

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:

Kohala Animal Relocation And Education Service (KARES)

Amount of State Funds Requested: \$ 63,120

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Saving homeless animals on Hawaii Island – 1) Operation costs for KARES to conduct FREE canine spay/neuter surgery clinics to be held monthly for up to 50 animals per clinic in community locations, targeting pets of low income residents; intended to humanely control and reduce the overpopulation of both free-roaming and owned pets. 2) Operation costs related to hiring staff to support and expand KARES program efforts of rescue of stray/abandoned animals, foster care and pet adoptions into forever homes.

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 0
County: \$ 2,750 until 6/30/19
Private/Other: \$ 4,500

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 15,180

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

P.O. Box 44670, Kamuela, HI 96743

City: State: Zip:

Contact Person for Matters Involving this Application

Name:
Elaine K. Anderson

Title:
Vice President of KARES

Email:
eorenberg@gmail.com

Phone:
650-380-5819 c, 808-885-9818

Federal Tax ID#:

State Tax ID#

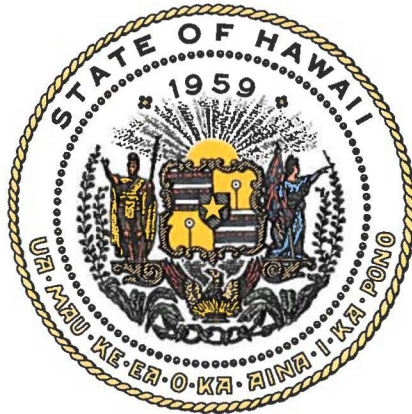
Elaine K. Anderson
Authorized Signature

Elaine K. Anderson, V.P. of KARES
Name and Title

1/7/2019
Date Signed

JAN 10 2019

JK 11:00am



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

KOHALA ANIMAL RELOCATION & EDUCATION SERVICE (KARES)

was incorporated under the laws of Hawaii on 04/30/2009 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 13, 2019

Director of Commerce and Consumer Affairs



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: Kohala Animal Relocation and Education Service

DBA/Trade Name: Kohala Animal Relocation and Education Service

Issue Date: 12/27/2018

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX5124

UI#: No record

DCCA FILE#:

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:


- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Kohala Animal Relocation And Education Service (KARES)

(Typed Name of Individual or Organization)

 1/7/19

(Signature)

(Date)

Deborah M, Cravatta

President and Founder

Application for Grants

I. Certification

1. Certificate of Good Standing

***Certificate Attached and Dated January 13, 2019
for Kohala Animal Relocation and Education Service (KARES)***

2. Declaration Statement

*Declaration Statement provided and signed by Deborah M. Cravatta,
President/Founder of KARES*

3. Public Purpose

The grant will be used for a public purpose pursuant to Section 42F-102.

The grant application is a request for **funding for program Operations** for the Kohala Animal Relocation and Education Service (KARES) serving a large portion of residents and animals on the island of Hawaii. Because of the successes of KARES since our incorporation in 2009, our services have expanded and it is necessary to hire staff to assist with ongoing programs that have to date functioned only with the dedicated efforts of unpaid volunteers. KARES provides rescue of lost, stray, abused and abandoned companion animals (primarily dogs), their rehabilitation back to health, and placement into foster care homes until adoption homes can be found for them. KARES program for canine spay and neuter has been crucial to control and reduce the overpopulation of stray/feral dogs on the island and to encourage pet owners to sterilize their pets. KARES has provided free pet S/N surgeries, targeting pets of economically-distressed residents.

II. Background and Summary

1. Applicant's background

The Founder/President of Kohala Animal Relocation and Education Service (KARES), Deborah Cravatta, has been a member of the Kohala community since 1990 and immediately involved herself in animal welfare causes and animal rescue after she moved from Chicago to Hawaii Island. The early years of KARES was under the

mentorship of the North Kohala Community Resource Center until it became an independent, non-profit 501 (c) (3) in 2009. In her previous life in Chicago Ms. Cravatta had been a small business owner immersed in business finance and organization. KARES now has six members of the Board of Directors, each hands-on in the daily operations of the organization, plus ~ 20 dedicated volunteers assisting with rescue, foster care and with the Canine Spay/Neuter (S/N) program. KARES has no paid staff. The organization has been funded by competitive grants from corporate (PetSmart Charities Inc., Petco Foundation, Bissell Pet Foundation), community (County of Hawaii, Clark Community Foundation) and private (DJ&T Foundation) or family foundations. Each of these has awarded funds for our programs but monies for salaries and some operations costs are typically not available. Thus we seek funding from a Legislative Grant-In-Aid to support the continued and expanding services of KARES.

