



Maryland Department of Agriculture

Office of the Secretary

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Joseph Bartenfelder, Secretary
Julianne A. Oberg, Deputy Secretary

The Wayne A. Cawley, Jr. Building
50 Harry S. Truman Parkway
Annapolis, Maryland 21401
www.mda.maryland.gov

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410.841.5880 Baltimore/Washington
410.841.5914 Fax
800.492.5590 Toll Free

August 31, 2020

The Honorable Lawrence J. Hogan, Jr.
Governor
100 State Circle
Annapolis, MD 21401

The Honorable Adrienne A. Jones
Speaker
Maryland House of Delegates
State House, H-101
100 State Circle
Annapolis, MD 21401

The Honorable Bill Ferguson
President
Maryland Senate
State House, H-107
100 State Circle
Annapolis, MD 21401

RE: Reports Required by AG § 2-1602(i) – MSAR - # 9750

Dear Governor Hogan, Speaker Jones and President Ferguson:

AG § 2-1602(i) states, “By August 31, 2014, and each year thereafter, the Department shall submit a report to the Governor and, in accordance with § 2-1257 of the State Government Article, the General Assembly that describes the activities financed by the Fund in the previous fiscal year, including: (1) A description of all grant proposals selected for funding and grant programs implemented; (2) A statement of the number of spay and neuter surgeries performed under each grant proposal selected; (3) A description of and accounting for any public education and outreach efforts made for the benefit of Fund programs; and (4) A summary of the information reported to the Department by local animal control shelters and organizations that contract with local governments for animal control under subsection (h) of this section.”

I have included the 2020 annual report. I hope you find the information contained in this report useful. Should you have any questions, please do not hesitate to reach out to Cassie Shirk, Director of Legislation and Government Affairs, at cassie.shirk@maryland.gov or 410-841-5889.

Sincerely,

Joseph Bartenfelder
Secretary, Department of Agriculture



Maryland Spay and Neuter Grants Program ANNUAL REPORT

August 2020

(July 1, 2019–June 30, 2020)

FINAL REPORT

8/1/2020

Maryland Department of Agriculture

Nathaniel Boan, Program Coordinator/Agency Grants Specialist

**Maryland Department of Agriculture
Spay and Neuter Grants Program
ANNUAL REPORT**

August 2020

(July 1, 2019–June 30, 2020)

This report details the activities and accomplishments of each element pertaining to the Maryland Spay and Neuter Grants Program for Fiscal Year (FY) 2020 covering July 1, 2019 to June 30, 2020.

The end of FY20 marks the close of the sixth year of funding for the Spay and Neuter Grants Program. As of June 30, 2020, the program has funded 154 programs that have provided 64,216 spay and neuter surgeries for dogs and cats of low-income families as well as stray cats.

The beginning of FY20 proceeded as normal with little interruption, however due to the COVID-19 pandemic the second half of FY20 experienced some significant disruptions. In March and April, the Program Coordinator was invited to attend the Maryland State Board of Veterinary Medical Examiners monthly meetings to devise a plan for how best to proceed with the program during the COVID-19 stay-at-home orders. Based on the guidance from the Maryland State Board of Veterinary Medical Examiners, all programs were placed on hold beginning April 1, 2020. This decision was made to help ensure the safety of all people and animals, and to reduce the use of personal protective equipment (PPE) used during surgeries. The hold on the programs was released on May 7, 2020 for clinics that were capable of opening and following all safety guidelines provided by the Maryland State Board of Veterinary Medical Examiners. While this hold was necessary, it occurred right in the middle of spring when Trap Neuter and Release Programs are at their busiest. As of the end of FY20, clinics are still working through backlogs of appointments and program progress is being throttled by limited surgical capacity due to new safety practices and social distancing. It is currently unknown what impact this will have on shelter intake and euthanasia.

GRANT PROPOSALS SELECTED

FY20 Funding Cycle:

For the FY20 funding cycle, the Maryland Department of Agriculture (MDA) received 41 applications with a combined request of \$1,468,374.53. The grant application period was from Jan. 11, 2019 to April 1, 2019. All of the grant applications were carefully reviewed by the Spay and Neuter Advisory Board (SNAB) and MDA through the rest of FY19, and into FY20. SNAB was scheduled to meet on July 12 and 16, 2019 but was able to complete the agenda on July 12, 2019, and the July 16 date was cancelled. SNAB selected the following applications to



recommend for funding. These recommendations were accepted by the Maryland Secretary of Agriculture on July 15, 2019.

