

**Report From**  
**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**  
**Analysis of Proposed Contract**  
(\$25,000 or Greater and Longer than Three Months)

To: The Mayor The Council	Date: 11-27-18	C.D. No. --	CAO File No.: 0150-10230-0001				
Contracting Department/Bureau: Animal Services		Contact: Catherine Garcia (213) 847-0550					
Reference: Transmittal from the Board of Animal Commissioners dated October 25, 2018; referred for report by the Mayor on November 15, 2018							
Purpose of Contract: To provide free and low-cost spay and neuter services to pets for City of Los Angeles residents.							
Type of Contract: ( ) New contract (X) Amendment, Contract No. C-125233		Contract Term Dates: One-year extension (Fifth Amendment)					
Contract/Amendment Amount: \$500,000							
Proposed amount \$ 500,000 + Prior award(s) \$ 2,000,000 = Total \$ 2,500,000							
Source of funds: Animal Sterilization Trust Fund							
Name of Contractor: SPAY4LA, Inc.							
Address: 4079 Redwood Avenue, Suite B, Los Angeles, CA 90066							
	Yes	No	N/A	Contractor has complied with:	Yes	No	N/A
1. Council has approved the purpose	X			8. Business Inclusion Program	X		
2. Appropriated funds are available	X			9. Equal Benefits & First Source Hiring Ordinances	X		
3. Charter Section 1022 findings completed	X			10. Contractor Responsibility Ordinance	X		
4. Proposals have been requested	X			11. Slavery & Border Wall Disclosure Ordinances	X		
5. Risk Management review completed	X			12. Bidder Certification CEC Form 50	X		
6. Standard Provisions for City Contracts included	X			13. Prohibited Contributors (Bidders) CEC Form 55	X		
7. Workforce that resides in the City: %				14. California Iran Contracting Act of 2010	X		

**RECOMMENDATION**

That the Council, subject to the approval of the Mayor, approve and authorize the General Manager of the Department of Animal Services (Department), or designee, to execute the proposed Fifth Amendment to Contract No. C-125233 with SPAY4LA, INC., (Contractor) for as-needed animal spay/neuter surgeries from a mobile clinic to City residents who meet applicable program eligibility requirements. The proposed amendment will expand the service area of the Contractor, update reimbursement rates for spay and neuter surgeries, incorporate language in accordance with Department policies, extend the term of the agreement for one year, beginning January 1, 2019 through December 31, 2019, and increase the maximum allowable compensation by \$500,000 for a total contract amount of \$2.5 million, subject to review by the City Attorney as to form.

**SUMMARY**

The Department Animal Services (Department) requests authority to execute the proposed Fifth Amendment to Contract No. 125233 with SPAY4LA, INC. (Contractor) for the provision of free and low-cost mobile spay/neuter services within the City of Los Angeles. This amendment will expand the service area of the Contractor, update reimbursement rates for spay and neuter surgeries,

			
MFC	Analyst	04190061	City Administrative Officer

incorporate language in accordance with Department policies, extend the term of the agreement for an additional one year, beginning January 1, 2019 through December 31, 2019, and increase the maximum allowable compensation by \$500,000 from \$2 million to \$2.5 million.

On November 12, 2014, the Department received Council approval (C.F. 14-1459) to enter into a one-year agreement, and up to five one-year extensions, with the Contractor to provide free spay/neuter surgeries from a mobile clinic within City of Los Angeles Zip Codes 90003, 90011, 90018, and 90037. Historically, the Department utilizes pet owner income thresholds to qualify for free or reduced-cost sterilization surgeries; however, the agreement with the Contractor only requires proof of residency in the four stated Zip Codes to qualify for free sterilization services in an effort to increase community compliance with the City's Spay and Neuter Ordinance (Los Angeles Municipal Code 53.15.2) These Zip Codes were chosen based on high unemployment rates, low average income, lack of available private veterinary clinics in the area, and other indicators of need.