The KARES mission is to rescue and relocate abused, abandoned, neglected and stray domestic animals, to provide temporary housing for them through our foster care network and to facilitate adoptions into caring permanent homes. KARES focuses on community education to promote responsible pet ownership and to prevent animal cruelty. KARES raises awareness about the causes of animal overpopulation and advocates the humane solution for population control with spay and neuter (S/N). KARES makes possible affordable or free S/N procedures and conducts S/N clinics in various community locations.

KARES fulfills the first part of our mission by intake into our foster care network ~300 to 450 pets (primarily dogs) each year, rescued strays and abandoned animals and owner surrenders from those who can no longer afford to care for their pets. KARES does not operate a shelter rather it relies on foster care homes. In 2018 we found forever adoption homes for 300 dogs and 130 cats.

The KARES Canine Spay & Neuter (S/N) Program was initiated in late 2010 with realization that 1) there existed and still does, a serious overpopulation of dogs on the island, 2) a humane means of controlling and reducing the number of dogs was essential and 3) for many island residents the cost of sterilizing their pets was either too costly or not easily available. To date KARES has provided S/N surgeries to 4,600 dogs, all free to pet owners. The majority of grateful pet owners have been low income families including our older residents living on fixed incomes who could never afford this service for their pet(s). While we target our assistance to economically-distressed residents, we never turn anyone away as the goal is to humanely reduce the pet population on the island of Hawaii. We have been successful. Over the past years we have documented a ~20% decrease on dog intakes at the branches of the Hawaii Island Humane Society, reflecting the success of our work.

KARES Canine S/N Program functions with a veterinary team (surgeon, vet technicians and volunteers), surgical equipment and supplies that can be easily set up in community centers for S/N clinics. KARES contracted veterinarians (fee-for-service) and volunteer vet tech assistants can perform S/N surgeries on up to 50 dogs per clinic. In each clinic we offer wellness health care (veterinary examination, treatment for fleas, mites and intestinal worms). The KARES clinic may be the first and only time the dog is seen by a veterinarian. Depending on funding we can host one or two large clinics each month, and smaller clinics for up to 15 dogs, as needed. We can help between 400 to 600 pets of residents each year; although in 2014 we sterilized 1,016 dogs with a grant from the DJ&T Foundation. Another important feature of KARES' program is transportation of pets to and from clinics, needed for residents who do not have cars/trucks or money for gasoline. Typically we transport about 60% - 75% of all pet patients to clinics. The benefit to our Hawaii residents is that KARES Canine S/N Program will prevent the birth of unwanted or unplanned litters of puppies, perhaps as many as 4,200 puppies (average 6 pups/litter; range 4 -12 for large breeds) per year, litters that will otherwise become a burden to our community. KARES educational efforts are promoting responsible pet ownership and encouraging the humane method of pet birth control with spay and neuter surgeries.

2. Goals and objectives

The goals of this request to the Legislature are two-fold, 1) to assist KARES with organization operational costs for three part time paid staff to be hired to assist in the daily conduct of services to benefit the people and animals of the island. The current KARES volunteers seek relief from the increasing administrative, documentation, appointment scheduling, and transport of surgical equipment and pets. Our objectives are to continue and expand the needed services of animal rescue and pet placements for adoption. With the goal of 2) our continuing efforts to control/reduce the overpopulation of companion and stray/feral dogs on Hawaii Island, our objective is to seek Legislature support for veterinary fee-for service for S/N surgeries to be performed in 6 of the planned 12 S/N clinics conducted by KARES .

