

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

Signature: Beate Neher
Beate Neher (Jan 19, 2022 14:07 HST)

Email: petfixbigisland@gmail.com

BEATE NEHER, PRESIDENT

1/19/2022

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

PETFIX Spay and Neuter

Amount of State Funds Requested: \$ 75,000

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

PETFIX Spay and Neuter (PETFix) will conduct spay/neuter clinics for animals with the requested funds. Clinics will be conducted at no cost to pet owners. Spay and neuter is the only proven method of reducing the number of unintended litters that result in pet overpopulation. The single obstacle to reaching these goals is resources. The requested grant monies will assist with veterinarian and supply costs associated with each clinic. PETFIX will conduct up to 50 clinics, with each clinic sterilizing approximately 50 animals.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 4,300

Private/Other: \$ 0

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

\$ 0

Unrestricted Assets:

\$ 22,671.30

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:

88-2724 Honomalino Rd.

City: State: Zip:

Captain Cook HI 96704

Contact Person for Matters Involving this Application

Name:
Beate Neher

Title:
President

Email:
petfixbigisland@gmail.com

Phone:
(808) 328-8455

Federal Tax ID#:

[REDACTED]

State Tax ID#

[REDACTED]

Beate Neher
Beate Neher (Jan 19, 2022 15:16 HST)

Authorized Signature

Beate Neher President

Name and Title

1/19/22

Date Signed

Petfix cover page 220119

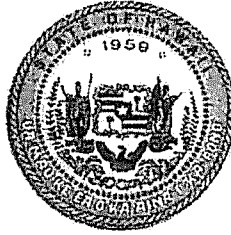
Final Audit Report

2022-01-20

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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: Petfix Spay and Neuter

Issue Date: 01/03/2022

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#: GE-0775350784-01

FEIN/SSN#: XX-XXX4495

UI#:

DCCA FILE#:

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	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	A status determination has not yet been made
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 REVISIED 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.

PETFIX Spay and Neuter
(Typed Name of Individual or Organization)

Beate Neher
Beate Neher (Jan 19, 2022 15:11 HST)

(Signature)

1/19/2022

(Date)

Beate Neher, President
(Typed Name)

(Title)

declaration PETFIX

Final Audit Report

2022-01-20

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Application for Grants

I. Certification – Please attach immediately after cover page

- 1. Certificate of Good Standing (If the Applicant is an Organization)**
- 2. Declaration Statement**
- 3. Public Purpose**

PETFIX Spay and Neuter (PETFIX) proposes four public purposes for this grant. All are compliant with [Section 42F-103, Hawaii Revised Statutes](#)

- Provide increased accessibility to spay/neuter clinics to Hawaii Island pet owners.
- Reduce the pet overpopulation on Hawaii Island to improve the quality of life for the communities.
- Decrease the number of animals that will cause harm to public health and/or the environment.
- Educate communities about the importance of spaying and neutering their pets.

II. Background and Summary

1. A brief description of the applicant's background

PETFIX began operating as a spay/neuter clinic on 1/1/2020. This was due to the overwhelming need to address pet overpopulation on Hawaii Island. PETFIX works to protect Hawaii's environment by providing free, safe, and professional spay and neuter clinics on Hawaii Island. Education is provided to the public about the impact of pet overpopulation and the welfare of animals around the island.

- During the first year of operation and despite COVID shutdowns, PETFIX completed 30 clinics that included 496 dogs and 1,009 cats. This resulted in a total of 1,505 animals being sterilized in **2020**.
- While still struggling with COVID restrictions, last year PETFIX completed 41 clinics that included 666 dogs and 1,678 cats. This resulted in a total of 2,343 animals being sterilized in 2021.

2. The goals and objectives related to the request

Increase the number of spay/neuter clinics and geographical areas of the island served.

Provide 50 spay/neuter clinics at no cost to participants with an average of 50 pets in each clinic

Decrease the number of animals that will cause harm to public health or the environment by altering an average of 50 pets per clinic, resulting in 2,500 pets being spayed and neutered.

Increase education in Hawaii Island communities about the impact of pet overpopulation and the welfare of animals.

3. The public purpose and need to be served

Fewer animals will cause harm to public health or the environment by improving accessibility to and increasing the total number of spay/neuter clinics.

Sterilizing cats and dogs prevents unwanted, unplanned, and unexpected births that contribute to animal welfare challenges.

Pet overpopulation takes away from our communities and increases burdens on families who are already struggling to care for their animals.

A greater number of community members will be educated about and able to act on animal overpopulation efforts.

4. Describe the target population to be served

The spay/neuter clinics are free to the public and will maximize funding impact on low-income populations such as seniors on fixed incomes, disabled and the unemployed.