The Department entered into the following amendments with the Contractor: a First Amendment to extend the term of the agreement for one year, through December 31, 2016 and update standard language in the Scope of Services; a Second Amendment to expand the Contractor's service area by adding ten Zip Codes: 90001; 90002; 90007; 90044; 90047; 90058; 90059; 90061; 90062; and 90089; a Third Amendment to extend the term of the agreement for one year through December 31, 2017 and ratifying the Contractor's work; and a Fourth Amendment to extend the term of the agreement for one year through December 31, 2018.

In addition to extending the agreement term dates and maximum compensation, the proposed Fifth Amendment seeks to incorporate updated language in accordance with Department policies including: operating hours and requirements for service locations; client's residency information and retention requirements; protocol for reporting animal deaths; and language to allow participation in the Department's Self-Verification of Income and Residency program in accordance with the United States Department of Housing and Urban Development (HUD) income limits via a Department-approved affidavit. The Fifth Amendment also includes language pertaining to Injunction Action No. BS115483, excluding services to "unowned or community" cats; allows the Contractor to participate in the Department's Pre-Release and Voucher program; and, amends the reimbursement rates as indicated below:

Surgery Type	Rates	
	Through January 31, 2018	Effective February 1, 2018*
Dog Spay	\$90	\$125
Dog Neuter	\$80	\$125
Cat Spay	\$65	\$70
Cat Neuter	\$80	\$70
Rabbit Spay	--	\$125
Rabbit Neuter	--	\$125

\* Revised reimbursement rates approved by the Board of Animal Services Commissioners September 27, 2016.

The Department reports that the Contractor performed spay and neuter surgeries during the time periods provided below:

<b>Fiscal Year</b>	<b>Surgeries Performed</b>	<b>Reimbursement Total</b>
2015-16	2,843	\$221,090
2016-17	2,469	\$187,530
2017-18	2,849	\$230,280
2018-19	545	\$51,845

Funding for this contract is provided off-budget through the Animal Sterilization Trust Fund (Fund) for this purpose, which includes a \$425,000 appropriation in the 2018-19 Adopted Budget, and an additional \$425,000 provided in the Unappropriated Balance. The Fund is administered by the General Manager of the Department of Animal Services in accordance with Los Angeles Administrative Code Section 5.199. Eligible expenditures from the Fund include providing pet sterilization services to residents of the City of Los Angeles who meet applicable program eligibility requirements.

Prior to the execution of the initial agreement, the Personnel Department determined that the City does not have the service capability to provide a mobile spay/neuter clinic. In accordance with Charter Section 1022, this Office found that the proposed work can be performed more feasibly by a contractor since the scope and time limitations of this project make contracting more feasible.

The Department selected the Contractor based on a Request for Proposals for mobile spay/neuter services. The Contractor submitted the only proposal, which was deemed by the Department to be responsive and qualified.

In accordance with the Los Angeles Administrative Code Section 10.5(b)2, Council approval of the proposed agreement is required because the term of the agreement exceeds three years. To the best of our knowledge, the Contractor has complied with all standard provisions for City contracts as well as City contracting requirements.

### **FISCAL IMPACT STATEMENT**

Approval of the recommendation in this report will have no impact on the General Fund. Funding for this contract is provided off-budget through the Animal Sterilization Trust Fund (Fund) for this purpose, which includes a \$425,000 appropriation in the 2018-19 Adopted Budget, and an additional \$425,000 provided in the Unappropriated Balance. The Fund is administered by the General Manager of the Department of Animal Services in accordance with Los Angeles Administrative Code Section 5.199. Execution of the proposed agreement complies with the City's Financial Policies in that budgeted funds are used for intended purposes.

