

31-1-1001.58  
JUL 27 2016

**City of Killeen**  
**GRANT PRE-APPLICATION ASSESSMENT COVER PAGE**

Name of Grant: <b>October 2016 Cycle Grant</b>		Anticipated Award Amount: 45,000
Purpose of Grant: <b>Spay/Neuter, Adoption, Promotion, Industrial Dishwasher</b>		
Date:	CFDA #, if applicable:	Grant Exempted: <input type="checkbox"/>
Initiating Department or Division: <b>Killeen Police Department / Patrol/ ASU</b>		
Contact Name: <b>Edward W. Tucker</b>	Contact Phone: <b>(254) 526-4455</b>	





**Pre-Application Assessment Considerations**

**1. Financial**

- a. Total anticipated project cost
- b. Match requirements and sources
- c. Program income considerations
- d. Staffing requirements, to include salary and benefits increases for multi-year grants
- e. Documentation of a continuation plan. Departments are required to develop continuation plans, which are plans for sustaining grant funded programs if funding is reduced during the grant term. In the event that a grant funded program continues beyond the grant term, the plan must identify alternative funding.

**2. Programmatic**

- a. The proposed program should align with the City's strategic priorities and/or the department's business plan
- b. The provision or expansion of services to address critical needs
- c. The Department's capacity to administer the financial and administrative aspects of the grant

Transmittal Sequence	Authorized Approver	Signature	Date
1	Department Director		6/22/16
2	Grants Analyst		6/23/16
3	Director of Finance		6/23/16
4	City Manager or Designee		6/29/16
5	Return to Grants Analyst		6/29/16

requests

Applicant Dashboard  
Apply

tools

Fax to File  
View Organization History

Application

Question List

Apply / Organizations responsible for Animal Control sheltering but not field officers / Application / Preview

Fields with an asterisk (\*) are required.

Grant Cycle\*

Decisions are made in May and October for this grant category. If you are seeking an October 2016 decision, name your request "OCT 2016 Grant Cycle". If you are seeking a May decision date, please wait and submit your application during the next cycle.

October 2016 Grant Cycle

Amount Requested\*

Please provide the total amount requested.

\$ 45,000.00

Service Area population\*

100,000 - 249,000

Geographic Area\*

Geographic region in which funds will be used

Texas

Petco VIN

Please provide 4-8 digit Petco VIN (Vendor Identification Number) if known. If you do not know or do not have a VIN, please leave blank.

# 123005

Partner Newsletter\*

Is everyone in your organization who should be receiving our partner newsletter signed up? If not, please indicate email addresses below for those that would like to receive important updates regarding grants, adoptions and other exclusive partner information.

Yes  
 No

Email #1

asanchez@killeentexas.gov

Email #2

ganderson@killeentexas.gov

Email #3

**IMPORTANT:** It is imperative that you read the Grant Application Instructions prior to completing this application. Failure to accurately complete the application in accordance with the Grant Application Instructions may result in a denial of your request.

**ANIMALS RECEIVED AND OUTCOME INFORMATION FOR 2015**

Please indicate the number of animals for 2015 in each category below.

**IMPORTANT:** This application is for animal welfare organizations that provide sheltering and adoption services (in addition to other services). Your organization must have data to input in this section in order to proceed.

**\*\*We strongly suggest that you access the Excel version of our Animal Data Worksheet OR printout and complete the attached pdf version Animal Data Worksheet prior to completing the section below.**

**NOTE:** For questions requesting a number, please enter one number only. If none, please enter 0. Please do not enter special characters such as dashes or number ranges. You may save your work and complete this section at a later date if necessary.

**RECEIVED INFORMATION**

On-hand (in care) as of January 1st\*

# 118

Stray animals\*

# 4499

Owner surrenders\*

# 568

Transfers\*

Animals transferred in from other organizations

# 79

Other animals\*

These animals received that do not fit in the categories above. Also, please provide additional information the text box below

# 530

TOTAL received/cared for\*

Sum of all "received" fields above for the calendar year Jan 1 to Dec 31. (Remember to include your on-hand / in care as of January 1st in this TOTAL)

# 5794

Describe other animals received

If you entered animals in the "Other animals" received, please describe the other methods of receiving animals below.