The following table summarizes the funded application. They are in order of ranking based on the average cumulative scores by the SNAB.

RANK	APPLYING ORGANIZATION	REF #	RECOMMENDED FUNDING	TARGET COUNTY
1	Baltimore Animal Rescue Care Shelter (BARCS) - Feral	512	\$87,500.00	Baltimore City
This project will fund 2,500 spay and neuter surgeries of feral cats in Baltimore City.				
2	Baltimore Animal Rescue Care Shelter (BARCS) – Pet	511	\$47,600.00	Baltimore City
This project will fund 700 spay and neuter surgeries for pets of low income families in Baltimore City.				
3	Rude Ranch – Pet	505	\$29,800.00	Anne Arundel
This project will fund 550 spay and neuter surgeries for pets of low income families in Anne Arundel County.				
4	Charm City Companions	532	\$25,910.00	Baltimore City
This project will fund 450 spay and neuter surgeries for pets of low income families in Baltimore City.				
5	Alley Cat Rescue	503	\$37,113.60	Prince George’s
This project will fund 900 spay and neuter surgeries for feral cats in Prince George’s County.				
6	Forgotten Cats – Worcester – Feral	530	\$33,113.00	Worcester
This project will fund 750 spay and neuter surgeries for feral cats in Worcester County.				
7	Sunshine Friends – Pet	533	\$20,882.00	Anne Arundel & Howard
This project will fund 325 spay and neuter surgeries for pets of low income families in Anne Arundel and Howard counties.				
8	Rude Ranch – Feral	506	\$60,540.00	Anne Arundel
This project will fund 1,200 spay and neuter surgeries for feral cats in Anne Arundel County.				
9	Talbot Humane	509	\$26,550.00	Talbot & Dorchester



This project will fund 420 spay and neuter surgeries for pets of low income families in Talbot and Dorchester counties.				
10	Sunshine Friends – Feral	537	\$12,154.50	Anne Arundel & Howard
This project will fund 250 spay and neuter surgeries for feral cats in Anne Arundel and Howard counties.				
11	Maryland SPCA	516	\$50,400.00	Baltimore City
This project will fund 1134 spay and neuter surgeries for pets of low income families in Baltimore City.				
13	Tip Me Frederick	526	\$31,600.00	Washington
This project will fund 600 spay and neuter surgeries for feral cats in Washington County.				
14	HART – Pet	507	\$29,155.00	Garrett
This project will fund 350 spay and neuter surgeries for pets of low income families in Garrett County.				
15	Prince George’s County Animal Services	540	\$34,857.50	Prince George’s
This project will fund 365 spay and neuter surgeries for pets of low income families in Prince George’s County.				
16	Last Chance Animal Rescue	521	\$33,500.00	Charles
This project will fund 450 spay and neuter surgeries for pets of low income families in Charles County.				
17	Baltimore Humane Society	515	\$51,840.00	Baltimore, Harford & Carroll
This project will fund 648 spay and neuter surgeries for pets of low income families in Baltimore, Harford and Carroll counties.				
18	Forgotten Cats – Wicomico	528	\$23,699.00	Wicomico
This project will fund 550 spay and neuter surgeries for feral cats in Wicomico County.				
19	PG SPCA	536	\$30,335.25	Prince George’s
This project will fund 388 spay and neuter surgeries for pets of low income families in Prince George’s County.				
20	Best Friends in Harford County	539	\$12,500.00	Harford