RHL:MFC:04190061

Attachment

**BOARD OF  
ANIMAL SERVICES  
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MAYOR

**DEPARTMENT OF  
ANIMAL SERVICES**  
221 N. Figueroa Street  
6<sup>th</sup> Floor, Suite #600  
Los Angeles, CA 90012

(888) 452-7381  
FAX (213) 482-9511

**BRENDA F. BARNETTE**  
GENERAL MANAGER

**TAMMY WATSON**  
ASSISTANT GENERAL MANAGER  
Administration

**MELISSA WEBBER**  
ASSISTANT GENERAL MANAGER  
Licensing

**DR. JEREMY PRUPAS**  
CHIEF VETERINARIAN

October 25, 2018

The Honorable Eric Garcetti  
Mayor, City of Los Angeles  
200 N. Spring Street, Room 303  
Los Angeles, CA 90012

The Honorable City Council  
c/o Office of the City Clerk  
City Hall, Room 395  
Los Angeles, CA 90012

Attention: Ms. Mandy Morales, Office of the Mayor

**RE: AUTHORIZE SPAY4LA CONTRACT AMENDMENT NO. 5 – EXPANSION OF SERVICES,  
EXTENSION OF TERM AND REVISION OF SCOPE OF WORK**

Recommendation for Council Action, subject to the approval of the Mayor:

1. APPROVE expansion of mobile spay/neuter program services to include all zip codes within the City of Los Angeles;
2. APPROVE extension of the contract term to December 31, 2019; and
3. APPROVE other changes including revisions to the scope of work as detailed in the Department Board report.

**SUMMARY:**

On October 23, 2018, the Board of Animal Services Commissioners approved the amendment of the contract between the Department of Los Angeles Animal Services and SPAY4LA. This fifth amendment would expand the mobile spay/neuter program services to include all zip codes within the City of Los Angeles, extend the contract term for one year, to December 31, 2019 and revise the scope of work and other conditions of the contract as follows:

- Include language to allow participation in the client's Self Verification of Income and Residency via a Department approved affidavit;

"Creating a Humane LA"

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website at [www.LAAnimalServices.com](http://www.LAAnimalServices.com)

**SUBJECT: AUTHORIZE SPAY4LA CONTRACT AMENDMENT NO. 5 – EXPANSION OF SERVICES, EXTENSION OF TERM AND REVISION OF SCOPE OF WORK**

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- Include language pertaining to Injunction Action No. BS115483 excluding services to "unowned or community" cats including feral cats and trap-neuter-return (TNR)
- Allow pre-release and voucher program participation inclusion;
- Update the fee rates;
- Update the procedures for reporting animal deaths; and
- Update the LA Animal Services mailing addresses.

**BACKGROUND:**

In 2014, the Department released a Request for Proposals ("RFP") for the operation of a mobile spay/neuter program based on zip codes. As a result, SPAY4LA was awarded a one year agreement with five one year options to renew. Since SPAY4LA began its program in 2015, it has performed over 8,000 surgeries and would like to expand services so that it can operate at maximum efficiency to cover costs.

**FISCAL IMPACT:**

There will be no financial impact on the General Fund. All spay and neuter costs are paid through the Animal Sterilization Fund.

Respectfully submitted,



Brenda F. Barnette  
General Manager

**Attachment:**

Board Report – Authorize SPAY4LA Contract Amendment to Expand Services, Extend the Term of the Contract and Revise the Scope of Work

cc: Megan Cottier, City Administrative Officer

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

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MAYOR

**DEPARTMENT OF  
ANIMAL SERVICES**  
221 N. Figueroa Street  
6<sup>th</sup> Floor, Suite #800  
Los Angeles, CA 90012

(888) 452-7381  
FAX (213) 482-9511

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Administration

**MELISSA WEBBER**  
ASSISTANT GENERAL MANAGER  
Licensing

**DR. JEREMY PRUPAS**  
CHIEF VETERINARIAN

**Report to the Board of Animal Services Commissioners**

**MEETING DATE:** October 23, 2018

**PREPARED BY:** Catherine Garcia

**REPORT DATE:** October 19, 2018

**TITLE:** Sr. Management Analyst II

**SUBJECT: AUTHORIZE SPAY4LA CONTRACT AMENDMENT TO EXPAND SERVICES,  
EXTEND THE TERM OF THE CONTRACT AND REVISE THE SCOPE OF WORK**

