Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

Attached.

2. Declaration Statement

PETFIX Spay and Neuter affirms its compliance with Section 42F-103, Hawaii Revised Statutes in the attached declaration statement..

3. Public Purpose

PETFIX Spay and Neuter (PETFIX) proposes four public purposes for this grant. All are compliant with Section 42F-102, 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 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, in **2021** PETFIX completed 41 clinics that included 666 dogs and 1,678 cats. This resulted in a total of 2,343 animals being sterilized.

- In **2022**, PETFIX provided 57 free clinics in a variety of locations across the Big Island and sterilized 3,200 animals. This doubled the agency's totals from the first year.

- In **2023**, PETFIX obtained its first state grant-in-aid. With this and other funding, the agency increased its number of clinics (defined as one veterinarian working one day) to 98 and fixed 4,378 animals. An additional clinic location was attained on the east side of the island. PETFIX coordinated a mass spay/neuter event with the national Greater Good organization that fixed almost 1,000 additional animals over 4 days.

- In **2024**¸ PETFIX was awarded a private grant and received county funds. The agency more than tripled its impact in 4 short years. Over 5,000 animals were fixed at 156 clinic days. Working relationships were established with more than 20 veterinarians, including one of the nation's largest providers of emergency vet services and an organization that trains vets for mass spay/neuter events.

2. *The goals and objectives related to the request*

Provide spay/neuter clinics on both east and west sides of Hawaii Island.

Provide 22 spay/neuter clinic days at no cost to participants with an average of 40 pets in each clinic

Decrease the number of animals that will cause harm to public health or the environment by altering an average of 40 pets per clinic, resulting in 880 pets being spayed and neutered and 8,800 unplanned animal births.

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 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. This structure maximizes funding impact on low-income populations such as seniors on fixed incomes, disabled and the unemployed. Clinics serve community animals as well as those that are owned by individuals.

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 will help ensure more equitable access to spay/neuter services for a broad 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.

Educate the public and schedule spay/neuter surgeries:

The outreach volunteer posts regularly on social media, including information about the importance of sterilizing animals, links to scheduling software, and progress on spay/neuter clinics and adoption events across the island. In-person outreach is done with a booth at the Ocean View swap meet and visits to classes and clubs. PETFIX currently has more than 3,000 followers on social media and reaches about 1,000 people annually with in-person outreach efforts.

PETFIX maintains a waitlist for upcoming clinics using specialized software. The scheduling volunteer inputs upcoming clinic dates, and everyone on the waitlist receives an email or text inviting them to register their animals for the next clinic. Those without a computer contact the scheduling volunteer for help. The current waitlist contains 2,000 dogs and 5,800 cats. Clinic slots are usually filled within 3 hours of announcing them. The waitlist contains enough animals to fill hundreds of clinic days, demonstrating the overwhelming need for the proposed service.

When owners register online, they are informed of drop off/pick up times and preparation/safety information. Public inquiries come from in-person contacts, phone calls, and social media requests.

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

Provide free spay/neuter surgery clinics:

Pets receive 1) spay/neuter, 2) pain medication, 3) microchip identification, and 4) vaccination.

The owner brings the pet to the receiving/registration area. Registration volunteers match the animal to the registration form which was completed online before the clinic. The pets are placed in a secure kennel. The pet and the kennel are tagged with an individual registration number.

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 veterinarian prepares the anesthetic, and the veterinary technician administers it.

The veterinarian performs the surgery, and the veterinary technician monitors the animal's anesthesia and recovery.

All animals receive post operational care. This includes:

1) Nail trimming, 2) cleaning of incision site, 3) tattooing of dogs and cats to recognize their spay, 4) ear tipping, which is a universal sign of an altered cat, 5) cleaning ears, 6) microchipping, 7) injecting penicillin, and 8) completing required vaccinations.

The animal is placed in their assigned kennel and returned to the owner once the veterinarian has deemed the animal safe. All owners are given verbal and written recovery information and emergency contact information.

