tools to achieve social change.



HOLLY L. WOLCOTT
CITY CLERK

SHANNON D. HOPPE
EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

Council and Public Services Division
200 N. SPRING STREET, ROOM 395
LOS ANGELES, CA 90012
GENERAL INFORMATION - (213) 978-1133
FAX: (213) 978-1040

PATRICE Y. LATTIMORE
ACTING DIVISION MANAGER

CLERK.LACITY.ORG

When making inquiries relative to
this matter, please refer to the
Council File No.: **12-1967-S5**

OFFICIAL ACTION OF THE LOS ANGELES CITY COUNCIL

August 14, 2018

Council File No.: **12-1967-S5**
Council Meeting Date: August 10, 2018
Agenda Item No.: 13
Agenda Description: COMMUNICATION FROM CHAIR, PERSONNEL AND ANIMAL WELFARE COMMITTEE, relative to acceptance of a \$200,000 grant award from the American Society for the Prevention of Cruelty to Animals for fee waivers for the public adoption of cats.

Council Action: COMMUNICATION FROM CHAIR, PERSONNEL AND ANIMAL WELFARE COMMITTEE - ADOPTED

Council Vote:

YES	BLUMENFIELD	YES	HARRIS-DAWSON	YES	O'FARRELL
YES	BONIN	YES	HUIZAR	YES	PRICE
YES	BUSCAINO	YES	KORETZ	YES	RODRIGUEZ
ABSENT	CEDILLO	YES	KREKORIAN	YES	RYU
YES	ENGLANDER	YES	MARTINEZ	YES	WESSON

HOLLY L. WOLCOTT
CITY CLERK

Pursuant to Charter/Los Angeles Administrative Code Section(s): 14.7

FILE SENT TO MAYOR:

08/14/2018

LAST DAY FOR MAYOR TO ACT:

08/24/2018

✓
APPROVED

*DISAPPROVED

*VETO

Mayor

08/21/2018

DATE SIGNED

Adopted Report(s)

Title

Date

Communication from Chair, Personnel and Animal Welfare Committee

08/01/2018

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ANIMAL SERVICES
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**ERIC GARCETTI
MAYOR**

**DEPARTMENT OF
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ASSISTANT GENERAL MANAGER
Administration

MELISSA WEBBER
ASSISTANT GENERAL MANAGER
Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

July 25, 2018

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

The Honorable City Council
c/o Office of the City Clerk
City Hall, Room 395
Los Angeles, CA 90012

Attention: Ms. Mandy Morales, Office of the Mayor

RE: ACCEPTANCE OF A \$200,000 GRANT AWARDED BY THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA) FOR THE PURPOSES OF FEE WAIVERS FOR THE PUBLIC ADOPTION OF CATS

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

1. **ACCEPT** two checks in the amount of \$110,000 and \$90,000 for a total of \$200,000 from the ASPCA as a grant award for fee-waived cat adoptions;
2. **APPROVE** the deposit of the \$200,000 into the Animal Welfare Trust Fund (Fund 859) and restrict the usage of these funds in accordance with the grant agreement.

BACKGROUND

On April 26, 2018, the Department of Animal Services submitted an application to the ASPCA for a grant in the amount of \$200,000 to subsidize adoption fees for cats. On July 6, 2018, the ASPCA awarded the \$200,000 grant to the Department and sent the attached Grant Agreement Reference letter outlining the grant requirements, timeliness, usage and reporting requirements. The ASPCA will issue two checks; one in the amount of \$110,000 and the second due next year in the amount of \$90,000. The terms and conditions of the grant were accepted and agreed upon by the Department and the letter was signed and returned to the ASPCA.

At its meeting on July 24, 2018, the Board of Animal Services Commission authorized the acceptance of these funds subject to the approval of the City Council and Mayor.