**BOARD ACTION RECOMMENDED:**

1. **APPROVE** expansion of mobile spay/neuter program services to include all zip codes within the City of Los Angeles; and
2. **APPROVE** extension of the contract term to December 31, 2019;
3. **APPROVE** other changes as reflected herein; and
4. **AUTHORIZE** the Department to seek Council approval to amend the terms of the current agreement with SPAY4LA

**SUMMARY**

Under the current agreement as amended, SPAY4LA provides free spay/neuter surgeries of dogs and cats owned by residents living in the City of Los Angeles within fourteen Zip Codes: 90001, 90002, 90003, 90007, 90011, 90018, 90037, 90044, 90047, 90058, 90059, 90061, 90062, and 90089. (Contract number C-125233 was approved by the Board of Animal Services Commissioners and executed on January 28, 2015; Council File: 14-1459). This pilot program was established to determine the viability of using zip codes as the basis for delivering low-cost veterinary services and free spay/neuter surgeries to all residents in these high-need neighborhoods. The Department requests Commission approval to allow SPAY4LA to expand its service area to the entire City of Los Angeles and authorize the Department to seek Council approval to amend the current SPAY4LA agreement to add the remaining City of Los Angeles areas and zip codes.

Report to the Board of Animal Services Commissioners  
SUBJECT: AUTHORIZE SPAY4LA CONTRACT AMENDMENT TO EXPAND SERVICES,  
EXTEND THE TERM OF THE CONTRACT AND REVISE THE SCOPE OF WORK

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Targeting all neighborhoods reduces intake at all shelters and provides better long-term reductions in our operating costs. Additionally, SPAY4LA indicates its operating costs are exceeding client intake numbers. Expanding their service area to the rest of the City of Los Angeles, like the other mobile spay/neuter clinics currently contracted with LA Animal Services, will enable SPAY4LA to continue to provide low-cost spay/neuter services to all City of Los Angeles low-income residents.

The services provided by SPAY4LA have proven to be a necessary option to low-income City of Los Angeles residents. Since their mobile spay/neuter clinic began in February 2015 through June 2018, SPAY4LA has performed a total of 8,121 surgeries (4,749 dogs, and 3,372 cats). Raising these numbers higher is possible. SPAY4LA requests approval to expand services to the rest of the City of Los Angeles so they can allocate additional resources to provide more surgeries and better utilize funds authorized in their current agreement. Limiting their mobile spay/neuter clinic to specific zip codes does not allow them to operate at maximum efficiency to cover their costs. Expansion is necessary to operate at capacity so that their reimbursement rates cover their operation costs.

Additional changes to the contract include:

- contract extension to December 31, 2019
- inclusion of language to allow participation in the client's Self Verification of Income and Residency via a Department approved affidavit
- inclusion of language pertaining to Injunction Action No. BS115483 excluding services to "unowned or community" cats including feral cats and trap-neuter-return (TNR)
- allowance of Pre-Release and Voucher Program Participation Inclusion
- update to Fee Rates
- update to procedures for Reporting Animal Deaths
- updates to LA Animal Services' mailing addresses

## **BACKGROUND**

A portion of dog licensing fees is transferred to The Animal Sterilization Fund (ASF) to support targeted low-income spay/neuter surgeries. An appropriation of funds was established to the ASF and authorization for the creation of a mobile spay/neuter clinic that would make free or low-cost sterilization surgeries available in low-income communities throughout the City. In October 2009, the Council-created Spay/Neuter Advisory Committee's final report set forth a number of potentially useful strategies for enhancing the City's spay/neuter activities including "increasing emphasis on targeting subsidies to low-income pet owners."