3. Public purpose and need

For the past 10 years KARES services have benefitted the people and animals of the island with rescue of homeless pets and provision a safe foster home until these animals can be adopted into a permanent home. For many residents KARES provides an alternative to release of unwanted/ unplanned litters of dogs into the wild or surrender of their pets to the overcrowded public shelters on the island where the chance for adoption is less than 20% and the euthanasia rate of otherwise healthy pets is the highest in the entire nation. KARES is also committed to control and reduction of

the pet overpopulation on our island. The success of KARES assistance and S/N programs have resulted in more requests for help than we can currently provide or consider expanding with our current volunteers and members of our working board. KARES respectfully requests the Legislature's assistance in providing funds for operations such that for the first time in 10 years we can have paid staff to assist with all office operations/phone calls, transport of pets for rescue, into foster care homes and to and from S/N clinics and for an assistant to help with S/N clinic preparations. We also request support for 6 of our planned 12 S/N clinics, to pay for inter-island air transport for one veterinarian who comes from the Molokai Humane Society to perform surgeries in KARES spay/neuter clinics. In one day of service Dr. E.J. can do up to 50 procedures at one-fourth to one-fifth the cost of a private veterinarian on the island.

4. Target population

The programs of KARES reach residents of all ages in all island communities. This can simply mean rescuing and returning a lost or injured pet to its owner, finding homes for pets displaced from homes after natural disasters and finding the right pet for a family wanting to welcome an animal companion into their home. The spay and neuter program targets communities that can benefit from free spay & neuter surgeries to which we bring our mobile S/N clinic unit. We reach many economically-depressed residents, the elderly living on fixed incomes, and those without vehicles or money for gasoline by bringing the S/N service to them into their communities and transporting pets to and from the S/N clinics, as needed.

5. Geographic coverage of KARES' services

KARES serves the North Kohala, South Kohala, Hāmākua Coast, South Kona and Ka'ū areas. As needed and often requested, KARES animal rescue services have assisted residents from all parts of the Big Island. KARES conducts S/N clinics in these named areas and also provides a helping hand in S/N clinics conducted by other welfare organizations in South Hilo and Puna and has provided disaster relief in these districts after the Kilauea lava flows and Hurricane Lane.

III. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities

KARES is working with residents of Hawaii Island to move the local culture towards a progressive and permanent change in the humane treatment of animals by promoting responsible pet ownership, respect and compassion for the lives of companion animals and encouraging spay and neuter (S/N) of both pet animals and free-roaming/stray

dogs and cats as the effective method of preventing the birth of unwanted and unplanned litters of puppies and kittens that can and often become a burden to the community, or suffer hardship and death by starvation in the wild, or death of otherwise healthy animals by euthanasia in overcrowded public shelters.

KARES has identified the needs and demonstrated the benefits of our programs on Hawaii Island. We balance pet "homelessness" with our two purposes – prevent homelessness by preventing the birth of unwanted/unplanned litters of puppies that are abandoned or neglected, and rescuing those puppies and dogs that are. Tasks associated with all of our programs are as follows:

- KARES volunteers are typically available 24/7 to answer emergency calls for pet rescue. Depending on the situation, the injured/ill pet will be taken for a veterinary examination, given medical/surgical care, and then returned to the owner or a foster care home. In many instances KARES will need to set humane traps to capture stray and frightened dogs.
- KARES volunteers with up to 6 dogs will attend weekly adoption events at the Kailua-Kona Petco Store on Saturdays from 11-4 PM. This venue has been successful for introducing available pets to families. KARES Facebook page will be updates weekly to feature photos of pets up for adoption and those to be on view that week at Petco, or by appointment with a KARES volunteer.
- Working directly with rescuers, volunteers and caregivers, KARES will expand the foster care network to accommodate more homeless pets in transition, or make available longer-term foster care for residents not able to make a permanent commitment to a pet. KARES will reach out to private veterinary clinics to discuss solutions and alternative options to pet surrender and abandonment that these vets can discuss with their clients.
- All KARES programs are ongoing. For canine population control KARES will schedule at least 12 spay/neuter clinics at monthly intervals to be held in community locations to accommodate up to 50 dogs per clinic day. As needed, smaller clinics will be held for 10 to 20 dogs. Between scheduled clinics dogs will be spayed or neutered at the office of private veterinarians as expedient for dogs that are pregnant or in-heat. KARES will announce the S/N clinic schedule on its Facebook page, website and with posted announcements at community centers or via the "coconut wireless: of personal communication. KARES will maintain a list of residents interested in attending a future canine S/N clinic and call them to set up a pet appointment.

