

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 8928

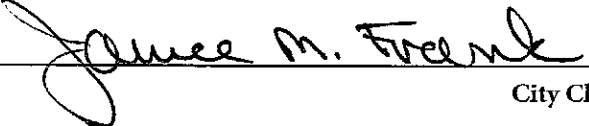
DATE 9-26-19

TITLE

**RESOLUTION AUTHORIZING A SUBRECIPIENT AGREEMENT BETWEEN THE
CITY OF WILLIAMSPORT AND THE LYCOMING COUNTY SPCA.**

WHEREAS, the City Council of the City of Williamsport has approved funding for the Lycoming County SPCA from the forty-fifth year (2019) (B-19-MC-42-0017) Community Development Block Grant funds.

BE IT HEREBY RESOLVED that the attached agreement will allocate \$7,000.00 of the City of Williamsport's 2019 Community Development Block Grant funds to the Lycoming County SPCA.



City Clerk

Approved



President



CITY OF WILLIAMSPORT

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Mayor Gabriel J. Campana and Members of City Council

FROM: Stephanie P. Young

RE: **RESOLUTION AUTHORIZING A SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF WILLIAMSPORT AND THE LYCOMING COUNTY SPCA**

DATE: September 20, 2019

Attached is a resolution to approve a subrecipient agreement with the Lycoming County SPCA in the amount of \$7,000.00. Funding for this project was approved during the 2019 HUD CDBG/ HOME budget process.

The Lycoming County SPCA awards a voucher toward a neuter or a spay for the pets of low-income residents. The Spay/Neuter voucher program is designed to offer a reduced rate for spaying/neutering as an incentive for low-income pet owners who otherwise might not be able to afford the operation. The SPCA will collect income information to verify the eligibility of participants for the voucher program.

The subrecipient agreement outlines the terms under which the SPCA receives the funding and includes such items as Scope of Services, Time of Performance, Budget, Method of Payment, Notices, and General Conditions. The General Conditions section insures compliance with HUD regulations.

We are requesting City Council action on Thursday, September 26, 2019.

SUBRECIPIENT AGREEMENT
REQUIREMENTS FOR PASS-THROUGH ENTITIES

(1) Federal Award Identification:	Community Development Block Grant U.S. Department of Housing and Urban Development
(i) Pass-through Entity Name: Subrecipient Name:	City of Williamsport Lycoming County SPCA
(ii) Subrecipient Unique Entity Identifier	Not Applicable
(iii) Federal Award Identification Number:	B-19-MC-42-0017
(iv) Federal Award Date:	January 1, 2019
(v) Subaward period of performance start and end date:	January 1, 2019 – December 31, 2019
(vi) Amount of federal funds obligated by this action by the pass-through entity to the subrecipient:	\$7,000.00
(vii) Total amount of federal funds obligated to the subrecipient by the pass-through entity including the current obligation:	\$45,880.00 (includes prior years)
(viii) Total amount of the federal award committed to the subrecipient by the pass-through entity:	\$7,000.00 (this action only)
(ix) Federal Award Project Description:	See Exhibit A of Agreement
(x) Name of Federal awarding agency, pass-through entity and contact information for awarding official of the pass-through entity:	U.S. Department of Housing and Urban Development See Section V. Notices on page 3 of attached agreement
(xi) CFDA Number and Name:	14.218 Community Development Block Grant
(xii) R&D	Not Applicable
(xiii) Indirect Cost rate	Not Consistent with agreement

**SUBRECIPIENT AGREEMENT BY AND BETWEEN THE CITY OF WILLIAMSPORT
AND THE LYCOMING COUNTY SPCA**

This SUBRECIPIENT AGREEMENT, entered into as of the _____ day of _____, 2019, by and between the CITY OF WILLIAMSPORT, (hereinafter referred to as the “City”) and Lycoming County SPCA, 2805 Reach Rd., Williamsport, PA 17701 (hereinafter referred to as the “Subrecipient”).