On September 13, 2011, the Board of Animal Services Commissioners authorized the General Manager to amend the methodology for determining and verifying qualified very low income companion animal owners for the purpose of providing subsidized spay/neuter surgeries and to vigorously pursue this more-efficient and more-effective usage of available spay/neuter funding. The methodology simplified qualification procedures by basing eligibility on residence in zip code areas that meet income and unemployment criteria established by the City for its job training and placement programs based on US Department of Housing and Urban Development (HUD) low income guidelines.

The Department released a Request for Proposals ("RFP") in 2014 for operating a mobile spay/neuter program based on zip codes. SPAY4LA's proposal met the requirements, and SPAY4LA was awarded the agreement for one year with five one-year renewal options for a total period of up to six years, and began operations on January 28, 2015.

Report to the Board of Animal Services Commissioners  
SUBJECT: AUTHORIZE SPAY4LA CONTRACT AMENDMENT TO EXPAND SERVICES,  
EXTEND THE TERM OF THE CONTRACT AND REVISE THE SCOPE OF WORK

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**FISCAL IMPACT:**

There is no fiscal impact to the General Fund because all spay neuter costs are paid through the Animal Sterilization Fund.

Approved:

  
Brenda F. Barriette, General Manager

Attachment – Amendment No. 5 to Contract No. C-125233

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**BOARD ACTION:**

<input checked="" type="checkbox"/>	Passed	Disapproved	<input type="checkbox"/>
<input type="checkbox"/>	Passed with noted modifications	Continued	<input type="checkbox"/>
<input type="checkbox"/>	Tabled	New Date	<input type="checkbox"/>



**AMENDMENT NO. 5 TO  
CONTRACT NUMBER C-125233  
BETWEEN THE CITY OF LOS ANGELES  
AND  
SPAY4LA, INC  
FOR THE OPERATION OF A MOBILE SPAY AND NEUTER CLINIC**

THIS FIFTH AMENDMENT to Agreement Number C-125233 is made and entered into as of April 1, 2018, by and between the City of Los Angeles ("City"), a municipal corporation, acting through the Department of Animal Services ("Department"); and SPAY4LA, INC. ("Contractor"), and authorized to do business in the State of California with regard to the following:

WHEREAS, Contractor was selected pursuant to a Request for Proposals ("RFP") and awarded this Agreement by the Animal Services Board of Commissioners ("Board") on June 10, 2014, and approved by the City Council on November 12, 2014, for a one-year contract renewable at the City's sole discretion for up to five additional years, for a period of up to six years (C.F. 14-1459);

WHEREAS, pursuant to Contract Number C-125233, Contractor provides free spay/neuter surgeries at its mobile veterinary clinic facilities to sterilize dogs and cats owned by low-income residents in specific Los Angeles Zip Codes; and

WHEREAS, the First Amendment (Supplement No. 1) was entered into as of January 1, 2016, extending the Agreement for one year from December 31, 2015 to the new date of December 31, 2016 and making certain other modifications to Section V, Scope of Services; and

WHEREAS, the Second Amendment was entered into as of July 1, 2016 to add ten Zip codes to the four Zip codes already designated to the eligible area covered by this Agreement; and

WHEREAS, the Third Amendment was entered into as of January 1, 2017, extending the Agreement one year from December 31, 2016 to December 31, 2017 and to ratify Contractor's performance with the terms and conditions of this Agreement; and

WHEREAS, the Fourth Amendment was entered into as of January 1, 2018, extending the Agreement one year from December 31, 2017 to December 31, 2018; and

WHEREAS, on April 20, 2016, the Los Angeles City Council approved a change in the low-income verification procedures (CF 16-0114-S1), and effective January 1, 2018, the Department began accepting Low-Income Affidavits in-lieu of proof of income; and

WHEREAS, Contractor requests authority to provide its mobile spay/neuter services in other areas of the City outside these established zip codes; and

WHEREAS, Contractor has demonstrated the effective use of targeted mobile spay/neuter services and the Department seeks to extend and expand mobile spay/neuter services to limit shelter intake and provide humane animal care; and

WHEREAS, this Fifth Amendment, extending the term of the Agreement to December 31, 2019, expanding the services provided Citywide from the existing zip codes and making such other

changes as reflected herein, was approved by the Animal Services Board of Commissioners ("Board") on \_\_\_\_\_, 2018, and approved by the City Council on \_\_\_\_\_, 2018.