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- KARES will work cooperatively with other animal welfare groups to advocate for anti-cruelty legislation for companion pets and livestock. KARES volunteers also participate daily in feeding of cats in managed colonies of sterilized animals.

2. Projected annual timeline for accomplishing the results or outcomes of the service

May to June 2019: Announce opening of part time positions with KARES; interview and select new hires.

June 2019: Schedule S/N clinics for July to December, get commitments from veterinarians, order microchips and surgical supplies.

July 2019: Commence training of coordinator/office staff including Facebook and website updates of animals available for adoption; take transport assistant on rescue calls, pick-up of dogs to adoption events, and surgical equipment to S/N clinic. The S/N Clinic Coordinator will train and supervise the assistant in preparation of sterile surgical instruments. Conduct first of yearly S/N clinics.

July 2019- June 2020:

Ongoing, as needed - answer requests for animal rescue work.

Weekly: update website and Facebook for adoption animals; calls to foster care homes regarding health and well-being of pets in their care and those to be transported to adoption events; home visits for newly adopted pets; veterinary appointments for rescued pets or follow-up after surgery. Continue recruitment of foster caregivers. Attend adoption events on Saturdays, 11-4 PM at Petco Store in Kailua-Kona.

Monthly: Conduct SN clinics in community locations, each for up to 50 dogs. Conduct a small S/N clinic, each for 10 -15 dogs, every two months or as needed for the "puppy-season" in spring and fall.

November 2019: Schedule S/N clinics for January to June 2020, get commitments from veterinarians, order microchips and surgical supplies.

August and November 2019 and February and April 2020: meetings of the members of the Board.

3. Quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results.

KARES volunteers work directly with foster families to address health and behavioral needs of rescued and/or rehomed animals. We provide follow up with residents that

adopt or foster animals including two home visits to evaluate the success of the rescue-foster care-adoption program and compatibility of the pet with the new owner.

KARES only makes available for adoption animals that have been sterilized, and furthermore offers to spay or neuter other household pets at no charge. The placement of ID microchips in each pet ensures that lost/stray pets are reunited with their owners.

KARES requires a signed agreement for foster care providers and for pet adoptions to assure: a pet is returned only to KARES if the homing situation is not satisfactory; pet is not given or sold to any person or organization, or abandoned; no mutilating procedure will be performed on the pet including ear cropping, tail docking or declawing; the pet will not be chained for periods of more than eight consecutive hours; and upon request it is agreed to allow a KARES representative on my property for periodic checks on the health and well-being of the pet.

KARES president and several volunteers are experienced dog trainers and are available to assist with pet behavior modification or socialization as needed. To prevent the surrender of a pet to KARES or to a public shelter, or abandonment, KARES will often provide a temporary supply of pet food or offer pet medical care for an owner who cannot provide what is needed for the pet.

KARES spay/neuter clinics adhere to the highest standards of care and follow medical protocols established by the ASPCA and AVMA which include licensing of veterinarians and vet technicians, surgical expertise, drug dispensing, administration of analgesia and sedation for surgeries, post-operative monitoring, procedures for cleaning and sterilization of surgical instruments, training of volunteers serving in S/N clinics and communications with pet owners.

KARES will determine if clinics are filled to capacity.....do we need to host more clinics or more frequent smaller clinics?

KARES monitors the intake and disposition of dogs (and cats) at the branches of the Hawaii Island Humane Society on a twice yearly basis to ascertain whether the shelter statistics reflect decreased intakes, likely and hopefully resulting from success of the KARES canine S/N program.

4. Measures of effectiveness that will be reported

- Total number of animals rescued and/or owner surrenders
- Total number of rescued animals requiring medical and/or surgery for injuries, illness at time of acquisition
- Total number of dog/cats in foster care homes
- Total number of dog/cats adopted or returned to owners
- Total number of adoption events held at Petco store or other locations
- Total number of pets transported out to other animal rescue groups for rehoming
- Total number of volunteers

- Obtain unsolicited donations from private individuals for the medical/surgical care of rescued animals, as they become available.

- Garage sales and dog washes.