WHEREAS, the City is carrying out a Community Development Program (CDBG) utilizing funds made available by the Federal Government under provisions of Title I of the Housing and Community Development Act of 1974 as amended;

WHEREAS, the City wishes to engage the Subrecipient to assist the City in utilizing such funds;

WHEREAS, the Subrecipient is a corporation and incorporated as a Pennsylvania non-profit corporation;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and of the benefits that accrue to the City as a result of the Subrecipient carrying out certain activities, the parties do mutually agree as follows:

I. SCOPE OF SERVICES

A. Activities

1. With 2019 CDBG funding, the Subrecipient will be responsible for the administration of a pet spay/neuter/microchip program that will be available to residents of the City of Williamsport.
2. The Subrecipient will administer all tasks in the provision of the aforementioned public services in compliance with all applicable Federal, state and local rules and regulation governing these funds, and in a manner satisfactory to the City. Changes in the scope of services, budget or method of compensation contained in this Agreement, unless otherwise noted, may only be made through a written amendment to this Agreement, executed by the Subrecipient and the City. A more detailed description of the overall project is attached as Exhibit A.

The major tasks that the Subrecipient will perform in connection with the provision of the eligible “SPCA Pet Spay/Neuter/Microchip program” include, but are not limited to, the following:

- a. Reduce the stray animal population in the City of Williamsport through identification for return to owner.
- b. Spay and neuter cats and dogs owned by low to moderate income residents of the City of Williamsport to address the pet overpopulation problem.

However, if the Subrecipient is unable to utilize fully the \$7,000.00 of City funds within twelve (12) months of execution of this Agreement, the City shall have the right to cancel this allocation of funds. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

III. BUDGET

It is expressly agreed and understood that all CDBG funds expended will be in accordance with the budget for the SPCA Animal Spay/Neuter/Microchip program set forth in Exhibit B attached hereto. The City may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the City. Any amendments to the budget must be approved in writing by both the City and the Subrecipient.

IV. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the City under this agreement shall not exceed \$7,000.00. Drawdowns for the payment of eligible expenses shall be made against the budget items specified in Exhibit B and in accordance with performance. Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 24 CFR 84.21. The Subrecipient recognizes that the City can only advance to it at any one time the amount required to fund present invoices to the City for expenses incurred by the Subrecipient pursuant to the terms of this Agreement. Upon receipt of such invoice, the City shall forthwith cause a review to be performed by agents of the City, in order to determine whether the invoice is due and payable. Upon certification by said review that the invoice is due and payable, the City shall forthwith execute such documents as are necessary in order to release sufficient Community Development Block Grant funds to pay and satisfy the invoice. Such review and release of payments shall be conducted in a reasonable time period.

V. NOTICES

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice. Communication and details concerning this contract shall be directed to the following contract representatives:

E. Insurance & Bonding

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the City.

The Subrecipient shall comply with the bonding and insurance requirements of 24 CFR 84.31 and 84.48, Bonding and Insurance.

F. City Recognition

The Subrecipient shall insure recognition of the role of the City in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments

The City or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the City's governing body. Such amendments shall not invalidate this Agreement or relieve or release the City or Subrecipient from its obligations under this Agreement.

The City may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both City and Subrecipient.

H. Suspension or Termination

In accordance with 24 CFR 85.43, the City may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission of reports by the Subrecipient that are incorrect or incomplete in any material respect.

In accordance with 24 CFR 85.44, this Agreement may also be terminated for convenience by either the City or the Subrecipient, in whole or in part, by setting forth the reasons for such

- g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

2. Retention

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the City's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there are litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of an issues, or the expiration of the four-year period, whichever occurs later.

3. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to City monitors or their designees for review upon request.

