



NYS Companion Animal Capital Fund 2018-2019 Questions & Answers

Note: Please provide data from January 1, 2017 to December 31, 2017 on the Annual Shelter Statistics worksheet despite the instructions listed on the worksheet.

- 1) Q: We noticed that the Annual Shelter Statistics worksheet asks for data from 2016. Is this correct?**
- A: No, this is incorrect. Please provide data from January 1, 2017 to December 31, 2017.
- 2) Q: We currently serve 13 municipalities but have a population of way less than two million individuals. Are we eligible to apply for the \$100,000 to \$500,000 grant?**
- A: Yes – per the RFP, if you are serving two or more municipalities, you are eligible to apply for the \$100,000 to \$500,000 grant, where you must provide 25% of the total project cost. Please see the RFP, addenda, and application instructions for information on how to calculate match.
- 3) Q: I tried to find the pre-qualifying information on the grants reform link, but was unable to. Would you please tell me what we need to have in order to be pre-qualified?**
- A: Please visit the Dept. of Agriculture and Markets Current Funding Opportunities webpage: <https://agriculture.ny.gov/RFPS>. From there, scroll down to “RFP0190: 2018-2019 NYS Companion Animal Capital Fund” and you will find everything you need with regards to the requirements for eligibility. If you have additional questions about prequalification, please contact the Grants Gateway. You can email their helpdesk at grantsgateway@its.ny.gov or call them at 518-474-5595.
- 4) Q: If a shelter has just begun to register on the Grants Gateway, what can they expect after they have completed their submission in terms of the turnaround by the Gateway for their review and pre-qualification approval?**
- A: Please contact the Grants Gateway if you have questions about prequalification. You can email their helpdesk at grantsgateway@its.ny.gov or call them at 518-474-5595.



5) Q: If a project has already been underway and there are costs prior to the approval of a contract, can those costs be submitted for reimbursement, or can the grant only be used for costs that occur after the contract start date?

A: No, a project already underway is not eligible for funding. Per the RFP, actual construction must begin within 3 months of the date the contract is approved by the Office of the New York State Comptroller (OSC). Additionally, you may only apply to fund a discrete portion of the project. For example, if you are building a new shelter, you may apply for portions of the project that have not yet begun, such as the installation of kennels.

6) Q: Is there any flexibility regarding the requirement that non-profits applying to this fund take care of dogs and cats? We are a small, no-kill cat shelter that is hoping to apply.

A: Per the RFP, the requirements for eligibility are as follows:

- Entities must be municipal or incorporated not-for-profit pounds, shelters and humane societies
- All such entities must be contracted with one or more municipality(ies) to care for seized dogs under Article 7 of Agriculture and Markets law
- Applicants must be pre-qualified in the Grants Gateway at the time the application is submitted

You may review the RFP and other related documents further by visiting <https://agriculture.ny.gov/RFPS> and scrolling down to "RFP0190: 2018-2019 NYS Companion Animal Capital Fund." You may find Article 7 at: <https://agriculture.ny.gov/Al/ALLaws/article7.pdf>.

7) Q: The RFP says that funding will cover the "direct cost" of construction. Would pre-development fees such as payment to architects, permits, surveyors, etc. be considered a "direct cost" of construction?

A: No, pre-development fees such as payments to architects, permits, surveyors, etc. are not considered eligible costs under this grant program. Per the RFP, eligible costs include direct costs related to the construction, renovation, rehabilitation, installation, acquisition, or expansion of buildings, equipment or facilities. For more information on eligible and ineligible costs, please see Addendum 2 of the RFP, listed on <https://agriculture.ny.gov/rfps>.

8) Q: We estimate that our overall shelter modernization project will cost \$3 million to achieve. Can we describe the overall project in our response and say that we plan to use the grant funding towards that total project or are we required to "carve out" a \$500,000 sub-project and apply for funding specifically for that component?

A: Please see Addendum 1 of the RFP, available on <https://agriculture.ny.gov/rfps>, for detailed examples on how to describe your project and formulate your budget on your Grants Gateway application. In your case, your "overall project" is the \$3 million shelter modernization. Throughout the Program Specific Questions section of



the Grants Gateway application, as well as in the Work Plan, you are to discuss the “total project,” also known as the “carved out” sub-project of your choosing that is eligible under this grant program. In the Program Specific Questions, Section 3: Reasonableness of Cost, Question 3E, you will describe the overall project and provide documentation that supports the funding of the overall project. The budget within the Grants Gateway should reflect only the total project.

9) Q: The RFP says that construction must start within three months following the execution of contracts. Would you agree that pre-development activities such as seeking of city permits, filing of plans, etc. be considered as "starting construction"?

A: No, such things already need to be in place by the time the grant is awarded. Something like obtaining construction supplies would be “starting construction.”