4. Listing of all state and federal tax credits it has been granted within the prior three years.

Not applicable. KARES has not received any state or federal tax credits. We have not applied for any state or federal tax credits nor do we anticipate doing so.

5. Listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

2016-17 County of Hawaii Non-Profit Grant award \$20,000 for canine spay/neuter

2017-18 County of Hawaii Non-Profit Grant award \$15,000 for canine spay/neuter

2018-19 County of Hawaii Non-Profit Grant award \$5,500 for canine spay/neuter

2019-20 Application to be submitted for a County of Hawaii Non-Profit Grant (due January 31, 2018) to cover partial costs for canine spay and neuter surgeries, medications and wellness care. Request will be for \$15,000. No guarantee of funding; no announcement of award until June, 2019.

6. **Unrestricted current assets** as of December 31, 2018. - \$15,180 (cash account)

V. Experience and Capability

1.1 Necessary Skills and Experience:

Our request to the Legislature for an Operations grant in-aid will be well utilized as the officers of KARES have 8 to 10 years of experiences conducting the services outlined in our mission. Additionally at least 10-20 volunteers provided pet foster care and have been working with KARES for 5 years or more and are instrumental in understanding the needs of the community, identifying who needs help and are respectful of the cultural differences in our island community. The proposed new hires for paid staff positions will likely be from the ranks of experienced volunteers who could transition nicely into the part time positions. The KARES officers, board members and S/N clinic volunteers have 9 years of experience hosting community-based canine S/N surgery clinics.

1.2 Listing of verifiable experiences of related projects in most recent three years (2016 through 2018)

- In the most recent 3 years KARES provided 1,245 spay and neuter surgeries to owned dogs targeting low income and elderly residents who could not afford this procedure for their pets. All surgeries were FREE. Since late 2010 KARES has provided a total of 4,600 free S/N surgeries for island pets.
- In the most recent 3 years, KARES provided FREE wellness care to 1,000 dogs and cats (treatments for internal and external parasites, vaccinations, pain medications and antibiotics). For the majority of pets this was the first and only time they were seen by a veterinarian.
- In the most recent 3 years, KARES conducted 32 spay and neuter surgery (S/N) clinics in community locations reaching areas with either no or limited access to low cost spay/neuter services. Since late 2010 more than 80 KARES-hosted clinics have been held.
- KARES provided transportation of pets to and from clinics for about 60% to 75% of pet patients seen in S/N clinics. The pet owners had no vehicle or money for gasoline.
- Each recent year, KARES has been the guardian for care of rescued strays or owner surrenders, approximately 325 to 440 dogs and cats, primarily dogs, per year that are placed into foster care, returned to an owner if located, placed into adoption, or transferred to another adoption partner organization. For example: in 2016 the total of 326 pets included 268 strays, 63 surrenders; in 2017 a total of 438 animals included 352 strays, 86 surrenders; and in 2018 a total of 478 animals included 335 strays, 143 surrenders.
- In each of the past 3 years we placed almost 300 dogs and 100 cats into loving permanent adoption homes. In 2018 this number included 300 dogs and 170 cats.
- Worked with other island animal welfare groups (Rainbow Friends Animal Sanctuary, AdvoCats, CatSNIP, Big Island Dog Rescue, Hawaii Island Humane Society, the ASPCA Emergency Rescue Team) and County of Hawaii resources (the Office of the Mayor, Civil Defense) and the American Red Cross for coordinated disaster relief activities in the Puna District. KARES sequestered two emergency relief grants from Petco Foundation for animal care after the Kilauea volcanic eruption and Hurricane Lane.

2. **Facilities:** *The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities*

KARES' mission is to rescue, rehabilitate and relocate dogs and cats. We are a foster care-based organization, not a sanctuary and thus all animals are placed into foster care homes provided by families of volunteers until the pets can be adopted into forever homes. Adoption events are held at the Petco store in Kailua-Kona. KARES does not plan to establish a facility. For our canine spay and neuter (S/N) program we take our veterinary team, surgical equipment and volunteers into community locations (community centers, churches, private homes). The needed facilities for the surgery clinics are rented or donated for our temporary day use.