These animals are submitted for disposal, court ordered surrenders requiring euthanzia, and returns.

✓ 750 characters left of 750

**OUTCOME INFORMATION**

Adopted\*

#2365

Returned to owner\*

#1084

**Transferred\***

Animals transferred out to other organizations

# 636

**Died in care\***

# 90

**Euthanized\***

# 1384

**Other animal outcomes\***

Those animal outcomes that do not fit in the categories above. Also, please provide additional information in the text box below.

# 119

**On-hand (in care) on December 31st\***

# 116

**TOTAL outcomes\***

Sum of the "outcome" fields above for the calendar year Jan 1 to Dec 31. (Remember to include your on-hand / in-care on December 31st in this TOTAL.)

# 5794

**Describe other animal outcomes**

If you entered animals in the "Other animals" outcomes, please describe those outcomes below.

Lost and missing animals, foster animals and disposal.

✓ 750 characters left of 750

**VALIDATION\***

TOTAL animals received/cared for MUST equal your TOTAL animal outcomes (see instructions).

\*Total "Received" includes your in care count at the beginning of the year

\*Total "Outcomes" includes your in care count at the end of the year.

Please verify that these two numbers are equal and the values indicated for the various categories add up correctly prior to proceeding.

Yes

**ORGANIZATION FINANCIAL DATA**

**Total 2015 expenses\***

Or your last fiscal year. For nonprofits please refer to your tax returns and enter the amount on the "total expenses" line.

\$ 813,710

**Portion of expenses government funded\***

Include the amount of all direct funding from government including any contracts, grants or other payments.

\$ 813,710

**Total 2015 revenue\***

Or your last fiscal year. For nonprofits please refer to your tax returns and enter the amount on the "total revenue" line.

\$ 89,654

**Current budgeted expenses\***

Total expense amount for your current annual budget

\$ 981,040

**OPERATIONAL INFORMATION**

**Total spay/neuter surgeries\***

Total number of spay/neuter surgeries during the year funded by your organization (all types).

# 55

**Spay/neuter surgeries of shelter animals**

# 55

**Spay/neuter surgeries of public animals**

Number of spay/neuter surgeries of public animals performed by your clinic or funded in full or part by your organization.

# 0

**Feral cat spay/neuter surgeries**

Number of feral cat spay/neuter surgeries. Animals released and not otherwise included in shelter or public surgeries.

# 0

**Total number of days CLOSED for adoptions\***

During a 365 day-year

# 65

**Extended hours\***

Number of weekend hours and weekday hours after 5pm OPEN for adoptions during a typical week (excluding any holiday weeks).

# 2 As of June 2016, shelter open until 7pm on Thursdays.

**Average DOG adoption fees**

51-100

**Average CAT adoption fees\***

51-100

**Adoption promotion\***

Do you do adoption promotions, specials or events?

- Yes
- No

**Adoption time frame\***

The typical time period for an animal to be given to adopter after completing the application is:

Same day

If not same day, please indicate reason(s)

Check all that apply

- Spay/neuter surgery
- Home visit
- Reference check/Landlord check
- Compatibility check with other animals
- Other - please indicate below

Other reason not same day

If you selected "Other" above, please specify reason

**Adoption approvals\***

What is the estimated percentage of adoption applications submitted that are approved?

95%

**Satellite adoption centers\***

Please indicate total number of satellite adoption centers. Satellite adoption center refers to adoption space inside another business where animals are housed and shown for adoption. For example, cat housing in a Petco store would be considered a satellite adoption center.

# 1

**Location**

Please provide business name, city and state of the location of any satellite adoption centers.

Petco  
Harker Heights, Texas

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**Shelter software\***

What shelter software do you use to track your information?