This project will fund 250 spay and neuter surgeries for feral cats in Harford County.				
21	Cecil County Animal Services	527	\$25,545.00	Cecil
This project will fund 398 spay and neuter surgeries for pets of low income families in Cecil County.				
22	Anne Arundel County Animal Control	542	\$12,900	Anne Arundel
This project will fund 150 spay and neuter surgeries for pets of low income families in Anne Arundel County.				
24	MCPAW	522	\$5,200.00	Montgomery
This project will fund 100 spay and neuter surgeries for feral cats in Montgomery County.				
25	Anne Arundel County SPCA	543	\$7,790.00	Anne Arundel
This project will fund 88 spay and neuter surgeries for pets of low income families in Anne Arundel County.				
26	Humane Society of Somerset County	504	\$5,550.00	Somerset
This project will fund 100 spay and neuter surgeries for pets of low income families in Somerset County.				
28	Chesapeake Feline Association	524	\$44,022.00	Cecil & Harford
This project will fund 750 spay and neuter surgeries for feral cats in Cecil and Harford counties.				
29	SMAWL	531	\$22,460.00	St Mary's
This project will fund 281 spay and neuter surgeries for pets of low income families in St Mary's County.				
31	Frederick County Humane Society	513	\$24,840.00	Frederick
This project will fund 288 spay and neuter surgeries for pets of low income families in Frederick County.				
32	Laurel Cats	538	\$8,250.00	Prince George's, Howard & Anne Arundel
This project will fund 150 spay and neuter surgeries for feral cats in Prince George's, Howard and Anne Arundel counties.				
33	Worcester County Humane Society	529	\$7,615.00	Worcester
This project will fund 102 spay and neuter surgeries for pets of low income families in Worcester County.				



35	Saving Future Feral Cats, Inc.	436	\$5,320.00	Queen Anne's
This project will fund 76 spay and neuter surgeries for pets of low income families in Queen Anne's County.				
Total Number of Proposed Spay/Neuter Procedures: 15,263		Total Amount Awarded: \$848,541.85		

Accomplishments for FY18 Funding Cycle Projects through FY20:

- By June 30, 2020, 27 of the 28 FY18 projects were successfully completed.¹
- Of the 27 completed projects, 21 projects (75% of the total projects) either met their target number of surgeries or exceeded their targets, four projects completed more than 90% of their original target; one project completed with more than 85% of its target number of surgeries, and two projects were unable to complete and returned the remaining funding.
- As of the close of FY20, 14,350 spay/neuter procedures were completed, exceeding the expected total by 3%.

Accomplishments for FY19 Funding Cycle Projects through FY20:

- All 36 of the approved projects were launched.
- Thirty-two of the 36 initiated projects have been completed.
- Of the 32 completed projects, 26 projects (81% of the total projects) either met their target number of surgeries or exceeded their targets, four projects completed more than 90% of their original target, two projects were able to complete 75% of their target surgeries but were not able to complete their projects and returned the remaining funds to MDA.
- All four of the remaining active programs from the FY19 Funding Cycle have received extensions to their program and are continuing to report in quarterly.
- As of the close of FY20, 15,906 of the 16,364 proposed spay/neuter surgeries (97%) have been completed.

Accomplishments for FY20 Funding Cycle Projects through FY20:

¹ The approved application to the Caroline County Humane Society (CCHS) for \$37,357.00 was ultimately rescinded by mutual consent between MDA and the grantee. A change in management occurred just after the application's approval. The CCHS decided to focus on their active FY17 project to become acquainted with the MDA grant requirements, not accept the FY18 award, and instead reapply in FY19. The funds earmarked for this FY18 award were added back into the program budget for allocation to FY19 projects.



- Twenty-nine of the 30 approved projects have launched. The one remaining project is currently completing the FY19 project and will begin their FY20 project on its completion.
- Two of the 29 launched projects have completed significantly early, one within the first three months, and the other within the first six months.
- As of the close of FY20, 7,906 of the 15,263 proposed spay/neuter surgeries (52%) have been completed.

Applications for FY21 Funding Cycle:

- The Spay and Neuter program sought applications for the FY21 Funding Cycle starting January 10, and ending April 3, 2020. Due to the COVID-19 pandemic, it was decided to allow one additional month for applicants to submit their applications so they could focus on making adjustments to operating procedures.
- **Thirty-two** applications were received and are currently being processed as of the end of FY20.

Goals for FY20:

- Have the first virtual SNAB meeting to make funding recommendations from the applications received for FY21.
- Solicit applications for FY22 funding in January 2021.
- Make every effort to complete the review and approval process of the FY21 applications before the end of FY21.

NUMBER OF SPAY AND NEUTER PROCEDURES PERFORMED UNDER EACH GRANT TO DATE

The list below gives the number of procedures completed by the grant recipients at the close of the fiscal year by projects funded in all funding cycles FY15 through FY20. Those projects shown in **BOLD** were still active at the close of FY19.