Although no costs related to facilities are requested for this application, our operations request is related to coordination of all activities for foster care and adoption placement, and conduct of S/N clinics for which we require staffing salaries and transportation (vehicle) costs (for transport of surgical equipment, staff and pets) throughout the island on a daily basis, and for the fee-for-service for veterinarians performing S/N surgeries in clinics conducted by KARES.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

KARES President/Founder will continue to supervise all services associated with animal rescue, medical/surgical care for rehabilitation, foster care and adoption. She brings 10 years of experience to these designated services and will train and supervise the new staff members described in this Operations request for funding including the part time **Coordinator/Office Assistant** to answer calls for help, scheduling of volunteers for adoption events, sequestering new foster care homes, documenting animal intake and disposition and tracking of pets through foster care and adoptions. The President, Secretary and Treasurer will be supervising and working closely with the **Transportation Assistant** for transport of rescued pets, vet visits, to foster care homes and adoption events and spay/neuter clinics.

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The KARES Secretary and Coordinator of the Canine Spay/Neuter Program brings 9 years' experience to running S/N clinics and will work closely with the President, Office Assistant and Transportation Assistant. The Secretary will train and supervise the **S/N Clinic Preparation Assistant** in the proper care and preparation of sterile surgical instruments. The Secretary/S/N Program Coordinator will schedule Hawaii Island veterinarian (Dr. S.W) and traveling veterinarian (Dr. E.J) for at least 12 S/N clinics held during a year. She will also arrange air flights for the visiting veterinarian.

All veterinarians and veterinary technicians are licensed and have experience working with KARES in high-volume MASH-type S/N surgery clinics.

2. Organization Chart: *The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.*

* The **asterisks** signify **new staff hires** included in this request for Operations funding; a coordinator/office staff person, transportation assistant, and S/N clinic preparations assistant.

President (Deborah Cravatta)

Responsible for the day-to-day operations, recipient of calls for animal rescue, coordination of volunteers for animal rescue, recruitment of foster care homes, placement of pets into adoption homes, volunteers in S/N clinics, recruits veterinarians to assist in clinics, works with other island and inter-island rescue groups for placement of pets for adoption.



Coordinator* and **Transportation Assistant***

These new hires will be trained and supervised by both the President and Secretary.

Secretary

Joint coordination of S/N clinics

Vice President (Elaine Anderson)

Coordinates project and budget needs with the President. Responsible for preparation of grant applications to support S/N program and medical/surgical costs for rescued pets. Prepares reports to granting agencies related to metrics of performance.

Secretary (Beate Neher) and **Spay/Neuter Program Coordinator**

Responsible for the organization and conduct of spay/neuter surgery clinics in community locations working with the veterinary staff and volunteers.



Veterinarians – Vet Technicians – S/N Clinic Volunteers



Secretary will train and work in conjunction with the President for the activities of the **Coordinator***, as well as the **Transportation Assistant*** to transport pets to and from S/N clinics, and for visits to veterinary clinics.



Secretary will supervise the functions of two **Members of Board of Directors** who volunteer their services in spay/neuter clinics.



S/N Clinic Assistant* will be trained and supervised by the Secretary for the cleaning, sterilization and assembly of surgical packs.

Treasurer (Joe Pace)

He is instrumental in helping to organize the community-based S/N clinics, to contact dog owners about S/N and to keep track of the documentation required for the S/N program.



Works cooperatively with **Secretary** for S/N clinic activities



Transportation Assistant*
Will be contacted as needed by the Treasurer to assist with pet transport

3. Compensation: *The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.*

Since incorporation of KARES as a 501 (c) (3) organization in 2009, all officers and members of the Board of Directors have been hands-on participants in the work of KARES. The KARES organization has had NO paid staff. All personnel have been volunteers and have received no monetary compensation.

The current grant-in-aid (GIA) application for Operations requests salary for 3 new hires - one half time, the other one quarter time, and a daily fee compensation for a S/N clinic assistant for cleaning, sterilization and assembly of spay/neuter surgical instrument packs and obtaining clinic disposable supplies.

The GIA application requests Operations costs for veterinarians performing spay or neuter surgeries who will be paid a pass through fee-for-service of \$60 to \$75 per dog depending on gender, weight and whether pregnant, in-heat or cryptorchid. Our request is for support of 6 of the minimum of 12 S/N clinics KARES will conduct in 2019-2020 (for up to 50 dogs) with a daily total cost to this grant not to exceed \$3,250 per clinic day (300 surgeries for \$19,500).