NOW THEREFORE, both parties intend the Agreement to be amended as follows:

#### AMENDMENTS

1. Section I. Representatives of the Parties and Service of Notification; A.1; shall be amended as follow;

Brenda F. Barnette, General Manager  
Department of Animal Services  
221 North Figueroa Street, Suite 600  
Los Angeles, CA 90012

2. Section II. Term; shall be amended to extend the term of the Agreement to December 31, 2019.

The City exercises its option of renewing the agreement for one additional year. The Term of the Contract shall be extended from its present expiration date of December 31, 2018 to a new expiration date of December 31, 2019.

3. Section V. Scope of Services; shall be amended as follows:

The Contractor shall obtain, operate, and maintain a Mobile Spay/Neuter Clinic from which the Contractor will provide free spay/neuter services for animals owned by low-income City of Los Angeles residents; will provide all staffing, equipment, and supplies; and will obtain all permits, licenses, and registrations required to operate the Mobile Clinic. In particular, the veterinary services to be provided are as follows:

4. Section V. Scope of Services; (A) Spay/Neuter and Related Veterinary Services; shall be added as follows:

Contractor shall provide no services, spay/neuter surgeries, or veterinary care of any kind under this Agreement related to "unowned or community" cats including feral cats and trap-neuter-return (TNR) in violation of the January 5, 2010 Permanent Injunction in *The Urban Wildlands Group, et al. v. City of Los Angeles, et al.*, Los Angeles Superior Court Action No. BS115483, as modified by the March 10, 2010 Stipulated Order Modifying Injunction (collectively the "Injunction") and until such time, if any, that the Injunction is lifted, will comply with and provide no services in violation of this Injunction.

5. Section V. Scope of Services; (F) Operating Requirements; (2) Service locations of Mobile Clinic Operations; shall be amended as follows:

Contractor shall be responsible for determining and scheduling the locations of the Mobile Clinic operations without respect to zip codes, as long as the locations are within the City of Los Angeles. The locations shall be at the Contractor's discretion, subject to Department disapproval, and shall be primarily in low-income areas within the City of Los Angeles. The Department may provide to the Contractor, when feasible, data about where services are needed most, which will be helpful to the Contractor to determine

service locations. Although the Department shall make its best effort to provide such information within reasonable time, the Department shall be under no obligation to provide such information.

6. Section V. Scope of Services; (F) operating Requirements; (3) Days and Hours of Operation; shall be amended as follows:

Contractor shall operate the Mobile Clinic an average of five (5) days per week, to be scheduled at the Contractor’s discretion, and subject to disapproval by the Department. Contractor’s hours of operation shall be such that members of the public bringing their animals to the Mobile Clinic are reasonably accommodated for their time. Contractor shall advertise the days of operation at least one month prior and publish its scheduled days of operation online and by other appropriate media.

7. Section V. Scope of Services; (F) Operating Requirements; (11) Verification of Client’s Residency; shall be amended to be “Verification of Client’s Income and Residency” and as follows:

To verify that the services provided under this agreement are provided to low-income residents of the City of Los Angeles including low-income seniors and low-income disabled residents, Contractor shall establish a protocol to verify clients’ income and residency. Specifically, Contractor shall request each client to provide a utility bill, paycheck stub, or similar document, at the time the surgery is provided, which shows that the client is a City of Los Angeles resident with a household income that does not exceed the applicable United States Department of Housing and Urban Development (HUD) Yearly HOME Income Limits. The HUD 2018-2019 Yearly HOME Income Limits are as follows:

NUMBER OF PERSONS IN HOUSEHOLD							
1	2	3	4	5	6	7	8
<b>COMBINED HOME INCOME LIMIT**</b>							
\$33,950	\$38,800	\$43,650	\$48,450	\$52,350	\$56,250	\$60,100	\$64,000

\*\*Limits are established annually by the U.S. Department of Housing and Urban Development for the Income Category Limit of “Very low (50%) Income.” Combined HOME Income Limits will be modified annually to conform to published HUD figures.

The low-income animal owner who lacks proof of qualification for low-income assistance may, in the alternative, fill out, sign and submit an affidavit provided by the Contractor, in the form approved by the Department, swearing low-income status and residency within the City of Los Angeles.

8. Section V. Scope of Services; (F) Operating Requirements; (12) Pre-Release Program and Voucher Program Participation; shall be added to the Agreement as follows:

Contractor may participate in Department Pre-Release and Voucher Spay and Neuter Programs (spaying and neutering dogs, cats and rabbits eight weeks of age or older).

9. Section V. Scope of Services; (G) Fees, Billing, and Record Keeping; (1) Fees for Spay/Neuter Surgeries; shall be amended to rates approved by the Board of Animal

Services Commissioners on September 27, 2016. Effective February 1, 2018, these fee rates shall be as follows:

	Rates	
	Through January 31, 2018	Effective February 1, 2018
Dog Spay	\$90	\$125
Dog Neuter	\$80	\$125
Cat Spay	\$65	\$70
Cat Neuter	\$60	\$70
Rabbit Spay	\$0	\$125
Rabbit Neuter	\$0	\$125

10. Section V. Scope of Services; (G) Operating Requirements; (2) Fees, Billing and Recordkeeping; shall be amended as follows:

Upon completion of sterilization, Contractor shall bill the Department for services by sending an invoice to:

Department of Animal Services  
Attention: Accounting Section  
221 N. Figueroa Street, Suite 600  
Los Angeles, CA 90012

11. Section V. Scope of Services; (G) Operating Requirements; (5) Proof of Client's Residency; shall be amended as follows:

To verify that funding for this Agreement is used to subsidize spay/neuter surgeries for animals owned by low-income residents of Los Angeles, as intended, Contractor shall retain on file at its facility photocopies of verification that demonstrate the client 1) is a resident of Los Angeles and 2) earns a low-income (based on HUD's annually published HOME income limits for Very Low (50%) income). Such verification may include, but not be limited to, photocopies of client's DWP bills, statements for low-income benefits such as the Women, Infants and Children (WIC) Program, Aid to Families with Dependent Children (AFDC), or other documents which verify the client's residency and income eligibility. Additionally, the Contractor shall retain a copy in its records of all completed and signed affidavits received as proof of low-income status and residency.

12. Section V, Scope of Services; (J) Quality Control; 5. Reporting Animal Deaths; shall be amended as follows:

The Contractor shall report to the Department all unexpected deaths of animals under the care and control of the Contractor within two (2) business days of the death by submitting a completed Incident Report, attached hereto as Attachment #1.

13. Except as herein amended, all other terms and conditions shall remain in full force and effect.

Attachments  
Attachment 1 – Incident Report Form

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**The City of Los Angeles,  
Department of Animal Services**