Chameleon

**Other software**

If you selected "Other" above, please indicate name of shelter tracking software used.

**Shelter statistics\***

Does your organization annually publish your shelter statistics on your website for total intake, adoptions, euthanasia, transfers, etc?

- Yes
- No

**PARTNERS AND REFERENCES**

**Transfers\***

Do you transfer animals to other organizations?

- Yes
- No

**Top 3 transfer partners**

The partners in which you transferred out the greatest number of animals in the past year, and the approximate number of transferred animals per group. Please provide full name and address of organizations.

Texas Humane Heroes 475-600  
 1093 E. Crystal Falls Parkway  
 Leander, Texas 78641  
 (512) 260-3602

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**Petco Adoption Partner\***

Is your organization an active adoption partner with your local Petco store?

- Yes
- No

**Frequency**

If yes, how often do you bring animals for adoption to Petco stores?

Two weekends per month.

**Adoptions at Petco**

If yes, how many adoptions did you do in 2015 at Petco stores?

101-200

**Welcome to the Family\***

Are you aware of the "Welcome to the Family" (WTF) program that provides a voucher for adopters enabling them to pick up a new pet kit at any Petco store?

- Yes
- No

**Ordered WTF vouchers?**

If you are an approved adoption partner organization, have you ordered the "Welcome to the Family" vouchers for use at your shelter?

- Yes, we have and are using now
- Yes, we have ordered and are waiting to receive them
- Not yet, but we intend to soon
- No - we need more information

**Interested in partnership?**

If not a current adoption partner, are you interested in becoming a Petco adoption partner?

- Yes
- No

**Partnership obstacle**

If you are not interested in partnering with your local Petco for adoptions, please advise primary reason why not. This will better enable us to determine how to best assist our partners in an effort to increase pet adoptions.

N/A

**Other reason**

If you selected "Other" above, please provide additional information.

N/A

**Recommendations\***

Please include the names of those that would be willing to provide a recommendation for your organization. Include Petco employees and others. Please include name, organization or company (if applicable), phone number and/or email address.

Petco Frank (254)627-0021  
 Killeen Cause for Paws Ms. Loboy (254)338-5288

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**PURPOSE OF FUNDING REQUEST**

**Primary Purpose\***

Please tell us the primary purpose of your funding request.

Adoption preparation

**Secondary Purpose**

If applicable

Adoption Promotion

**Additional Purpose**

If applicable

Buy industrial dishwasher, washers and dryers

**Other Purpose**

If you selected "Other" above, please specify other purpose.

**Date of Event**

If your request is for sponsorship of an event, please provide date of event. List one date only even if event is longer than one day or multiple events.



**Amount per Purpose**

If you selected more than one purpose, indicate below the amount for each purpose.

Primary 30,000  
Secondary 5,000  
Additional 10,000

✓ 5,000 characters left of 5,000

**Use of Investment\***

How will your organization utilize the investment made by the Petco Foundation, if granted?

The Killeen Animal shelter will provide dogs and cats with required animal care, vaccination, medical, and spay/neuter, purchases of industrial dishwasher, dryer and washer.

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**Recognition\***

If an investment is made in your organization by the Petco Foundation, please share your ideas of how will you will recognize the Petco Foundation for said investment. Valued recognition communicates the Petco Foundation's lifesaving commitment to animals. We prefer no gifts, plaques, certificates etc. recognizing any one member of our staff.

Petco will receive an appreciation letter from KPD, a post on KPD facebook site and City of Killeen facebook site.

✓ 5,000 characters left of 5,000

**Other information**

Please provide other important information that may be relevant or important to our consideration of your request. Attachments may be added in the next section.