10) Q: We have chosen an architect with experience in carrying out similar projects and he has provided initial plans for us. Can we continue to use this individual or do you have a list of preferred architects for this initiative?

A: You may continue using the architect of your choice. Per Addendum 2 of the RFP, we do not cover architect fees, and thus have not created a list of approved individuals for these tasks.

11) Q: The amount we can apply for depends upon the number of municipalities we serve. Does this mean actual contract(s) we have with the municipality(ies)? And is there a certain period over which we would need to have the contract(s) (e.g., had to have been in place for xx months or years before applying)?

A: The amount of grant funding you can apply for does indeed depend on the number of municipalities you serve, and this does mean the number of actual contract(s) you hold. Those contract(s) must be in place at the time of your application.

12) Q: If a nonprofit shelter currently has no contracts with any municipality, are they eligible to apply? If yes, what are the minimum and maximum grant awards allowed?

A: No, if a nonprofit shelter has no municipal contracts, they are not eligible to apply. Per the RFP, nonprofit shelters must be contracted with one or more municipalities to care for seized dogs under NYS Agriculture and Markets law, Article 7, to be eligible for this grant program.



13) Q: If a shelter currently houses only cats, and one portion of their renovation project would be the building of a surgical center to provide affordable neutering and other medical services to both cats and dogs for a municipality and community residents, but not to provide shelter housing for dogs, would their project be fundable?

A: Per the RFP, nonprofit shelters must be contracted with one or more municipalities to care for seized dogs under NYS Agriculture and Markets law, Article 7, to be eligible for this grant program.

14) Q: For a facility that houses both cats and dogs, but needs a new building to house only cats to allow for expansion for dogs in the current facility and better housing for both cats and dogs, what is the relative weight given to such a project? Essentially, is it required for any new construction or renovation to serve primarily dogs?

A: No, it is not required for the new construction to serve primarily dogs. However, please keep in mind that the shelter must be contracted with one or more municipalities to care for seized dogs under Article 7 to be eligible for funding under this grant program.

15) Q: We here at the Town have a garage behind our Town Hall that has 3 kennels that are used to house dogs, as well as if dogs are picked up from two other municipalities. Does our municipality qualify for any funding through this program?

A: Based on the information you have provided, it does indeed sound like you would be eligible under this grant program. Per the RFP, you must be either a municipality that cares for seized dogs under Article 7, or a not-for-profit shelter that is contracted with municipality(ies) to care for seized dogs under Article 7. I would strongly encourage that you look at the Request for Proposals (RFP), Addendums to the RFP, and the Application Instructions to determine whether your project would be eligible. You may find those documents on the NYS Department of Agriculture and Markets website: <https://agriculture.ny.gov/RFPS> and then scroll down to "RFP0190: 2018-2019 NYS Companion Animal Capital Fund."

16) Q: Is the funding 100% or does the Town have to pay a percentage of it as well?

A: Per the RFP, depending on the size and/or the amount of municipality(ies) you serve, you are required to provide a 25% or 50% match in funding. Again, please refer to the RFP and the Addendums for detailed information.

17) Q: The application refers to an architect for drawings. Do you know if we can use an engineer instead?

A: Applicants can use whomever they would like for plans and drawings.



18) Q: One of the shelters wants to acquire and install a variety of equipment, including kennel lids for safety, sound baffles for behavioral health, and a generator for power outages. They are also hoping to purchase and install solar power. Would the purchase and installation of solar power be considered an eligible expense?

A: Kennel lids, sound baffles, and a generator are eligible under the grant program if they can be justified on the application with references to the ASV guidelines. However, acquisition and installation of a solar power system would not be eligible.

19) Q: Could you direct me to whom I could speak with for help updating my organization's Document Vault?

A: Please contact the Grants Gateway for help with the Document Vault and prequalification. You can email their helpdesk at grantsgateway@its.ny.gov or call them at 518-474-5595.

20) Q: I'm trying to open the application online but when I click on the opportunity the box says "view grant opportunity" not "apply for grant." Is there something I need to do to make that happen?

A: Please contact the Grants Gateway for help navigating the application portal. You can email their helpdesk at grantsgateway@its.ny.gov or call them at 518-474-5595.

21) Q: Our humane society is a private non-profit organization. We contract with different townships. Would we qualify for exemption from prequalifying or would we have to go through everything to prequalify?

A: As a private not-for-profit organization, you would need to go through the steps to prequalify in the Grants Gateway. If you are looking to apply for a grant through the NYS Companion Animal Capital Fund, I would recommend beginning the process right away. You can find all relevant documents and instructions on our website at: <https://agriculture.ny.gov/RFPS> by scrolling down to "RFP0190: 2018-2019 NYS Companion Animal Capital Fund." Additionally, we have a video tutorial discussing prequalification and the online application process which you can find here: <https://www.youtube.com/watch?v=UmMNoNi9H8c>.

