



# **KENTUCKY DEPARTMENT OF AGRICULTURE**

**ANIMAL CONTROL ADVISORY BOARD**

**Animal Shelter Construction  
and Improvement  
2014 Grant Application**

### **General Information**

The Kentucky General Assembly allocated \$3,000,000 in 2008 to the Department of Agriculture's Animal Control Advisory Board for the purpose of aiding counties in animal shelter improvement and construction. The Board took applications in 2010 and then again in 2011, and was pleased to award 43 counties assistance.

The Department of Agriculture is pleased to announce that \$60,000 in remaining grant funds will be available for ongoing animal shelter construction and improvement projects in 2014. Twenty percent of the total project cost must be contributed locally. Contributions may include cash, land or labor.

Applicants must be County or Urban-County Governments. The application may be submitted by one (1) or more counties. In the event of a multi-county submission, an intergovernmental agreement between the submitting counties must be in place and valid for a minimum of three (3) years from the date of submission. The purposed project must be on land owned by County or Urban-County Government and must be completed within one (1) year of receipt of grant funds.

***An Animal Control and Sheltering program or a plan for an Animal Control and Sheltering program must meet the minimum standards outlined in KRS 258.119 (3). The program or plan must:***

- (a) The program must employ, appoint, or contract with an animal control officer, or contract with an entity that employs, appoints, or contracts with an animal control officer, as required by KRS 258.195, who is a high school graduate and has completed the training requirements set forth by the Animal Control Advisory Board; and
- (b) The program must maintain an animal shelter, enter into an intergovernmental agreement for the establishment of a regional animal shelter, or contract with an entity authorized to maintain sheltering and animal control services, to provide services that:
  1. Segregate male and female animals by species in runs and holding areas;
  2. Provide separate runs or holding areas for ill or injured animals. An ill or injured animal shall be treated with proper veterinary care or euthanized;
  3. Provide quarantine for dogs and cats presented to the shelter when quarantine by the owner is not feasible or desirable, the cost of quarantine to be borne by the animal owner at the shelter's regular housing costs and fees. Quarantined dogs and cats shall be held in isolation for observation of symptoms of rabies for a period of ten (10) days from the date the dog or cat bit a person. If the dog or cat dies or is euthanized while in quarantine, it shall be submitted to the local health department for testing for the presence of the rabies virus. The cost of the testing shall be borne by the animal owner or the local health department may bear the cost at its discretion;
  4. Provide holding areas with protection from the weather, including heated quarters during cold weather. Holding areas shall be free of debris or standing water; shall provide adequate

## Animal Shelter Construction and Improvement

- lighting, ventilation, and sanitary conditions to promote a safe, healthy environment; and shall provide adequate space to allow for normal movement, including standing to full height, sitting, turning, and lying down in a natural position without coming in contact with the top or sides of the enclosure or another animal;
5. Provide runs and cages built of materials which can be readily cleaned and disinfected, including floors made of an impervious material;
  6. Provide access to the public for no less than twenty-four (24) hours in one (1) week, with the hours that the facility is open to the public posted in a visible location;
  7. Employ euthanasia methods specified as acceptable for that species by the most recent report of the American Veterinary Medical Association Panel on Euthanasia;
  8. Provide potable, uncontaminated water to every animal at all times, and palatable, uncontaminated food daily; and
  9. Maintain a record on each animal impounded. Records shall be maintained for a period of two (2) years and shall include:
    - a. Date impounded;
    - b. Location found or picked up;
    - c. Sex of animal and spay or neuter status, if known;
    - d. Breed or description, and color; and
    - e. Date reclaimed, adopted, or euthanized.

### ***Positive consideration will be given to applicants that:***

1. Are starting animal control and sheltering programs where one does not exist.
2. Institute an adoption policy that mandates spay/neuter of all cats and dogs adopted from the shelter.
3. Propose plans incorporating space for cats and kittens.
4. Propose plans with individual kennels for dogs.
5. Work with surrounding counties to build a regional facility.
6. Contribute more than twenty (20%) percent of the overall project cost.

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### ***Submission***

In narrative format describe the animal control and sheltering program your county has or will institute, the structure you will build, or improvements you will make, if funds are awarded. Include what changes will be made to current services such as changes in the number of employees, schedule of hours the shelter will be open to the public, adoption policy, spay/neuter policy and any other pertinent information. Applicants must include a detailed three (3) year plan for your animal control and sheltering program, not to exceed three pages.

For multi-county projects or regional shelters, a County Government information form must be completed for each county named in the project signed by the County Judge Executive.

### ***Please attach:***

1. Completed application.
2. Participating County Government information form for each county.
3. The 3-year plan for the operation of the facility.
4. Building floor plans that include sanitation drainage and ventilation in animal housing areas, and should be visible and easily understood on the materials submitted. These plans should also include existing conditions and proposed changes in the case of a shelter improvement.
5. Budget Form. The budget form must include an itemized list detailing all expenses and the purpose of each.
6. Copy of property deed. The County must own the property.
7. Copy of intergovernmental agreement, if applicable.
8. Interior and exterior pictures of existing shelter or cages.

***Please note: for proper cleaning and sanitation, absolutely no exposed wood or other porous material is to be used below eight (8) feet in construction or renovation of any animal housing area.***

### ***Mail to:***

Kentucky Department of Agriculture  
Joyce Parman  
Capitol Plaza Tower  
500 Mero Street, Seventh Floor  
Frankfort, Kentucky 40601

### ***Due Date:***

Applications are due July 15, 2014. Application post marked after this date will not be considered.

