

Instructions for NYS Companion Animal Capital Fund Request for Proposals 2017-2018

Pre-Submission Uploads

There are two attachments we provide to you as reference in the pre-submission uploads section of the Forms Menu on the Grants Gateway. One of these uploads is the “Guidelines of Standards of Care in Animal Shelters” written by the Association of Shelter Veterinarians (ASV). The other is an ASPCA compiled checklist entitled “Shelter Care Checklists: Putting ASV Guidelines Into Action.” **All applicants should read and be familiar with the guidelines delineated in these documents. The project listed on your application should aim to implement or improve upon ASV guidelines within your own organization.** You do not need to upload anything in this section.

General

This document is intended to accompany the NYS Companion Animal Capital Fund Request for Proposals, (RFP) application published on the Grants Gateway. It may be supplemented by a hard copy version of the RFP posted on the website of the Department of Agriculture and Markets. A live webinar was held and recorded. You may view the webinar at your convenience at: <https://www.youtube.com/watch?v=ozl6ib0tL44>.

Questions may be submitted until 4:30 pm on December 27, 2017 to:

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Answers will be posted on the Department website at: https://www.agriculture.ny.gov/AI/small_animals.html and on the Grants Gateway as they are received on an ongoing basis until 4:00pm on January 5, 2018. Proposals are due by 4:00 pm on or before Wednesday, January 10, 2018. No late proposals will be accepted.

All proposals must be submitted through the Grants Gateway. New York State vendors must register in the Gateway and establish users in the system. To start this process, go to the Grant Opportunity Portal: https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/GOPortal.aspx

Please view the “Starting a Grant Application” instructions at the end of this document for details on how to use the Grants Gateway. **For further assistance, please contact the Grants Gateway Helpdesk by calling (518)-474-5595 or emailing grantsgateway@its.ny.gov.**

If you have not yet registered on the Grants Gateway (or, as a not-for-profit, prequalified), please do so immediately.

Eligibility

Eligible Applicants

Eligible applicants include:

- Municipal pounds, shelters, and humane societies
- Incorporated not-for-profit pounds, shelters, and humane societies under contract with a municipality

The following entities are **not eligible** to apply for funding:

- for-profit entities
- individuals

Proposed projects must be completed within two years of the contract start date.

Eligible Costs

Only capital projects necessary for the secure containment, health, and adequate care of sheltered dogs and cats are eligible for funding. Eligible expenses include direct costs related to the:

- construction
 - renovation
 - rehabilitation
 - installation
 - acquisition, or
 - expansion
- of buildings, equipment, or facilities.

Ineligible Costs

Grant funds may not be used for the following:

- purchase of food
- purchase of a vehicle
- cell phones
- computer hardware and office equipment
- salaries and wages
- costs associated with preparing an application
- costs incurred prior to the award of a grant

Program Specific Questions

In this section, you are to answer all questions posed. Answers should be responsive to the questions with quantitative data included. The content of the answer is more important than the length of the answer, so be direct and limit extraneous material. Specific references to the ASV guidelines or checklist are recommended.

It is recommended that you answer all questions in a Word document and copy/paste them into the Gateway.

Uploads

You will be given the option to upload a document along with each section within the Program Specific Questions. Only upload documents related to the section. If you have multiple relevant documents for one section, please combine the documents into one PDF for upload, making sure to indicate the ending of one document and the beginning of another. The content of your uploads is more important than the length and number of your uploads.

Budget

All pages of the **Capital Based Budget (Summary, Justification, Detail, and Narrative)** must be completed. Be sure to consider that your project may be up to two years in duration. Make sure that all expenses are eligible. You are to formulate your budget around the type of grant you are applying for and the match funding you have available. As a reminder, two types of grants are available:

- The first type of grant funds projects that serve one municipality with a population of fewer than two million individuals, for which the State offers grants between fifty-thousand dollars (\$50,000) and two-hundred thousand (\$200,000). This grant may not exceed fifty percent (50%) of the proposed project cost, meaning you must provide no less than 50% of the project cost.
- The second type of grant is for projects that serve two or more municipalities, or one municipality with a population of more than two million individuals, for which the State offers grants between one-hundred-thousand dollars (\$100,000) and five-hundred thousand dollars (\$500,000). This grant may not exceed seventy-five percent (75%) of the proposed project cost, meaning you must provide no less than 25% of the project cost.

Work Plan

On the Forms Menu, you will find a Work Plan Overview Form. When completing the Work Plan Summary section of the application, First, you will be asked to provide a high-level overview of the project, including the overall goal and desired outcomes in the **Work Plan Summary**. In this section, you will address each of your objectives in detail. You are then to articulate tasks that will be completed to meet the objectives, and the performance measures associated with the tasks. The success of the proposed project will be judged by **performance measures**. Each task must be accompanied by one or more performance measure(s). The following **Work Plan Detail** will ask that you individually delineate **objectives, tasks, and performance measures** associated with the project.

The Work Plan portion of the application will be used for the formation of a contract if you are granted funding.