4. Disclosure

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the City's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited by the Pennsylvania Right to Know law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Close-outs

The Subrecipient's obligation to the City shall not end until all closeout requirements are completed. Activities during this closeout period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the City), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

6. Audits & Inspections

All Subrecipient records and financial statements with respect to any matters covered by this Agreement shall be made available to the City, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient

property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the City upon termination of this Agreement.

2. OMB Standards

Unless specified otherwise within this agreement, the Subrecipient shall procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48.

3. Travel

The Subrecipient shall obtain written approval from the City for any travel outside the Greater Williamsport area with funds provided under this Agreement.

E. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR Part 84 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the City any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement or such longer period of time as the Grantee deems appropriate. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the City an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the City. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period or such longer period of time as the City deems appropriate.
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to which funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the City for the CDBG program or (b) retained after compensating the City an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment.

4. Section 504

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The City shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. Approved Plan

If applicable, the Subrecipient agrees that it shall be committed to carry out, pursuant to the City's specifications, an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966.

2. Women- and Minority-Owned Businesses (W/MBE)

The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro- Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

The Subrecipient shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the City, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

4. Notifications

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the Federal financial assistance provided under this contract and binding upon the City, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the City, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which Federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Subrecipient further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

The Subrecipient further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The Subrecipient certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

b. Notifications

d. Selection Process

The Subrecipient shall undertake to insure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the City along with documentation concerning the selection process.

3. Hatch Act

The Subrecipient agrees that neither funds provided nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include (but are not limited to) the following:

- a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
- b. No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the City, the Subrecipient, or any designated public agency.

5. Lobbying

The Subrecipient hereby certifies that

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering

as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;

- Environmental Protection Agency (EP A) regulations pursuant to 40 CFR Part 50, as amended.

B. Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

C. Lead-Based Paint

The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

D. Historic Preservation

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

XI. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

XII. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

XIII. WAIVER

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee

APPLICATION FOR FUNDING

CITY OF WILLIAMSPORT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Organizations requesting funds from the City of Williamsport's Community Development Block grant program must address the following items:

1. Agency Information

* **Description of agency**-The Lycoming County SPCA is a non-profit humane society providing a variety of services to members of the community.

* **Agency's purpose/mission**-The mission of the Lycoming County SPCA is to protect all domestic animals by: providing shelter, emergency treatment, investigation, and prosecution of cruelty or abuse complaints; adoption and counseling; education programs; and humane care throughout Lycoming County

* **Services provided**-intake of stray and abandoned animals. This includes responses to Codes Officers, Police, Constables, and fire departments. Investigation and prosecution of cruelty complaints, humane education and dog bite prevention to young children, euthanasia services, cremation and burial services, financial assistance for spaying and neutering, microchip identifications, and adoption of domestic animals.

* **Key personnel-**

Victoria Stryker, Executive Director

Kabrina Schweikart, Kennel Manager

* **Clients served**-Directly-Low to Moderate income pet owners of the City of Williamsport. Indirectly-all residents of the City of Williamsport will be served through the reduction of stray animals that are reproducing and left to roam the streets.

* **Any religious affiliation**-They Lycoming County SPCA is not affiliated with any religious group.

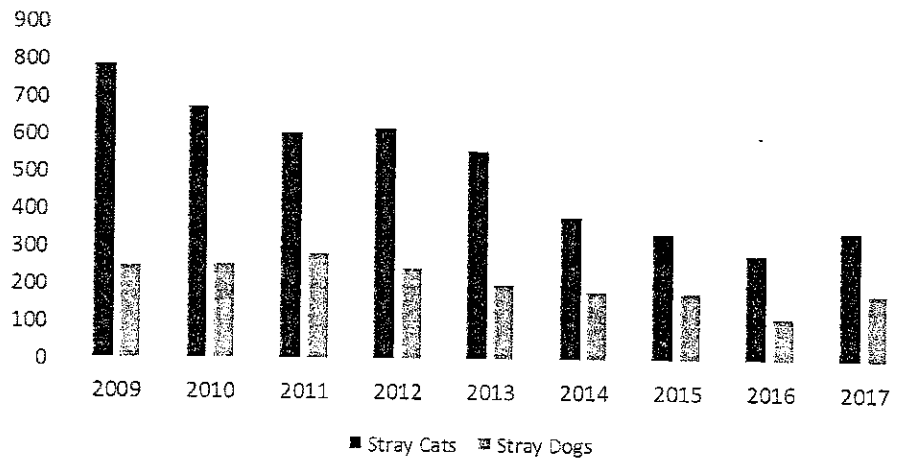
* **Agency's audit procedures**-Audits are performed annually by Gearhart, Wienecke & Verrastro, P.C., certified public accountants and a 990 if filed with the Internal Revenue Service.