22) Q: If an organization is seeking capital funds for a spay/neuter facility, should they be seeking a grant from the Companion Animal Capital Fund or Animal Population Control Program?

A: Generally, a spay/neuter facility is not eligible under the Companion Animal Capital Program and I would recommend applying for the Animal Population Control Program administered by the ASPCA. However, if the facility is to be used exclusively for animals in the shelter and not for the public, such a capital project would be eligible under the Companion Animal Capital Fund grant program.



23) Q: I'm doing the statistics page for the grant to send in for our application. Would you be able to define "Incoming Transfers from Organizations Within the Community" and how that differs from "Intakes from the Public"?

A: For a list of definitions of terms listed on the Annual Statistics Worksheet, please take a look at this document: https://www.shelteranimalscount.org/docs/default-source/DataResources/2004aaccords5.pdf?sfvrsn=31c1ff76_0. If you still need help after reading this, please email Alexandra.Chiusano@agriculture.ny.gov.

24) Q: Could funds awarded under the Companion Animal Capital Fund be used to hire an outside contractor to help with a feral cat program? If our organization was to hire a trapper who also altered the cat, could we go 50/50 with this grant, or are the funds only for sheltered animals?

A: The grant funds under this program are only for sheltered animals. The funds (both grant and match) must go toward a capital project that is eligible as described in the RFP.

25) Q: We are aiming to build a new dog kennel building. There are two distinct projects. One is putting up the "shell" or exterior of the building (roof, exterior walls and electrical/plumbing) and then the second project is the interior, including the dog kennels and building the adoption/office space.

From the instructions, it appears the entire project is called the overall project, but we'll submit the grant app for one of these two sub-projects.

What I need to understand are the details needed on the application for the overall project. For instance, if we decide to put in a grant for the first project, e.g., the shell of the building, what types of details do we need to provide for the second part of the project other than the total overall cost?

Do we need architecture design specs for the interior, e.g., how the kennels will look, how the office/adoption space will be designed? And bids from vendors on the kennel materials/installation, a builder doing the interior office/adoption work? Or do we only need that detail on the part of the project we're applying for which is the exterior shell?

A: Per Addendum 1 of the RFP, throughout the Program Specific Questions section of the Grants Gateway application, as well as in the Work Plan, you are to discuss the total project (in this specific case, the exterior shell sub-project). In the Program Specific Questions, Section 3: Reasonableness of Cost, Question 3E, you are to provide documentation that supports the funding of the overall project (in this specific case, the interior AND exterior/shell). We do not need specifics of the interior sub-project for which you are not applying, rather, we just want to see how you will be able to fund the overall project (in this specific case, both sub-projects).

You can find examples of what we require at the following link: <https://agriculture.ny.gov/rfps/rfp0190/rfp0190-2018-2019-Addendum-1.pdf>.



26) Q: The overview states that eligible applicants are incorporated not-for-profit organizations caring for dogs and cats. Is an incorporated not-for-profit organization serving as humane agent for NYS police and NYS county sheriffs that cares for just horses eligible?

A: Unfortunately, per our RFP, only dog and cat shelters are eligible for grants under this grant program. Currently, NYS does not offer any similar grant programs for horses.

27) Q: Must labor costs paid under the Companion Animal Capital Fund be at prevailing wage?

A: Whether an organization must provide prevailing wages is determined on a case-by-case basis. Organizations may inquire whether their project would require prevailing wage by contacting the New York State Department of Labor. The Department of Agriculture and Markets has a specific contact for such inquiries – please email Alexandra.Chiusano@agriculture.ny.gov for that information.

28) Q: We are considering an application for the 2018-2019 grant. However, the question has come up if you suspect that the program will be offered again next year (a 2019-2020 grant program), or is this a likely to be a sporadically funded grant program?

A: At this time, we are unable to say for sure whether the program will be offered for another round. That would be dependent on whether it is included in the 2019-2020 budget.

29) Q: If a rural facility occasionally houses animals other than cats and dogs that are left on their doorstep (e.g. rabbits, pigs, birds, etc.), can estimated numbers of those animals be included in the per animal cost, or must the cost per animal be related strictly to cats and dogs?

A: For the purposes of this grant program, please refer to only cats and dogs on the application.

30) Q: Would the construction of a dog-only shelter be eligible for funding?

A: Yes. As long as the shelter is being used to care for dogs under Article 7 of Agriculture and Markets law (<https://agriculture.ny.gov/AI/AILaws/article7.pdf>), it would be an eligible project. Of course, there are other requirements and exclusions for the specifics of your project. I would recommend reviewing the RFP at <https://agriculture.ny.gov/rfps/rfp0190/rfp0190-2018-2019.pdf> for this information and emailing Alexandra.Chiusano@agriculture.ny.gov if you have additional questions.