5. Describe the geographic coverage.

PETFIX has focused primarily on at-risk and rural areas of Hawaii Island. This includes Ka'u and Puna, two of the poorest and largest regions of the Big Island. These rural areas pose significant geographic challenges. Ka'u, the southernmost region, is larger than the entire county of Oahu. Puna, the eastern region, is almost the size of Kauai. Residents have limited access to affordable spay and neuter services due to income status and travel limitations. With this grant, PETFIX would be able to expand clinics and education to a broader population across the island

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities.

Successful implementation of the spay/neuter clinics project involves outreach, scheduling, surgery, and monitoring quality metrics. Details for each of these areas are provided below.

The scope of work, tasks, and responsibilities for public outreach and spay/neuter surgery scheduling are as follows:

The social media volunteer will post all clinic dates, specifying whether they are dog or cat clinics on social media outlets to inform the general public about the clinic dates and a phone number for the public to make inquiries and/or schedule appointments for their pet.

Flyers are made available on community bulletin boards and at the local flea market informing the general public of the clinic dates, and phone number to make inquiries and/or schedule appointments for their pet. PETFIX currently has 3,000 followers on social media and reaches about 1,000 people annually with in-person outreach efforts.

There is one permanent assigned scheduling volunteer who is responsible for scheduling the spay/neuter surgeries.

The volunteer takes all calls and inquiries from the general public, scheduling surgeries, and relaying information about drop off/pick up times as well as preparation/safety information to the pet owner. Public inquiries come from in-person contacts, phone calls, and social media requests. The responsibilities are centralized to prevent scheduling overlaps and miscommunication.

This volunteer maintains a formal waitlist when clinics are full. There are currently about 300 animals on the PETFIX waiting list, enough to fill 6 clinics without any new requests.

Board members arrange for surgery facilities and schedule professional veterinarians, volunteer assistants, and volunteer logistical staff to implement each clinic.

The scope of work, tasks and responsibilities for the spay/neuter surgeries are as follows:

Pets receive 1) spay/neuter, 2) pain medication, 3) microchip identification for a \$10 fee, 4) vaccination per owner request for a \$10 fee.

The owner brings the pet to the receiving/registration area. The owner completes a registration form, and the pets are placed in a secure kennel. The pet and the kennel are tagged with an individual registration number.

Cat clinics are done separately from dog clinics.

Volunteers bring the animals in their respective kennels to the clinic area from the receiving area.

Animals are weighed and placed back in their respective kennels.

The Spay/Neuter Veterinarian prepares the anesthetic medication and the Volunteer Veterinary Technician administers it.

The Spay/Neuter Veterinarian performs the surgery and Voluntary Veterinary Technician monitors the animal's anesthesia and recovery.

All animals receive post operational care. This includes the following:

1) Nail trimming, 2) cleaning of incision site, 3) tattooing of female dogs and cats to recognize their spay, 4) ear tipping (with the owner's permission) which is a universal sign of an altered cat (especially feral), 5) ears are cleaned, 6) microchipping, 7) penicillin injection and 8) vaccinations as requested.

The animal is placed in their assigned kennel and returned to the owner once the Veterinarian has deemed the animal is safe to do so.

All owners are given verbal recovery information as well as provided with written recovery information and emergency contact information.

The scope of work, tasks, and responsibilities for monitoring metrics and success are as follows:

At the end of each clinic the Spay/Neuter Veterinarian and the scheduling volunteer compile the data on how many public spay/neuter surgeries were performed on that given day as well as how many have been put on the wait list for another clinic. Monthly, the treasurer reconciles expenses and income. Quarterly, the board monitors finances and project success. The board secretary is an experienced grant administrator. She will oversee compliance to state procurement and other regulations.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service

PETFIX proposes the following work plan for smooth program implementation.

Tasks/Activities	Person Responsible	Timelines
<i>Staffing</i>		
Recruit professional veterinarians and volunteer technicians	President, PETFIX	Have staff in place currently; for extra needed, 1 month prior to clinics
Conduct any credentialing and other background checks	President	2 months prior to project start and as needed
Recruit and retain logistical volunteers	Board members	Have staff in place currently; for extra needed, 1 month prior to clinics
Train staff prior to service delivery	President	Month One, Prior to providing service on-going
Maintain a current list of all contractors and volunteers	President	Annual; on-going
<i>Clinic Scheduling and Marketing</i>		
Advertise clinic dates on social media	Social Media Volunteer	One Month prior to each clinic, Month One and on-going
Answer inquiries from the public about spay/neuter services	Scheduling Volunteer	Month One and on-going
Schedule facility for each clinic	President	One month prior to each clinic, Month One and on-going
Schedule professional veterinarians and volunteer technicians	President	One month prior to each clinic, Month One and on-going
Schedule logistical volunteers	Volunteer coordinator	One month prior to each clinic, Month One and on-going
Schedule animals for surgery	Scheduling Volunteer	Within 15 days of inquiry, Month One and on-going
Maintain waitlist for future clinics	Scheduling Volunteer	Within 15 days of inquiry, Month One and on-going