2. Needs Assessment

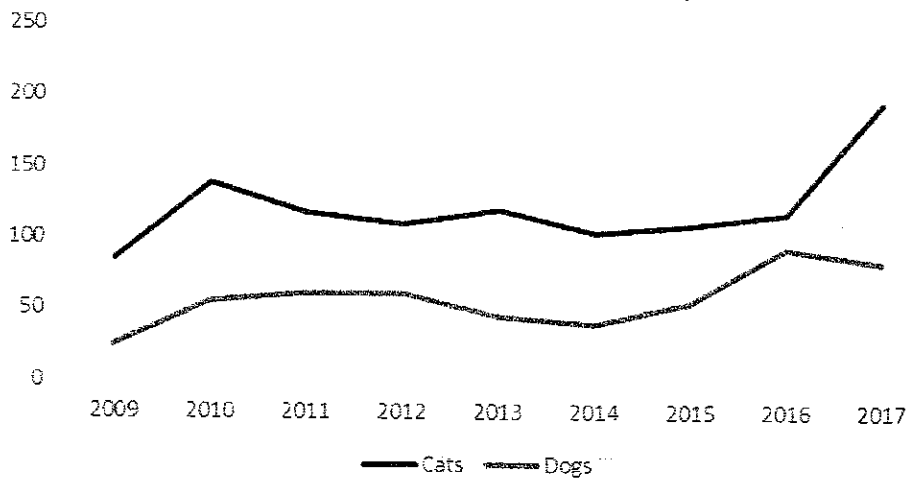
Need/problem to be addressed

Pet overpopulation is a community problem subjecting residents to possible rabies exposure, bites, unsanitary conditions due to animal excrement, animal related property damage, and neighbor disputes related to animals and noise. SPCA records indicate areas housing low to moderate income residents have the highest rate of stray intakes. Controlling the pet population will help reduce animal related problems and provide a safer community and living environment. Identification of pet owners through microchip insertion will help get pets back to owners and, through education, possibly prevent continued stray roaming.

Williamsport Strays



Vouchers in Williamsport



coming into the SPCA account for less than 5 % of the annual animal intakes. *(There was a 7% increase in the numbers of animals from the City of Williamsport in 2017 over 2016)*

- Seek out residents in low-to-moderate income areas
- Spay and neuter cats and dogs owned by low-to-moderate income resident of the City of Williamsport to address the pet overpopulation problem.
- Reduce health and safety issues related to stray animals such as unsanitary conditions, bites, rabies, and property damage.

4. Inputs

- a. What are the resources dedicated to or consumed by the project?

SPCA staff time, veterinary expense, office supplies, postage.

5. Project Activities

- a. Describe the work to be performed, including the activities to be undertaken or the services to be provided. Include how the program will use the inputs to fulfill its mission.

1. To increase the numbers of low to moderate income City residents receiving financial assistance for spaying or neutering of cats and dogs.
2. To educate residents in low-to-moderate income neighborhoods the need to spay or neuter strays. This can be achieved through flyers left in doors and one-on-one conversations with residents who are feeding cats.
3. To reduce the number of stray animals, and unclaimed litters of kittens and puppies in the City of Williamsport through sterilization of companion animals and education of those seeking assistance.
4. Reduce the number of animal related problems through population control of un-owned, stray or unwanted animals.
5. Reduce the costs associated with caring for stray pets through low-cost microchip identification and quick return of strays to their owners.