Fiscal Year and Project #	Grant Recipient	Procedures Completed as of FY19
FY15-004	Rude Ranch/Spay Spa Neuter Nook	471
FY15-010	Caroline County Humane Society	302
FY15-012	Baltimore Humane Society	407
FY15-013	HART for Animals	764



FY15-016	Laurel Cats Inc.	312
FY15-018	BARCS /MD SPCA	1,000
FY15-025	Humane Society of Charles Co.	192
FY15-32	SPCA/Humane Society of Prince George's Co.	178
FY15-034	Prince George's Co. MD-Animal Services	365
FY15-037	City of Greenbelt	383
FY15-039	ReLove Animals Inc.	118
FY15-045	Humane Society of Wicomico Co.	312
FY15-048	Talbot Humane	88
FY15-050	Charm City Companions	241
FY16-101	Rude Ranch/Spay Spa Neuter Nook	248
FY16-102	Humane Society of Somerset Co.	656
FY16-103	Humane Society Charles Co.	378
FY16-104	HART for Animals	409
FY16-106	Caroline County Humane Society	342
FY16-107	Talbot Humane	703
FY16-108	Animal Welfare League of Queen Anne's Co.	143
FY16-109	Animal Welfare League Montgomery Co.	72
FY16-111	Tip Me Frederick	600
FY16-113	Baltimore Co. Dept. of Health-Animal Services	1,116
FY16-117	Last Chance Animal Rescue	500
FY16-118	Allegany Co. Animal Shelter	119
FY16-119	Chesapeake Feline Association	357
FY16-121	MCPAW	363
FY16-122	Maryland SPCA/BARCS	1,250
FY16-125	Sunshine's Friends Cat and Dog Rescue	118
FY16-126	Snip Tuck Inc.	455
FY16-127	Charm City Companions	274
FY16-128	Sunshine's Friends Cat and Dog Rescue	164
FY17-201	Humane So Somerset Co/Rude Ranch	750
FY17-202	BARCS	3,000
FY17-203	Frederick Co AC	315
FY17-205	Baltimore Co Dept. Health	1,084
FY17-206	MCPAW	552
FY17-207	HART For Animals	510
FY17-208	Stepping Stone Animal Society	275
FY17-209	Humane So. Kent Co	210
FY17-210	Anne Arundel Co AC	151
FY17-213	Alley Cat Rescue	487
FY17-214	Feral Cat Rescue	303



FY17-215	Last Chance Animal Rescue	408
FY17-217	Charm City Companions	409
FY17-219	Humane So Charles Co	329
FY17-220	Tip Me Frederick	562
FY17-221	Caroline Co Humane So	685
FY17-224	Laurel Cats Inc.	192
FY17-225	SPCA Anne Arundel Co	137
FY17-226	Talbot Humane	612
FY17-227	Chesapeake Feline Association	662
FY17-229	Humane So. Carroll Co	100
FY17-230	Prince George's Co MD	388
FY17-232	MDSPCA	1,299
FY17-234	Sunshine's Friends	103
FY17-235	Sunshine's Friends	131
FY18-301	Humane Society of Washington Co.	324
FY18-302	Humane Society of Wicomico Co.	328
FY18-305	Baltimore Co. Dept. of Health-Animal Services	1,284
FY18-307	Laurel Cats Inc.	265
FY18-308	BARCS	2,500
FY18-309	Prince George's Co. MD- Animal Services	312
FY18-311	HART for Animals-Pet	503
FY18-312	Humane Society of Somerset Co/Rude Ranch	632
FY18-314	Bowie CLAW	245
FY18-315	Chesapeake Feline Association	645
FY18-316	Baltimore Humane Society	320
FY18-317	Cecil Co. Dept. of Animal Control	593
FY18-318	Talbot Humane	736
FY18-319	MD SPCA	1,020
FY18-320	Tip Me Frederick	660
FY18-322	Last Chance Animal Rescue	602
FY18-323	Anne Arundel Co. Dept. of Animal Control	316
FY18-324	Humane Society of Kent Co.	91
FY18-326	Humane Society Charles Co.	357
FY18-327	Humane Society Charles Co.	198
FY18-328	Chesapeake Charities/Tomcat Solutions	100
FY18-330	Best Friends in Harford Co.	341
FY18-332	Charm City Companions	457
FY18-333	Sunshine's Friends Cat and Dog Rescue	130
FY18-334	Sunshine's Friends Cat and Dog Rescue	156
FY18-335	Frederick Co. Dept. of Animal Control	217