Monitor metrics, successes, and challenges:

At the end of each clinic the veterinarian and the scheduling volunteer compile the data on the number of spay/neuter surgeries that were performed, 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 and challenges. 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
Staffing		
Recruit professional veterinarians and 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
Clinic Scheduling and Marketing		
Announce clinic dates on scheduling software	Scheduling Volunteer	One Month prior to each clinic, Month One and on-going
Answer inquiries from the public about spay/neuter services	Social Media 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 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 2 days of clinic announcement, Month One and on-going
Maintain waitlist for future clinics	Scheduling	Within 15 days of

Tasks/Activities	Person Responsible	Timelines
	Volunteer	inquiry, Month One and on-going

Providing Spay/Neuter Clinics		
Register animals and owners; transport animals for surgery	Logistical volunteers	5 clinics in Q1 and 4, 6 clinics in Q2 and 3
Provide safe, no-cost sterilization surgeries	Contracted, licensed veterinarians	200 animals in Q1 and 4, 240 animals in Q2 and 3
Assist in safe sterilization surgeries	Volunteers and vet technicians	5 clinics in Q1 and 4, 6 clinics in Q2 and 3
Monitoring Quality		
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 and refine sustainability plan	Board	Q3 and on-going

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.*
   As needed, the board will devise corrective action plans. Ideas include scheduling multiple-day clinics and creating more defined volunteer responsibilities. If a delayed start affects first quarter goals, more clinics will be scheduled in subsequent quarters.

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

The following measures relate solely to project efforts supported by State funds. An additional 14 clinics will be conducted with the county funds request shown on page 6.

- Total number of clinics conducted (A clinic is defined as one veterinarian working for one day.)
  - Quarter 1 – 5 clinics
  - Q2 – 6 clinics
  - Q3 – 6 clinics
  - Q4 – 5 clinics
- Total number of pets sterilized
  - Q1 – 200
  - Q2 – 240
  - Q3 – 240
  - Q4 - 200
- Number of outreach activities conducted
  - Quarter 1 – 5
  - Q2 – 5
  - Q3 – 5
  - Q4 – 5

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 - NOT APPLICABLE. No salaries or wages are requested from state funds. All services will be performed by independent contractors.
   c. Equipment and motor vehicles – NOT APPLICABLE. No equipment is requested from state funds.
   d. Capital project details – NOT APPLICABLE. This is an operational grant.
   e. Government contracts, grants, and grants in aid - attached

2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
20,625	20,625	20,625	20,625	82,500

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.*

   PETFIX will be submitting a Nonprofit Grant Application to the County of Hawai'i for the fiscal year 2025 to 2026. Additional applications will be made to private foundations. The JR Peterson Foundation was a strong supporter of the agency in 2022-2024, and support is expected to continue in 2025. Donations are requested at each clinic. Additional private fund-raising occurs through social media requests and sale of privately donated goods at swap meets.

4. *The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.*

   PETFIX is a nonprofit organization; therefore, no state or federal tax credits have been granted. No applications for state or federal tax credits have been applied for pertaining to capital projects.

5. *The applicant shall provide a 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 2026 for program funding.*

PETFIX received a $20,000 Nonprofit Grant from the County of Hawaii for fiscal year 2022-2023, a $40,000 county grant for 2023-2024, and a $50,000 county grant for 2024-2025. An additional $12,500 was received in discretionary grant funds from the County. The agency was awarded $75,000 from the state Grants in Aid program for 2023-2024, but did not receive a state award in 2024-2025.

6. *The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.*

Unrestricted current assets are $113,191. This financial strength reflects strong community support and efficient financial management. More than three times as many surgeries were performed this year compared to our first year of incorporation.

V. Experience and Capability

1. Necessary Skills and Experience

PETFIX has gathered an experienced board of directors to ensure the successful implementation of this grant project. The agency is starting its fifth year of service, and its directors bring decades more experience to the project. Their leadership resulted in the agency exceeding its goals for clinics conducted and animals altered in each year of the agency's operation. Despite COVID restrictions, the agency completed 30 clinics in 2020, 41 clinics in 2021, 57 clinics in 2022, 98 in 2023, and 156 in 2024. A clinic is defined as one vet working for one day. Over 1,500 animals were sterilized in its first year of operation. PETFIX more than tripled that number to over 5,000 animals in its fourth year of operation. Some of the animals were fixed under an agreement with Hawaii County Animal Control.