✓ 10,000 characters left of 10,000

**ATTACHMENTS**

**REQUIRED FINANCIAL DATA**

If your most recent Form 990 is not published on GuideStar, please upload your most recent Form 990, excluding schedules. If you do not file a Form 990, please attach audited financial statements, if available, or otherwise unaudited financials statements. If you are a municipal or governmental entity, please upload your department or divisional budget. *If your document is too large, please include a link to the document below.*

Upload a file [6 MiB allowed]

**Link**

You may include a link to information such as your 990 or financial statements here



**Document or photo related to your submission**

If you are a qualified organization and applying for a Lifesaving Impact Award, please upload required document here. If not, other document types or a photo related to your application may also be uploaded here.

Upload a file [6 MiB allowed]



**Additional document or photo**

If you are applying for sponsorship of an event, please upload a listing of all sponsor levels and benefits here. If not, other document types or a photo related to your application may be uploaded here.

Upload a file [4 MIB allowed]

**NOTE:** Every application **MUST** include a W-9 form completed, signed and dated within the last year.

Additionally, if you have never received funds from the Petco Foundation, please also include a copy of your IRS tax-exempt determination letter, section 501(c)(3). If you do not have a 501(c)(3) tax determination letter, the only other way to qualify would be to be a governmental entity and submit the completed Government or Municipal Agency form.

**IMPORTANT:** The name on the W-9 form must match the name on the 501c3 letter or governmental agency form.

**W-9 form\***

Please print page one, complete and sign IRS W-9 Form. Scan completed document and save to your computer OR if you need to create a pdf (electronic copy), click on the link "Fax to File" found in the beige margin to the left and follow the directions. This will allow you to create a document that you may upload to your application. Don't forget to include a signature where it indicates, "Signature" on the form.

Upload a file [2 MB allowed]

**IRS tax-exempt determination letter**

Please upload a copy of your IRS tax-exempt determination letter. If you need to create a pdf (electronic copy) from a hard copy, please click on the "Fax to File" link in the beige margin to the left and follow the instructions. You will be able to create a document that you may upload to your application. (State exemption forms do NOT qualify.)

Upload a file [2 MIB allowed]

**Governmental or Municipal Agency**

Please print, complete and sign the Governmental Agencies or Organizations Registration if you are a government or municipal agency and not in possession of a 501(c)(3) tax determination letter. You may scan and upload this document after signing or if you need to create an attachment, click on the link "Fax to File" found in the beige margin to the left and follow the directions. This will allow you to create a pdf (electronic document) that you may upload to your application. Please check the appropriate boxes that explains your situation.

Upload a file [2 MIB allowed]

**Certification\***

I certify that I am an officer or authorized representative of the organization submitting this application and that all information on this grant application is true and correct in all material respects. I agree that all funds granted will be utilized as set forth in this application or as otherwise agreed to in writing by the organization and the Petco Foundation. I agree on behalf of the organization that as a partner of the Petco Foundation any public messaging that includes information about the Petco Foundation shall promote a positive message about helping animals and saving lives. The organization agrees that it shall not disparage or speak negatively or take any action intended, or which would reasonably be expected, to harm the Petco Foundation or its reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the Petco Foundation.

- Yes  
 No

**Government or municipal organization certification**

If submitting this application on behalf of a governmental or municipal agency, department or division, I hereby certify that any grant funds awarded will be utilized and become part of the funding on the animal control sheltering department and shall not be appropriated to the general funds of the municipality.

- Yes  
 No  
 N/A

**Address Change?\***

Has your organization address changed recently? If so, please indicate "Yes" and complete the "Update address, contact information or submit W-9" form that is available at the bottom of our Grant Application page. You may access the form from the side bar menu at the top by selecting "Apply". The online form and attachments are required to update your address and assure that checks are mailed to the correct address.

- Yes  
 No

By submitting this application you consent to receiving emails from the Patco Foundation. You may opt out at any time by using the unsubscribe option on each email.

**IMPORTANT:** Once you select "Submit Application" you will NOT be able to modify your submission. If you want to review your application, click "Save Application" to review and make any final changes before submitting. You will be able to view or print the application from your account later, if desired.

Grant Management Software  
provided by  **FOUNDANT**  
Technology