FY18-336	SPCA Humane Society of Prince George's Co.	514
FY18-337	St Mary's Co. Animal Welfare League	504
FY19-401	HART for Animals Inc.	436
FY19-402	Caroline Humane Society	270
FY19-403	Alley Cat Rescue	782
FY19-404	Humane Society Somerset Co/Rude Ranch	589
FY19-405	Rude Ranch	819
FY19-408	Southern Maryland Spay and Neuter Inc.	39
FY19-409	Talbot Humane	467
FY19-410	Humane Society of Washington Co	139
FY19-411	Anne Arundel Animal Control	213
FY19-412	BARCS	2,375
FY19-413	Frederick County Humane Society	205
FY19-414	Feral Cat Rescue Inc.	220
FY19-415	Baltimore Humane Society	393
FY19-416	Maryland SPCA	1,016
FY19-417	Chesapeake Charities with Tomcat Solutions	202
FY19-418	Baltimore County Dept. of Health (FERAL)	1,179
FY19-419	Baltimore County Dept. of Health (PET)	482
FY19-420	Bowie CLAW	188
FY19-421	Last Chance Animal Rescue	570
FY19-422	MCPAW	208
FY19-423	Humane Society of Charles County	179
FY19-424	Chesapeake Feline Association	341
FY19-425	Snip Tuck	240
FY19-426	Tip Me Frederick	566
FY19-427	Cecil County Animal Services	372
FY19-428	Frederick County Animal Control	130
FY19-429	Worcester County Humane	221
FY19-430	Forgotten Cats	733
FY19-431	St Mary's Animal Welfare League	425
FY19-432	Charm City Companions	345
FY19-433	Sunshine's Friends (PETS)	280
FY19-434	Animal Welfare League Queen Anne's Co (PET)	136
FY19-436	SPCA PG CO	368
FY19-437	Sunshine Friends (FERAL)	180
FY19-438	Laurel Cats	241
FY19-439	Best Friends Harford Co (PET)	357
FY20-503	Alley Cat Rescue	651
FY20-504	Humane Society of Somerset County	116



FY20-505	Rude Ranch/Spay Spa Neuter Nook	349
FY20-506	Rude Ranch/Spay Spa Neuter Nook	540
FY20-507	HART for Animals	277
FY20-509	Talbot Humane	309
FY20-511	BARCS	246
FY20-512	BARCS	1,211
FY20-513	Frederick County Humane Society	112
FY20-515	Baltimore Humane Society	98
FY20-516	Maryland SPCA	203
FY20-521	Last Chance Animal Rescue	221
FY20-522	MCPAW	58
FY20-524	Chesapeake Feline Association	512
FY20-526	Tip Me Frederick	335
FY20-527	Cecil County Animal Services	136
FY20-528	Forgotten Cats – Salisbury	547
FY20-529	Worcester County Humane Society	96
FY20-530	Forgotten Cats – Worcester	447
FY20-531	SMAWL	87
FY20-532	Charm City Companions	0
FY20-533	Sunshine’s Friends	333
FY20-535	Saving Future Feral Cats, Inc.	99
FY20-536	SPCA/Humane Society of Prince George’s Co	144
FY20-537	Sunshine’s Friends	252
FY20-538	Laurel Cats, Inc.	134
FY20-539	Best Friends in Harford County	189
FY20-540	Prince George’s County Animal Services	174
FY20-542	Anne Arundel Co Animal Care and Control	8
FY20-543	Anne Arundel County SPCA	22
Total Program		65,216

Accomplishments by Funding Cycle as of the Close of FY19:

- The cumulative target number of surgeries proposed by funded projects from all five funding cycles thus far is 72,055 procedures. As of the end of the fiscal year, 65,216 or 90.5% of the total target number of surgeries were completed. This number includes the 32 active projects that are not yet complete.
- Of the FY15, FY16, FY17 and FY18 cycles (those where all projects are considered complete), FY15 cycle resulted in 5,133 procedures out of the 5,340 cumulative target procedures (96.1%), FY16 resulted in 8,267 procedures out of the 8,281 cumulative target procedures (99.8%), FY17 resulted in 13,654 procedures out of the 12,863 cumulative target procedures (106.15%), and FY18 resulted in 14,350 procedures out of the 13,944 projected (102.9%).