A wide variety of **objectives** may be proposed to meet the goal of the project, followed by **tasks** to complete those objectives, and **performance measures** to assess the success of those tasks. Examples of these would be:

Example Objective: To increase the shelter's housing capacity by 25%

Tasks to meet this objective:

- Build a new wing on the existing building
- Install new runs and/or cages in the new wing

Performance Measures to evaluate these tasks:

- Compile statistics on how many animals can be housed before the project
- Calculate how many runs and/or cages would need to be added to increase the housing capacity by 25%
- Figure out how large the new wing would need to be to install the necessary number of cages/runs

Example Objective: To decrease the spread of infectious disease among shelter animals

Tasks to meet this objective:

- Build a new isolation wing within the existing building
- Adapt proper infection control protocols to ensure effectiveness and efficiency of the new isolation wing

Performance Measures to evaluate these tasks:

- Assess how many animals are becoming sick as they enter the shelter and by how much the shelter needs to reduce this
- Assess space necessary to build an isolation wing and whether the space is available
- Review ASV guidelines regarding infection protocols and adapt them to the shelter's specific needs

The points above are intended as examples. They are very general and your Work Plans are expected to go into much further detail. Much of the information entered in the Program Specific questions will be repeated in the Work Plan. Calculations and numerical figures should be included wherever possible.



New York State
Grants Gateway



Starting a Grant Application

1 Prerequisites

- 1.1 **Registration:** All entities that wish to apply for grants in NY State must be registered in the Grants Gateway. This process includes filling out and mailing a signed and notarized registration form. Your organization will not be able to start a grant application until it has an account with the Grants Gateway. If your organization does not yet have an SFS (Statewide Financial System) Vendor ID number, the registration process will take an extra 2-3 business days to be processed.

Related Links:

- 1.1.1 [Registration Form](#)
- 1.1.2 [Video: Grants Gateway Registration](#)
- 1.1.3 [Grants Gateway Registration](#)

- 1.2 **Prequalification:** All non-profit organizations applying for grants in NY State must be prequalified in the Grants Gateway prior to the grant application due date and time.

NOTES:

Governmental entities and for-profit organizations are not required to be prequalified.

You may work on your prequalification and grant applications simultaneously; you don't have to wait for prequalification to start an application.

Related Links:

- 1.2.1 [Vendor Prequalification Manual](#)
- 1.2.2 [Maintaining Prequalification document](#)
- 1.2.3 [Video: Grants Gateway Prequalification](#)

1.3 **System Roles:** You must be logged in under the right role in order to begin a grant application. The role of *Grantee Delegated Administrator* **cannot** start a grant application. However, this user can create accounts for roles that can start applications.

1.3.1 **Grantee:** This role can start, edit, and save a grant application, but can't submit the application.

1.3.2 **Grantee Contract Signatory:** This role can start, edit, save, and submit (sign) a grant application.

1.3.3 **Grantee System Administrator:** This role has the same rights as the Grantee Contract Signatory.

1.3.4 The *Grantee Delegated Administrator* can add a new account by following these steps:

- 1) Click on **Organization(s)**
- 2) Click on **Organization Members**
- 3) Click on **Add Member**
- 4) Click on **New Member**
- 5) Fill out the required fields on the blank New Member page and select the appropriate role.
- 6) Click **[SAVE AND ADD TO ORGANIZATION]** when complete.

Refer to the section starting on page 15 of the [Grantee User Guide](#) for detailed instructions.

2 Search for the Grant Opportunity

2.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee
- Grantee Contract Signatory
- Grantee System Administrator

2.2 On your home page there is a section called "View Available Opportunities". Click on the [VIEW OPPORTUNITIES] button.



2.3 Search for the grant by using some of the search fields. You can select the agency's name or type in a key word, such as "companion animal," in the Grant Opportunity Name field

Opportunities

Search by Grant Opportunity Name

Search by Due Date From: To:

Search by Eligibility

Search by Funding Agency

- 2.4 The results will appear below the search box. Click on the link to the Grant Opportunity you wish to apply for; this will bring you to the Opportunity Funding Profile page.
- 2.5 Begin your application by clicking on the [APPLY FOR GRANT OPPORTUNITY] button.



3 Work through the Forms Menu

Everything that is required of you will be found in the “Forms Menu” of the application. The Forms Menu includes several pages of forms and documents that you must complete and save. This includes your project address, questions to be answered (Program Specific Questions), your budget, a work plan, and attachments (Pre-Submission Uploads).

4 Finding an Application You’ve Already Started

If you’ve started an application and have logged out of the system, the next time you log in, the application will be found in your “My Tasks” section on the home page. You can also use the “Applications” search function at the top of the page to search for all applications started for your organization.



5 Submitting Your Application

All grant applications have a due date and time. The Grants Gateway system will not accept applications after the specific time applications are due. You are strongly encouraged to submit your application 24 or 48 hours in advance of the deadline to ensure that any problems you encounter are handled before the deadline.

- 5.1 Log in to the Grants Gateway system in either one of the following roles
 - Grantee Contract Signatory
 - Grantee System Administrator
- 5.2 Locate (search for) and access the application
- 5.3 Review the application: You can go through each section in the Forms Menu and/or you can click on the “Print Application” option which will show you all of your text-based answers (it will not show you the attachments you have added).
- 5.4 Submit the application
 - 5.4.1 Click on Status Changes and apply the status of **Application Submitted**.
- 5.5 Confirm that the application was submitted: You will receive an email a few minutes after submission, confirming that the application was submitted; your task will go away (as it is now a task for the state agency); the status of the application will change to “Assignment of Reviewers”.

For further assistance when using the Gateway, please contact the Grants Gateway Helpdesk by calling (518)-474-5595 or emailing grantsgateway@its.ny.gov. Specific questions regarding the application should be submitted to Alexandra Chiusano at Alexandra.Chiusano@agriculture.ny.gov.