6. Outputs

- a. What are the direct products of program activities?

300 animals belonging to low-to-moderate income residents of the City of Williamsport will be spayed or neutered through the program. This is approximately a 10 % increase from the previous year.

7. Outcome

X Collect income data and demographic description of each City of Williamsport resident in the program. **(Describe target population)**
 Target population is pet owners whose income falls into the 2018 HUD Income Limits for Low-to-Moderate income.

_____ Serve only a limited area that is proven by the 2010 census data or survey to be a low-income area (over 51%) within the City of Williamsport limits. **(If this option is selected, please use the attached maps to determine the service area.)**

_____ Serve only the following clients: elderly persons, illiterate persons, battered spouses, homeless persons, abused children, migrant farm workers, severely disable adults, or persons living with HIV/AIDS. **(Describe target population)**

10. Is this a new service or an increase in the level of service? **In order to be eligible, the project must be one or the other.**

Increased Level of Service

This section should be completed when the request for assistance is to expand the service in terms of size, capacity, or location. This includes activities that will result in a greater number of people using the existing service. Applicants should provide an estimate of the current number of persons currently served by the service, along with the anticipated additional persons who would be served by an expansion in the service.

This is an increased level of service. We would like to provide spay/neuter assistance to approximately 10% more of low-to-moderate pet owners than the previous year and a targeted population of residents who feed cats but don't claim ownership.

11. Unit of Service

a. Accomplishment Type (please select one of the designated types below)

<input checked="" type="checkbox"/> People	<input type="checkbox"/> Youth	<input type="checkbox"/> Housing Units
<input type="checkbox"/> Households	<input type="checkbox"/> Organizations	<input type="checkbox"/> Public Facilities
<input type="checkbox"/> Jobs	<input type="checkbox"/> Businesses	

b. Number of Proposed Units 300

EXHIBIT C

EVALUATION OF RISK OF SUBRECIPIENT NONCOMPLIANCE

LYCOMING COUNTY SPCA

- (1) The subrecipient's prior experience with same or similar awards

The Lycoming County SPCA has received City of Williamsport CDBG funding since 2007.

The Lycoming County SPCA awards a voucher toward a neuter or spay for the pets of low-income residents. The Spay/Neuter voucher program is designed to offer a reduced rate for spaying/neutering as an incentive for low-income pet owners who otherwise might not be able to afford the operation. In addition to the spaying or neutering, this program includes animal microchip identification.

The Lycoming County SPCA will collect income information to verify the eligibility of participants for the voucher program. This project is a city-wide activity and is also eligible because the City is over 51% low to moderate income (56% according to the 2010 Census data).

Prior to receiving CDBG funds, the Lycoming County SPCA provides documentation that demonstrates it is meeting the eligibility requirements. In addition, the Lycoming County SPCA has provided statistical information indicating that there have been significant reductions in the number of stray cats and dogs in the City of Williamsport.

- (2) The results of previous audits including whether or not the subrecipient receive a Single Audit in accordance with Subpart F

The Lycoming County SPCA has never been required to receive a Single Audit; because it does not expend \$750,000 in federal funds; however, the City does request that the SPCA provide financial statements and any audits of the organization.

- (3) Whether the Subrecipient has new personnel or new or substantially changed systems

The Executive Director, who administers the CDBG funded programs, has been employed with the SPCA since 1999. Systems within the organization have not substantially changed.

- (4) The extent and results of federal awarding agency monitoring (e.g. if the subrecipient also receives federal awards directly from a federal awarding agency).

The Lycoming County SPCA does not receive a federal award directly from a federal awarding agency and is not monitored by a federal awarding agency.