31) Q: Question 3C of the Program Specific Questions asks us to provide evidence that costs align with ASV guidelines. I don't see anything in the "ASV Guidelines for Standards of Care in Animal Shelters" regarding costs or cost per animal recommendations? Could you please direct us to those cost guidelines?

A: There are no specific "cost guidelines" in the ASV guidelines. Rather, we are looking for you to justify the costs of your project using what is written in the ASV guidelines. For example, you might say that you are building an isolation room in your shelter because the ASV guidelines state that "all facilities should have a means of providing isolation that will allow for humane care and not put other animals at risk."

32) Q: Would you be able to provide sample budgets and work plans for new construction and renovation of an existing building?

A: Supplementary information to the RFP are available at the following links:

Addendum 1: Match Calculation and Budget Formulation: <https://agriculture.ny.gov/rfps/rfp0190/rfp0190-2018-2019-Addendum-1.pdf>

Addendum 2: Eligible Expenses: <https://agriculture.ny.gov/rfps/rfp0190/rfp0190-2018-2019-Addendum-1.pdf>

Questions and Answers: <https://agriculture.ny.gov/rfps/rfp0190/rfp0190-2018-2019-qa.pdf>

Webinar Tutorial: <https://www.youtube.com/watch?v=UmMNoNi9H8c>

If you have specific questions after reviewing these materials, please email Alexandra.Chiusano@agriculture.ny.gov.

33) Q: Are prior grant award recipient applications available for review?

A: Not at this time. You may submit a Freedom of Information Law (FOIL) request for these applications at <https://agriculture.ny.gov/contactfoil.html> and they will be sent to you when they become available. However, it is unlikely for them to become available before the deadline (11/7/2018 at 4pm local time) of this round's applications.

34) Q: Should an organization that has multiple facilities provide statistics for all facilities even though they are only applying to renovate one facility?

A: Please use statistics for the entire organization (all facilities), since there might be a possibility of the animals moving between facilities.

35) Q: Are floor plans drawn by an architect required on the application if they are inapplicable to a project?



A: Architectural plans are not required on your application. Please submit all relevant information on your application – if it is clear your project does not need such plans, the reviewers will take this into account.

36) Q: Could you please define the differences between questions 3A and 3C in the Program Specific Questions section of the application?

A: Questions 3A and 3C read: *3A: Justify equipment purchases and infrastructure costs. Remember to make references to the ASV guidelines in your response; 3C: Please provide evidence that costs align with ASV guidelines.* In 3A you need to justify the project - why is it needed? How will it improve current conditions? For example, the ASV guidelines recommend a separate isolation area and the current shelter doesn't have one. In 3C, you need to show that equipment and materials align with ASV guidelines, such as cage materials or non-porous surfaces. 3C should be a more in-depth justification.

37) Q: Could you explain what is meant by the “not to exceed 75% of the total project cost,” in the RFP?

A: There are two figures that you are trying to come up with – the total project cost and the overall project cost. In example I of Addendum 1, the shelter is applying to fund a portion of their overall project. Their “total project” is the portion for which they are applying, which costs \$800,000. 75% of the total project cost is \$600,000, but they may not apply for more than \$500,000, since that is the maximum the grant program would allow. So, an applicant may apply for a maximum of however much they are eligible through the number of municipalities they serve (\$200,000 or \$500,000 in the case of this grant program), or they may apply only for 75% of their total project cost, whichever comes first.

If your total project cost is \$666,000 (this is either your entire project or a portion of that project, depending on what you put on your application), AND you serve two or more municipalities, you may apply for \$499,500. If you serve one municipality, the maximum you could apply for would be \$200,000.

38) Q: Would we be eligible to apply for more than one municipality if we provide a letter of support from the county that we serve?

A: You must have formal contracts with each municipality that you serve that state you will provide services for dogs under Article 7 of Agriculture and Markets Law. A letter of support would unfortunately not be adequate to show that you serve a municipality.



39) Q: In Question 3E of the Program Specific Questions Section where we are asked to describe the sources of funding we have beyond the grant, is it acceptable to keep the names of donors anonymous to protect their confidentiality?

A: Yes, you may keep the name of donors confidential on your application.

40) Q: Is demolition an eligible cost?

A: Demolition is an eligible cost if you can justify it toward the secure containment, health and adequate care of sheltered dogs and cats.

41) Q: Regarding question 3D (cost per animal for the project) – are you looking for the number of animals on an annual basis, or over the course of the expected life of the new building?

A: We are looking for the cost per animal on an annual basis.