VII. Other

1. Litigation

Not applicable. KARES is not associated with any pending litigation or outstanding judgement.

2. Licensure or Accreditation

Not specifically applicable. However, the Operations of the canine spay/neuter clinics discussed in this application entails sequestering the fees for service of veterinary surgeons and veterinary technicians, all of whom are credentialed by the American Veterinary Medical Association and licensed in the State of Hawaii.

3. Private Educational Institutions:

Not applicable.

4. Future Sustainability Plan

KARES programs of rescue with medical care-adoption and canine spay/neuter surgeries run efficiently and effectively with 5% or less allocated to administrative costs. KARES will continue to maximize efforts of applying for corporate and private foundation grants and exploring new funding sources. This year we will add the Hawaii Community Foundation FLEX grants to our lists of applications. Part of our sustainability funding comes from fees for adoptions (\$100 per dog) less expenses for S/N, microchip, vaccinations and possible medical expenses associated with a rescue situation however, often not much money remains from this fee. The work of KARES is becoming more visible throughout the island and we have first-time donors, island residents and Mainland visitors, who have met our volunteers at adoption events, in S/N clinics or during rescues. We hope to expand the base of private donations assuring donors that almost 100% of their charitable donation goes toward good works for the benefit of the residents and animals of the island. By necessity expenses for rescue and medical/surgical rehabilitation come first. We will provide as many free S/N surgeries to owned pets as possible depending on the availability of funding. Our dedication to this important work has no limitations.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Kohala Animal Relocation And Education Service (KARES)

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST			0	0
1. Salaries	28,580	0		
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	28,580	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island-traveling veterinarian	2,040	0	0	0
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Veterinary spay/neuter (labor costs)	19,500		15,000	4,500
TOTAL OTHER CURRENT EXPENSES	21,540	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE Expenses	13,000	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	63,120	0	15,000	4,500
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	63,120	Elaine K Anderson 650-380-5819		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	15,000	<i>Elaine K. Anderson</i> Jan 6, 2019		
(d) Total Private/Other Funds Requested	4,500	Signature of Authorized Official Date		
TOTAL BUDGET	82,620	Vice President of KARES		
		Name and Title (Please type or print)		

Inter-island airfare for veterinarian, \$340 RT x 6 trips from Molokai to Hawaii- S/N Clinics

Veterinary spay/neuter surgery costs for 300 dogs in 6 of the 12 planned clinics; not to exceed \$3250/clinic day.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Kohala Animal Relocation And Education Service

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Coordinator: (for Rescue Services, Foster Care/Adoptions and Spay/Neuter (Clinic Arrangements & Appointments)	0.5	\$20,000.00	100.00%	\$ 20,000.00
20 h/week @\$20 x 50 weeks				\$ -
Animal Transportation Assistant	0.25	\$7,500.00	100.00%	\$ 7,500.00
10 h/week @\$15 x 50 weeks				\$ -
Spay/Neuter Clinic Preparations Assistant				\$ -
6 h/clinic @\$15 x 12 clinics	<.10	\$1,080.00	100.00%	\$ 1,080.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				28,580.00

JUSTIFICATION/COMMENTS:

New hires to meet the needs of KARES' program operations

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Kohala Animal Relocation And Education Service (KARES)

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
2012 Ford Transit Van (owned by KARES)	1.00	NA	\$ -	13000
Operation expenses including gasoline, maintenance & repairs,			\$ -	
insurance			\$ -	
			\$ -	
			\$ -	
TOTAL:	1			13,000

JUSTIFICATION/COMMENTS:

Only owned vehicle used for transport of rescued pets, to veterinary clinics, to spay/neuter clinics and adoption events.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: *Kohala Animal Relocation And Sanitation Service (KARES)*

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMI						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: **Kohala Animal Relocation And Education SERVICE (KARES)**

Contracts Total: **5,500**

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1					
2	Non-Profit Grant-in-Aid for Canine Spay		County of Hawaii	Hawaii County	5,500
3	and Neuter of Community Pets	7/1/18 to 6/30/19	Finance Division		
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