Tasks/Activities	Person Responsible	Timelines
<i>Providing Spay/Neuter Clinics</i>		
Register animals and owners; transport animals for surgery	Logistical volunteers	10 clinics in Q1, 15 clinics each in Q2 and Q3, 10 clinics in Q4
Provide safe, no-cost sterilization surgeries	Contracted, licensed veterinarians	500 animals each in Q1 and 4; 750 animals each in Q2 and 3
Assist in safe sterilization surgeries	Volunteer vet technicians	10 clinics in Q1 and 4, 15 clinics each in Q2 and Q3
<i>Monitoring Quality</i>		
Document clinics conducted and animals sterilized	Logistical volunteers	Each clinic, Month One and on-going
Monitor progress toward project goals	Board	Quarterly
Monitor documentation for accuracy, completeness, and contract compliance	Secretary	Quarterly
Create corrective action plans	Board	As needed, on-going
Submit required reports, data, and other deliverables in timely manner	Secretary and Treasurer	Semi-annually and as needed
Develop sustainability plan	Board	Q3

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

PETFIX uses the Model for Improvement, developed by the Institute for Healthcare Improvement in 1991, as the basis for its quality assurance and process improvement activities. This model is widely used, has demonstrated results in a variety of professions, and is easily scaled for programs of different sizes and QAPI sophistication.

At the heart of the model is the Plan-Do-Study-Act (PDSA) cycle. Improvement teams ask:

- What are we trying to accomplish?
- How will we know that a change is an improvement?
- What changes can we make that will result in an improvement?

With an established goal, teams then embark on iterative cycles of improvement.

1. *Plan – Develop the initiative.*

The measurement section below details the annual and quarterly goals set for each objective. The workplan and tasks section details the strategies and actions to be used for this project.

2. *Do – Implement the plan.*

Project goals will be monitored with the help of multiple committed volunteers. Logistical volunteers will use registration forms to collect data at each clinic on the number of animals sterilized and the geographic origin of the animal. The scheduling volunteer will compile the number of clinics conducted monthly. Each month, the social media volunteer will compile the outreach activities conducted.

3. *Study – Analyze the results.*

The President will compile this data monthly and present to the board quarterly. The Treasurer compiles allowable expenses monthly and presents to the board quarterly. The project's clear, simple goals, listed below, permit the board to easily evaluate project success.

4. *Act – Adjust the process based on your results.*

Project goals have been set lower in the first quarter to allow for potential delays in start-up. The lower goal of 10 clinics in the fourth quarter also builds in "make-up" time if needed. As needed, the board will devise corrective action plans. Ideas include scheduling multiple-day clinics and creating more defined volunteer responsibilities.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).

- Total number of clinics conducted
 - Quarter 1 – 10 clinics
 - Q2 – 15 clinics
 - Q3 – 15 clinics
 - Q4 – 10 clinics
- Total number of pets sterilized
 - Q1 – 500
 - Q2 – 750
 - Q3 – 750
 - Q4 - 500
- Total number of clients served
 - Q1 – 45
 - Q2 – 70
 - Q3 – 70
 - Q4 - 45
- Number of outreach activities conducted and
 - Quarter 1 – 20
 - Q2 – 40
 - Q3 – 40
 - Q4 – 20
- Population reached
 - Q1 – clinics in 1 region

- Q2 – clinics in 2 regions
- Q3 – clinics in 3 regions
- Q4 – clinics in 4 regions

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds - attached
 - b. Personnel salaries and wages - attached
 - c. Equipment and motor vehicles – NOT APPLICABLE
 - d. Capital project details – NOT APPLICABLE
 - e. Government contracts, grants, and grants in aid - attached

Signature: Beate Neher
 Beate Neher (Jan 19, 2022 15:40 HST)

Email: petfixbigisland@gmail.com

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

PETFIX Spay and Neuter

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				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	2,000
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	600
5. Staff Training	0	0	0	0
6. Supplies	5,000	0	0	12,000
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9. Contract Services (Veterinarian)	70,000	0	20,000	50,000
10. Business Expenses	0			4,500
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	75,000		20,000	69,100
C. EQUIPMENT PURCHASES	NA			
D. MOTOR VEHICLE PURCHASES	NA			
E. CAPITAL	NA			
TOTAL (A+B+C+D+E)	75,000		20,000	69,100
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	75,000	Birgit Neher 808-990-3548		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	20,000	Beate Neher 1/19/2022		
(d) Total Private/Other Funds Requested	69,100	Signature of Authorized Official Date		
TOTAL BUDGET	164,100	Beate Neher, President Name and Title (Please type or print)		

budget request B petfix

Final Audit Report

2022-01-20

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BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

PETFIX Spay and Neuter

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: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS NA						
LAND ACQUISITION NA						
DESIGN NA						
CONSTRUCTION NA						
EQUIPMENT NA						
TOTAL:	0	0	0	0		
JUSTIFICATION/COMMENTS:						

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

PETFIX Spay and Neuter

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				