- Of the two funding cycles still with active projects at the close of the fiscal year, FY19 cycle projects have completed 15,906 surgeries (97.2% of the 16,364 procedures targeted) with four projects still to be completed in the coming fiscal year, and the FY20 cycle has thus far completed 7,906 of the proposed 15,263 procedures (or 51.8% of the target) with 28 projects still active at the close of the fiscal year.

Goals for FY21:

- Close out the four remaining active projects in the FY19 cycle.
- Continue managing the FY20 projects cycle.
- Fund as many projects as possible from the pool of FY21 cycle applications under review in October 2020.
- Provide oversight for all projects to ensure funds are dispersed to grantees as per each project schedule, that all reports and related project obligations are met, and to offer assistance and guidance to all project managers to help them reach or exceed their goals.

PUBLIC EDUCATION AND OUTREACH

The following summarizes the outreach efforts put forth with regards to the Spay and Neuter Program during the fiscal year.

Accomplishments for FY20:

- SNAB met two times during FY20 to discuss funding for FY20 projects (July 12, 2019), and to review program materials. Meetings were advertised on the MDA website two weeks prior to the meeting dates and distributed to the media by the MDA's Public Information Office. Attendees from the general public were welcomed and given the opportunity to comment on the issues discussed, ask questions, or bring up new issues (See ADVISORY BOARD section to follow).
- Program announcements were made on the department's website, on MDA's social media accounts (Twitter and Facebook), through email blasts from the program's extensive listserv, and on the program webpage. Announcements were made when new reports and information were posted.
- The program webpage is located on the department's website, and is the main repository for all documents, materials, and information relating to the Spay and Neuter Grants Program. The program coordinator updated this webpage with additional information and materials. In addition, other helpful materials and information were added to the webpage to benefit grantees and the general public. There were 5,780 visits to the Spay and Neuter Program website in FY20.



- The program was advertised through the development and distribution of program giveaway materials: branded dog and cat toys, emergency signs, and cards. Additionally, items (bags, and soda can coolers) specifically designed for children were distributed. All branded items were carefully chosen to be sure they were useful and appealing to pet owners, but also durable so that the branded message on each item can have a long lifespan. These materials effectively and economically advertise both the program and the general concept of the need and benefits of spay and neutering cats and dogs to the general public. These materials were distributed during the Maryland State Fair in August/ September and other smaller meetings throughout the year.
- Each funded project performs outreach and education, not only about the services provided through their grants, but important general information about the need and benefits from the spay and neuter of pets and unowned cats and where to find help, additional information, and resources.

Goals for FY21:

- Continue to promote the program through all media available.
- Explore the idea of a conference or grantee forum where applicants and potential applicants can share ideas, methods, and experiences.
- Explore the idea of presenting at national conferences such as the Humane Society of the United States Animal Care Expo.
- Look for new ideas and materials to promote the program to the public and potential applicants.

ADVISORY BOARD

The Maryland Secretary of Agriculture appointed the seven-member SNAB on Nov. 7, 2013. The board was tasked to make recommendations on the program guidelines and regulations needed to implement the state's Spay and Neuter Fund and each cycle, make funding recommendations to the secretary.

Accomplishments for FY20:

- From the program start in 2013 and each year following, the goal of the Advisory Board and MDA has been to make each element of the program the best it could be. Each year materials were developed, updated and improved. Likewise, methods for reviewing and evaluating each application period were refined. In the past, this necessitated multiple meetings of the Advisory Board and MDA to discuss and develop improvements. In FY20, a meeting was held on November 5, 2019 to make revisions and discuss changes to the applications for the FY21 grant cycle.
- During March through June of FY19, the board carefully reviewed all 41 grant applications for FY20 funding. In anticipation of the formal review meeting, which was held July 12 2019, each reviewer conducted their independent evaluations, and



provided them to the program coordinator. These scores were used to rank the 41 applications to facilitate the discussion and help the board formulate funding recommendations that were submitted to the Secretary of Agriculture.