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SUBJECT: ACCEPTANCE OF ASPCA GRANT FUNDS

JUSTIFICATION

The Department of Animal Services is constantly seeking new and innovative avenues for encouraging animal adoption in the City of Los Angeles. This ASPCA grant provided funding to accomplish increased adoption and increased live save rates. This year, kitten season is especially busy. The acceptance of these funds will allow the Department to run adoption events focused on cats to increase their chances of finding homes. 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 subsidized adoption fees, adoption numbers have risen during the reduced fee period. There are detractors who believe that reduced fee or fee waived adoptions will devalue an animal and potentially make it more likely to be abused, abandoned or neglected. From a practical perspective, those participating in fee waived adoptions must provide valid identification before taking an animal into his/her custody. With the number of under-socialized and/or stray cats in the City, people who have malicious intent toward cats could more easily victimize these undocumented animals rather than identifying themselves to the Department as cat owners. Also, nationwide studies have been conducted gathering information from numerous adoption agencies and there is no evidence to support a greater likelihood of abuse or neglect in fee waived adoptions.

It should be noted that the Department applied for and received a similar grant from the ASPCA in 2015 and 2017. The use of those funds had a very positive impact on the overall live/save rate for cats.

FISCAL IMPACT

There will be no financial impact on the Department's budgeted funds. This grant will be deposited into the Department's Animal Welfare Trust Fund and used in accordance with the grant agreement.


Brenda F. Barnette, General Manager

Attachments

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CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: July 24, 2018

PREPARED BY: Annette Ramirez

REPORT DATE: July 18, 2018

TITLE: Director of Field Operations

**SUBJECT: ACCEPTANCE OF A \$200K GRANT AWARDED BY THE AMERICAN SOCIETY
FOR THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA)**

BOARD ACTION RECOMMENDED:

1. **ACCEPT** two checks in the amount of \$110,000 and \$90,000 for a total of \$200,000 from the ASPCA as a grant award for fee-waived cat adoptions;
2. **APPROVE** the deposit of these funds into the Animal Welfare Trust Fund and restrict these funds for the purposes of fee-waived adoptions of cats; and
3. **FORWARD** the acceptance of these grant funds to the Mayor and City Council for approval.

BACKGROUND:

On April 26, 2018, the Department of Animal Services submitted an application to the ASPCA for a grant in the amount of \$200,000 to subsidize adoption fees for cats. On July 6, 2018, the ASPCA awarded the \$200,000 grant to the Department and sent the attached Grant Agreement Reference letter outlining the grant requirements, timeliness, usage and reporting requirements. The terms and conditions of the grant were accepted and agreed upon by the Department and the letter was signed and returned to the ASPCA.

JUSTIFICATION:

The Department of Animal Services is constantly seeking new and innovative avenues for encouraging animal adoption in the City of Los Angeles. This ASPCA grant provided funding to accomplish increased adoption and increased live save rates. This year, kitten season is especially busy. The acceptance of these funds will allow the Department to run adoption events focused on cats to increase their chances of finding homes. 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 subsidized adoption

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Report to the Board of Animal Services Commissioners
SUBJECT: ACCEPTANCE OF ASPCA GRANT FUNDS

fees, adoption numbers have risen during the reduced fee period. There are detractors who believe that reduced fee or fee waived adoptions will devalue an animal and potentially make it more likely to be abused, abandoned or neglected. From a practical perspective, those participating in fee waived adoptions must provide valid identification before taking an animal into his/her custody. With the number of under-socialized and/or stray cats in the City, people who have malicious intent toward cats could more easily victimize these undocumented animals rather than identifying themselves to the Department as cat owners. Also, nationwide studies have been conducted gathering information from numerous adoption agencies and there is no evidence to support a greater likelihood of abuse or neglect in fee waived adoptions.

It should be noted that the Department applied for and received a similar grant from the ASPCA in 2015 and 2017. The use of those funds had a very positive impact on the overall live/save rate for cats.

FISCAL IMPACT:

There will be no financial impact on the Department's budgeted funds. This grant **will** be deposited into the Department's Animal Welfare Trust Fund and used in accordance with the grant agreement.

Approved:

Brenda F. Barnett

Brenda Barnett, General Manager

Attachments

BOARD ACTION:

☒

Passed

Disapproved

Passed with noted modifications

Continued

Tabled

New Date