## APPLICATION FOR SHELTER CONSTRUCTION/IMPROVEMENT GRANT

Project Title \_\_\_\_\_

Amount of Funds Requested \_\_\_\_\_

Amount committed by the lead county \_\_\_\_\_

Amount committed by other participating county(ies) \_\_\_\_\_

Amount committed by the city \_\_\_\_\_

Amount committed by other organizations \_\_\_\_\_

### ***Lead Applicant Contact Information***

County \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact Person Evening Phone Number \_\_\_\_\_

(You may be contacted when the committee meets in the evening)

Counties included in the project \_\_\_\_\_

\_\_\_\_\_

**ANIMAL SHELTER CONSTRUCTION/IMPROVEMENT GRANT  
BUDGET FORM**

Receipts:

- 1. State Funds Requested \$ \_\_\_\_\_
- 2. Applicant Cash Contribution \$ \_\_\_\_\_
- 3. Applicant In-kind\*Contribution \$ \_\_\_\_\_
- Total Receipts \$ \_\_\_\_\_

Capital Expenditures:

- 1. Land Purchase/Preparation \$ \_\_\_\_\_
- 2. Labor \$ \_\_\_\_\_
- 3. Materials \$ \_\_\_\_\_
- Total Expenditures \$ \_\_\_\_\_

\* In-kind is land, labor, or a combination thereof and must be at least 20% of total cost of the project. An explanation of how you calculated the value of your in-kind contribution (i.e., hourly wage rate, etc.) must be included.

Submit an itemized list of proposed shelter grant expenditures.

***COUNTY GOVERNMENT INFORMATION***

County \_\_\_\_\_ Judge Executive \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Population \_\_\_\_\_ Total County budget FY11 \_\_\_\_\_

***Current Animal Control and Sheltering Program***

<b><i>Funding</i></b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
County General Fund	_____	_____	_____
City	_____	_____	_____
Donations	_____	_____	_____
Grants	_____	_____	_____
Totals	_____	_____	_____

***Previous Grants Received from the ACAB. Include year, type and amount.***

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<b><i>Staffing</i></b>	<b>Full time</b>	<b>Part time</b>	<b>Employed by (circle)</b>
Animal Control Officer(s)	_____	_____	County or Contract
Shelter Staff	_____	_____	County or Contract
Volunteers	_____	_____	County or Contract
Other (Describe)	_____		

**Animal Shelter Construction and Improvement**

**Training**

(Check all that apply)	ACO(s)	Shelter Staff	Volunteers
NACA I	_____	_____	_____
NACA II	_____	_____	_____
NACA III	_____	_____	_____
KY Animal Control Assoc	_____	_____	_____
Euthanasia by Injection	_____	_____	_____
KY Horse Council Equine Abuse	_____	_____	_____
On-The-Job Training	_____	_____	_____
Other (describe)	_____	_____	_____
None	_____	_____	_____

**Animal Activity**

<b>FY12</b>	Received	Returned to Owner	Adopted	Euthanized
Dogs	_____	_____	_____	_____
Cats	_____	_____	_____	_____
Others	_____	_____	_____	_____
 <b>FY13</b>	 Received	 Returned to Owner	 Adopted	 Euthanized
Dogs	_____	_____	_____	_____
Cats	_____	_____	_____	_____
Others	_____	_____	_____	_____



**Animal Shelter Construction and Improvement**

<b>FY14</b>	Received	Returned to Owner	Adopted	Euthanized
Dogs	_____	_____	_____	_____
Cats	_____	_____	_____	_____
Others	_____	_____	_____	_____

Adopted animals are spayed/neutered; (Circle one)

Prior to release      Required by ordinance      Required by Policy      Not required

Animals transported in vehicle owned by: (Circle one)

County      City      Animal Control Officer      Other (Describe) \_\_\_\_\_

***Current Facility Information***

Does your county have a shelter building? (If No, go to next section)      Yes      No

Who owns the structure? \_\_\_\_\_

Shelter Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Building Size in square feet: \_\_\_\_\_ Heated? \_\_\_\_\_ Air conditioned? \_\_\_\_\_

Number of dog kennels: \_\_\_\_\_

Material currently used in kennel fence (Circle one)

Chain link      Woven wire      Wood      Other (Describe) \_\_\_\_\_

Floor material currently in use; (Circle one)

Concrete      Gravel      Dirt/Grass      Other (Describe) \_\_\_\_\_

Building material currently in use (Circle one)

Concrete Block      Brick      Wood      Metal      Other (Describe) \_\_\_\_\_

**Animal Shelter Construction and Improvement**

Are cats housed separately from dogs?            Yes            No

Number of cages for cats \_\_\_\_\_

Cat cage material currently in use (Circle one)

Concrete Block      Stainless Steel      Woven Wire      Wood      Other (Describe)\_\_\_\_\_

Additional animal enclosures not included above: \_\_\_\_\_

***Routine Euthanasia Methods***

Euthanasia by injection?            Yes            No

If yes, performed by;

licensed euthanasia specialist?            Yes            No

veterinarian at shelter?            Yes            No

veterinarian at clinic?            Yes            No

Carbon monoxide?            Yes            No

Other? Describe: \_\_\_\_\_

Does your county have a designated veterinarian for animal control and sheltering?            Yes            No

Does your county currently have a contract in place with another county or counties, or private entity, in which you provide or receive animal control and/or sheltering services?            Yes            No

If yes, please attach a copy of the contract.

\_\_\_\_\_  
Signature, County Judge Executive

\_\_\_\_\_  
Date