Beate Neher, founder and president of PETFIX Spay and Neuter has more than 40 years of animal welfare experience that includes both volunteer and professional work on the islands of Oahu and Hawaii and in Germany. This includes experience in animal rescue. She has established personal and professional relationships with several veterinarians in private practice that currently provide services to PETFIX.

She has also volunteered with several nonprofit animal welfare organizations, including as a board member for Kohala Animal Relocation and Education Services (KARES) for 10 years. She facilitated all the spay/neuter clinics for KARES from 2009 until 2019. She has volunteered with spay and neuter operations at Advocats Hawaii, animal rescues on Oahu, and Rainbow Friend's Animal Sanctuary. She also volunteered in the operation of a four day spay and neuter clinic on an Indian Reservation out of state.

Bridget Neher, Treasurer, has volunteered in spay and neuter clinics for the past 7 years including KARES and Rainbow Friends Animal Sanctuary. She was a board member/secretary for KARES in 2019. She has professional experience in management and bookkeeping.

Pam McBride, Secretary, has over three decades of experience in non-profit administration and grant management. She has served as the principal investigator, evaluator, and peer reviewer on multiple federal, state, and private grants. She brings her expertise as a former member of HRSA's National Rural Quality Advisory Council to PETFIX's quality assurance and evaluation efforts.

Other directors include Linda Greentree, a commercial pilot with steady decision-making and an ability to make calm course corrections. She is passionate about cat welfare and has volunteered with KARES and Advocats before agreeing to serve with PETFIX. Kelly Brewer serves as a Medical Speech Language Pathologist. She volunteered regularly at clinics and aids in organizing and fund-raising efforts.

2. Facilities

PETFIX board members have located a property in Puna, on the east side of the Big Island, that is regularly available for efficiently conducting spay/neuter clinics with up to 5 vets at a time. An additional location is being researched in Ocean View, Hawaii. Space has also been made available for PETFIX clinics by other animal sanctuaries, several community centers, warehouses, and church halls island wide. These additional facilities are scheduled as needed. They allow PETFIX to provide services across the Big Island in a cost-effective manner.

All the facilities have adequate space, utilities, and protective enclosures for this project. Facilities are sanitized before and after each clinic.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

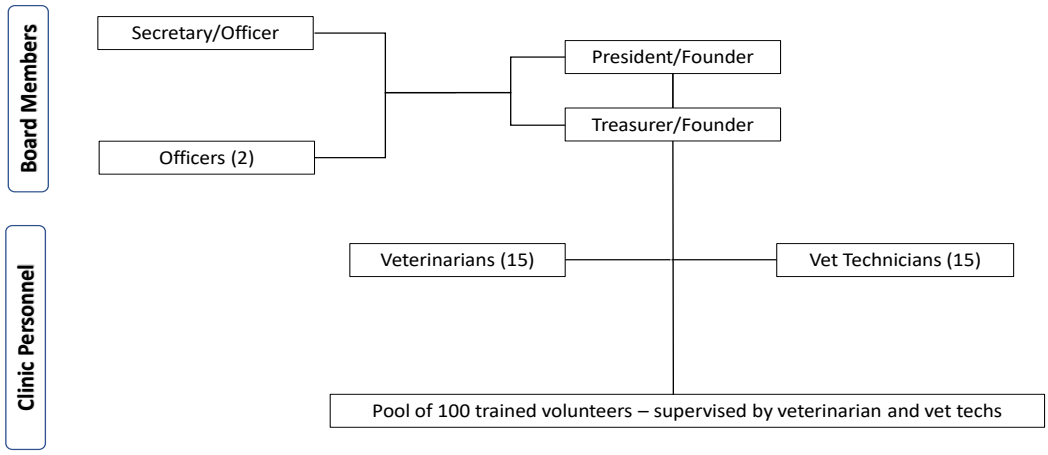
Each clinic requires at least one licensed veterinarian and one veterinary technician and/or veterinary assistant. 15 veterinarians and 15 technicians have committed to performing services in 2025/2026. The number of veterinarians has doubled over the past year. More will be recruited as needed. In addition, 3 vet students from Michigan State University volunteered in summer 2023 and will return in summer 2025. The students have arranged to receive school credit for their service, which will be validated by the agency's medical director. Veterinarians are all licensed in Hawaii. They will maintain licensure and adhere to supervision and training standards specified in their licensure.