By \_\_\_\_\_  
Brenda Barnette, General Manager

Date: \_\_\_\_\_

**APPROVED AS TO FORM:  
MICHAEL N. FEUER, City Attorney**

By \_\_\_\_\_  
Dov S. Lesel, Assistant City Attorney

Date: \_\_\_\_\_

**ATTEST:  
HOLLY WOLCOTT, City Clerk**

By \_\_\_\_\_  
Deputy City Clerk

Date: \_\_\_\_\_

**CONTRACTOR - SPAY4LA, INC**

By \_\_\_\_\_  
Aimee Gilbreath, Treasurer

Date: \_\_\_\_\_

*(second signature required of corporations)*

By \_\_\_\_\_  
Jonathan Chavez, Secretary

Date: \_\_\_\_\_

Los Angeles City Business Tax License Number: **002722603-000-1-6**

Taxpayer Identification Number: **45-2996980**

City Agreement Number: **C-125233-5**

Council File Number: **14-1459**

DRAFT



FREE SPAY & NEUTER MOBILE CLINIC PROGRAM  
(Of the City of Los Angeles Department of Animal Services)



QUALIFICATIONS FOR FREE SPAY & NEUTER MOBILE CLINIC PROGRAM

The Free Spay & Neuter Mobile Clinic Program covers the full cost of surgery for your dog/cat/rabbit at all participating Spay4LA mobile veterinary clinics. All applicants may be asked to provide a valid Government or California Photo ID.

- ❖ TO QUALIFY FOR THIS SERVICE YOU MUST CERTIFY THAT YOU RESIDE IN THE CITY OF LOS ANGELES AND THAT YOU ARE LOW INCOME ACCORDING TO THE INCOME LIMITS STATED IN THE ADDENDUM.
- ❖ Any one of the following documents is acceptable proof of income:
  - ✦ California Resident Income Tax Return Form 540; or
  - ✦ W-2 Income Form; or
  - ✦ DWP Lifeline Bill; or
  - ✦ Social Security Benefits Statement; or
  - ✦ Award letter of the amount of SSI benefits, General Relief, or Cal Works/AFDC; or
  - ✦ Southern California Gas Company CARE Program.

If you cannot provide one of the documents listed above, complete this Low Income Affidavit by filling in the information below and delivering this full completed page to a participating mobile clinic.

LOW INCOME AFFIDAVIT – MOBILE CLINIC

I CERTIFY THE FOLLOWING:

PART A—RESIDENCY—Please select only one of the following:

- I reside at the following address: \_\_\_\_\_  
NO. STREET APT CITY ZIP
- I am homeless and reside on (cross streets): \_\_\_\_\_

PART B – INCOME VERIFICATION

My annual income is: \$ \_\_\_\_\_

My source of income (if any) is: \_\_\_\_\_

Number of family members residing in my household: \_\_\_\_\_

PART C – REASON FOR PROOF OF RESIDENCY AND/OR INCOME VERIFICATION

Please provide reason for missing residency and income verification: \_\_\_\_\_

UNDER PENALTY OF PERJURY, I CERTIFY THAT I RESIDE IN THE CITY OF LOS ANGELES AND THAT THE INFORMATION PRESENTED IN THIS AFFIDAVIT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE OR MISLEADING INFORMATION HEREIN CONSTITUTES FRAUD, AND MAY RESULT IN THE CITY TAKING CIVIL OR CRIMINAL ACTION AGAINST ME.

SIGNATURE OF APPLICANT

DATE

\*Participation authorized 1/1/2015.

# APPLICATION ADDENDUM

## PART B OF THE AMANDA FOUNDATION MOBILE CLINIC PROGRAM APPLICATION FOR FREE SPAY & NEUTER SURGERY (Of the City of Los Angeles Department of Animal Services)

### QUALIFICATIONS FOR FREE SPAY & NEUTER MOBILE CLINIC PROGRAM

(Applicant verifies that household annual income does not exceed the limits provided below.)

### HOUSEHOLD INCOME LIMITS 2018-19 HUD YEARLY HOUSEHOLD INCOME LIMITS

1 PERSON	2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS
\$33,950	\$38,800	\$43,650	\$48,450	\$52,350	\$56,250	\$60,100	\$64,000

\*\*Limits are established annually by the U.S. Department of Housing and Urban Development (HUD) for the Income Category Limit of "Very Low (50%) Income." Combined HOME Income Limits will be modified annually to conform to published HUD figures.