- Dr. Amy Holstein, Amy Hannigan, and Robin Catlett resigned from the board in FY20. Each agreed to be available for guidance in the future. Dr. Amy Holstein was replaced by Dr. Tracy Stuller as the board's veterinarian representative. Amy Hannigan was replaced by Lisa Radov as a representative of an animal welfare organization, and Patricia Crankshaw-Quimby replaced Robin Catlett as the representative of an animal control organization.

Goals for FY21:

- Continue to strive for efficiency in the program and the processes.
- The FY21 Grant application review meeting is scheduled for October 9, 2020.

DEVELOPMENT OF PROGRAM ELEMENTS AND MATERIALS

During FY20, with input from SNAB, the program coordinator developed and finalized the following program materials. All these materials are posted on the program webpage.

Accomplishments for FY20:

- Updated applications and guidelines (now referred to as instructions or requirements) specific to each application focus and posted online.
- Updated instructions for using the pet estimation tool.
- Posted annual report, quarterly survey data reports, and final reports from completed projects.
- Revised the scoring rubric (not on program webpage).

Goals for FY21:

- Improve if needed, all applications and guidance.
- Continue posting final reports from projects as completed, update program map, and update project list.
- Continue to explore and develop new tools for applicants and project managers.

FEE COLLECTION

The program is funded from annual fees levied on manufacturers of all dog and cat feed and treats registered with the Maryland State Chemist Office. The following lists the accomplishments in fee collection during this period. By law, the program must invoice registrants for the annual fee during the first week of October, and payments, whether made immediately or any time subsequent to the invoice date, are good only until the following



October. The registrants are asked to review the invoice and product list on which the fee was calculated. They were instructed to delete any products no longer sold in Maryland or did not meet the definition of “cat or dog feed or treat” or add any new products that may have been missing from the list.

Accomplishments during FY20:

- The program coordinator requested that the Maryland Department of Information Technology (DoIT) generate the invoices and, based on what was received, sent 380 invoices for Spay and Neuter Program fees to feed/treat manufacturers, based on product information from the State Chemist products registration database. Due to an oversight by DoIT, product information from FY19 registrations were invoiced despite the invoice showing the FY20 dates. Each invoice was sent via first class mail and included an explanatory letter, a list of products on which the invoice total was based, and instructions as to where to send the payment. The total number of products invoiced were 10,889.
- The program coordinator maintained a spreadsheet that served as the main repository of fee remittance information. The coordinator maintained all paperwork pertaining to each paid invoice.
- The program coordinator sent second and third notices (certified to U.S. companies and registered to overseas companies) to delinquent accounts from 2019 invoicing.
- From the 2019-2020 invoicing cycle, of the invoices sent, a total of \$925,200 was collected as of June 30, 2020.
- Of the invoices sent, 57 invoices were cancelled because the companies were either out of business or no longer sold products in the state.
- As of the date of this report, 46 companies had not yet paid the invoice. It is unclear how many of these are due to the incorrect invoicing. The total amount of the open invoices is \$30,900.

Goals for FY20:

- If unpaid, send remaining delinquent accounts to state collections.
- Update fee database as invoices are paid.
- Send out 2020-2021 invoices by the first week of October 2020.
- Continue to process and track fee payments (both new and delinquent) as they come in.