Veterinarians supervise veterinary technicians and assistants as required by professional standards. All staff who participate in surgical procedures receive training before assisting.

PETFIX clinics also rely on a volunteer base of 100 to provide logistical and operational support such as scheduling, transport, and surgical recovery observation. These volunteers are supervised by PETFIX President Beate Neher. Volunteers receive orientation in safety and public relations topics before working with the public. The volunteer base has doubled over the last 4 years in spite of COVID challenges and increased clinics.

Administrative direction for the project will be provided by PETFIX's experienced board of directors. The directors each have decades of experience in animal welfare efforts or nonprofit administration. The board secretary, Pam McBride, has extensive experience in administration of federal, state and private grants.

2. Organization Chart



3. Compensation

PETFIX contracts with a veterinarian for each clinic. They are licensed in the State of Hawaii and serve as independent contractors. The veterinarian used is based on location and availability. The licensed veterinarians used by PETFIX are paid an average of $30 per cat and $65 per dog. The average is $2,500 per clinic. An additional $1,000 per clinic is needed for supplies, which include microchips and vaccines.

The veterinarian technicians and assistants used at clinics have traditionally been volunteers and not compensated. The agency sometimes pays for veterinary

technicians to enable more clinics to be conducted. The average rate for a veterinary technician is $250/clinic.

For the first four years, there were no annual salaries paid by PETFIX to any officers, directors, or volunteers. All officers and volunteer staff served in a volunteer capacity and took no compensation. This year, a part-time administrative assistant will be hired to efficiently handle the workflow of increased clinics. This position will be paid with private funds. No salary funds are requested from the state or county. The expected rate is $62,400 at .5 FTE

VII. Other

1. Litigation

PETFIX has no pending litigation or outstanding judgements.

2. Licensure or Accreditation

All veterinarians are private contractors and are licensed in Hawaii.

3. Private Educational Institutions

This grant will not be used to support or benefit a sectarian or non-sectarian private education institution.

4. Future Sustainability Plan

If PETFIX receives funding for FY 2025-26 but does not receive funding from the State thereafter, we intend to sustain our spay and neuter efforts with multiple strategies.

Donations are accepted at all clinics. Pet owners donate what they can afford with all revenues going towards more spay and neuter clinics. Donations average $500 each clinic. This generosity demonstrates strong community support. However, it is not sufficient to independently sustain multiple clinics which cost $4,000 each. A social media campaign to enlist sustaining donors will begin in 2025-2026.

Donated goods are given to PETFIX by community members. These goods are then sold online or at Ocean View flea market. In 2024, $22,500 was raised through sales at the flea market. In addition to raising funds, a regular booth at the flea market provides an opportunity to educate the public about overpopulation.

PETFIX will continue to collaborate with other organizations. PETFIX continued its successful track record by contracting with Aloha Ilio Animal Rescue, Action for Animals, Love Those Dog Paws, Hibiscus Haven, Dog Days of Summer and Pueo Puppy Sanctuary to alter some of their animals ongoing since 2022/2023. Additional contracts and grant sources will be sought in FY 2025-26.

PETFIX maintains a strong outreach program to request funding from private foundations and other grant programs. Foundation grants made up about half the organization budget for calendar year 2024. That level of support is expected to continue in 2025-2026 and beyond.

If donations and service contracts do not equal the state funding, clinics will be reduced in future years. With state and other funding, PETFIX estimates providing 175 clinics in a year. With private funding at the current level, the estimate is 100 clinics per year.