SURVEY

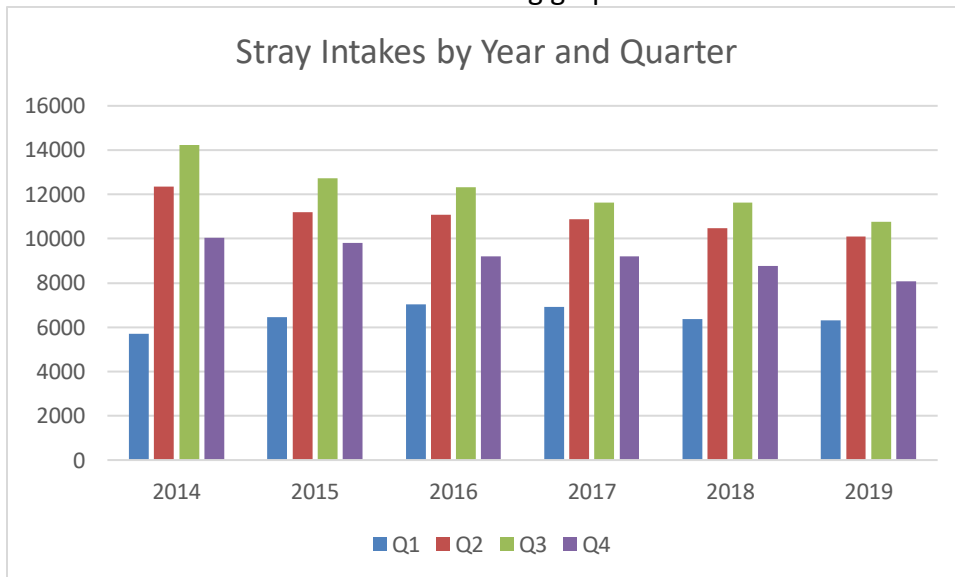
As stipulated in SB 820, *“beginning January 1, 2014, each county and municipal animal control shelter and each organization that contracts with a county or municipality for animal control shall report quarterly to the department on a form prescribed by the Department describing for the previous 3 months: (1) the number of cats and dogs taken in; (2) the number of cats and dogs disposed of, broken down by method of disposal, including euthanasia; and department*

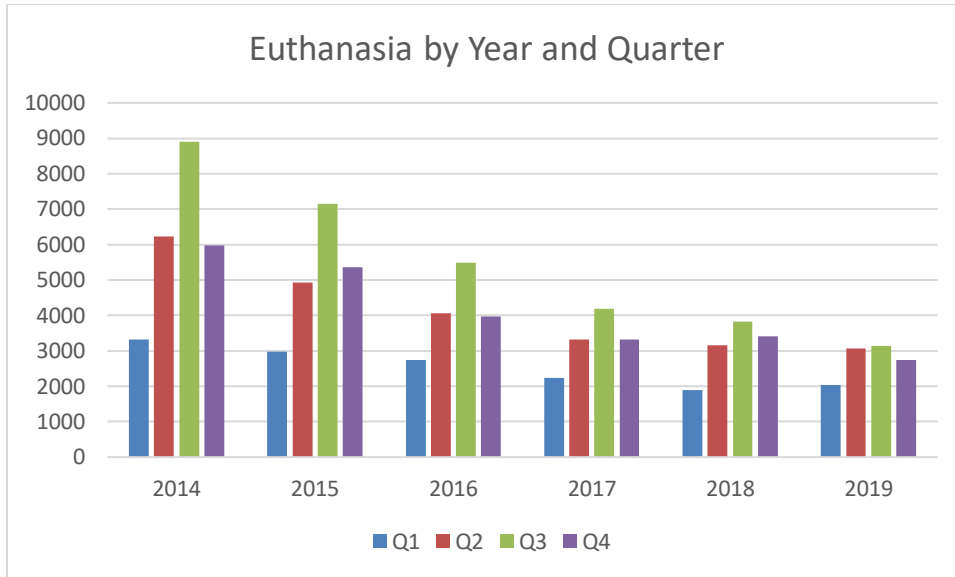


describing for the previous 3 months.” The following details what the program coordinator did during this reporting period to meet this requirement.

Accomplishments for FY20:

- The program coordinator sent survey data requests to the facilities that responded to the initial survey request sent in February 2014 (covering the October-December period of 2013) and those private organizations that either volunteered to participate or have subsequently received funding from the program, and must provide data as per the terms of the grant agreement. As of the date of this report, 31 facilities report shelter data to the department. Of these facilities, 27 are county-run or county-funded, and four are private operations.
- The program coordinator inputted all results into a spreadsheet by organization. The coordinator then analyzed the data for the complete calendar years from 2014-2019. The program appears to be having a significantly positive impact on its targeted metrics of intake and euthanasia. The following graphs show the data that has been collected.





Goals for FY20:

- Complete and post the report for each quarter of data submitted in the last two quarters of FY19, and the first two quarters of FY20.
- Due to the COVID-19 pandemic, many shelters are operating at significantly reduced staff or are not operational, thus some organizations are behind in submitting reports
- Create a trend analysis report to be posted on the Spay and Neuter Program website.