



NYS Companion Animal Capital Fund 2017-2018 Questions & Answers

11/2/2017 - Important application update: The RFP lists information regarding MWBE requirements in Section 12. The NYS Department of Agriculture and Markets has decided to remove the form titled “MWBE Utilization Plan” as a required proposal submission document. Should an organization be granted funding, MWBE forms will be requested from awardees at the time that their award is announced.

Q: Would a dog catching vehicle be an eligible expense under this grant program?

A: No, vehicles do not qualify under this grant program. Per the RFP, expenses must go toward capital (infrastructure) improvements.

Q: We have been having a problem with people coming to the animal shelter after hours and tying up dogs outside and abandoning them. We are looking at upgrading the external security features including lighting, cameras, etc. Would this be an eligible project?

A: Yes, such a project would be eligible. However, please keep in mind that there are minimum overall project costs expected depending on the size of your municipality. Per the RFP, the conditions are as follows:

- For projects serving an **individual municipality with a population of less than 2 million**, grants of not less than Fifty Thousand Dollars (\$50,000) and not more than Two Hundred Thousand Dollars (\$200,000), not to exceed fifty percent (50%) of the total project cost.
- For projects serving **two or more municipalities**, or an **individual municipality with a population of greater than 2 million**, grants of not less than One Hundred Thousand Dollars (\$100,000) and not more than Five Hundred Thousand Dollars (\$500,000), not to exceed seventy-five percent (75%) of the total project cost.

Your total overall project cost would need to be, at minimum, \$100,000 or \$200,000, based upon the size of your municipality(ies) served. The guidelines above describe the criteria in further detail.

Answer amended: Such a project would need to provide justification on the application as to how it would benefit the dogs and cats already being sheltered. An example might be to prevent break-ins.

Q: How can I find out if my organization is a registered vendor of NYS?

A: A vendor ID is used to identify entities that do business with New York State. Per the RFP, to find out if your organization has already registered as a vendor of NYS, enter its SFS Vendor ID number and search. If your organization is registered, the search result will include contact information for its delegated administrator, and you can contact this individual to request access to the system. If your organization is not registered, the search



result will provide a link to the Request Form for Administrator, which you will need to complete and submit pursuant to the instructions provided. If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 Form to obtain a NYS SFS Vendor ID, in addition to the Registration Form for Administrators, in order to register.

If you are unsure of whether you have an SFS Vendor ID, please contact the SFS help desk:

Phone: (518) 457-7717 or (855) 233-8363, Email: HelpDesk@sfs.ny.gov

To obtain an SFS Vendor ID, please visit <https://nyspro.ogs.ny.gov/content/obtaining-vendor-identification>.

Q: How do I become prequalified in the Grants Gateway?

A: 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. Governmental entities (i.e. an organization operated directly by a municipality) 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. For information on becoming prequalified, please visit the [Application Instructions](#) and scroll to Page 5. There, you will find a link to a manual containing instructions on how to become prequalified.

Q: We are an independent and incorporated organization, but we do not have a contract with any government offices. Does an organization have to be under contract to apply for funding?

A: Per the RFP, in order to qualify for funding under this grant program, you must be either operated by or under contract with a municipality.

Q: I received your announcement letter about the new grant program, but the link listed in the letter doesn't work. Could you email a link to me?

A: I'm sorry the link didn't work for you. Please try: https://www.agriculture.ny.gov/AI/small_animals.html. If you follow the link to the NYS Companion Animal Capital Fund Grant Program section, you will find links to pertinent information regarding the grant program.

Q: My organization does not hold federal tax exemption 501(c)(3) status. Would we still be eligible to apply for grant funding?

A: Yes, your organization would still be eligible to apply for funding without 501(c)(3) status. Per the RFP, in order for a not-for-profit organization to apply, the organization must be registered with the Charities Bureau of the NYS Attorney General's office and have a registration number assigned. Otherwise, the organization cannot get prequalified in the Grants Gateway. The Charities Bureau does not require a federal tax exemption. For more information on registration with the Charities Bureau, please read section 3.3 of the RFP [here](#).



Q: Are equine rescues eligible for grants under the NYS Companion Animal Capital Fund?

A: Per the RFP, only dog and cat shelters are eligible for grants under the NYS Companion Animal Capital Fund.

Q: The main wish for our shelter is to build a hospital where we will be able to perform spays and neuters for both the animals coming into our shelter and animals in the community. We must first show architectural drawings to our city to be approved, but hiring an architect to accomplish this can be expensive. Our question is: will you need architectural plans in order for us to be considered for a grant?

A: No, we would not require architectural plans in order for your organization to be considered for a grant. However, applications are being scored on readiness to proceed with the project. In other words, organizations that are ready to begin construction once they receive funding are more likely to be the ones to receive a grant. In addition, per our RFP, paying an architect for their services would not be an eligible expense under this grant program. You can find more information on how applications are scored and eligible expenses on the RFP, which can be found at https://www.agriculture.ny.gov/AI/small_animals.html.

The Companion Animal Capital Fund is intended to make improvements to day-to-day care of sheltered dogs and cats. Since your project is geared toward spay/neuter services, this project may be more appropriate for an Animal Population Control Grant administered by the ASPCA:

<https://www.aspcapro.org/grant/2013/02/11/new-york-state-animal-population-control-program>.

Grants Gateway Application Update: In the Program Specific Questions section under Grant Eligibility Determination, Question 1I reads “Are you a municipality with a population of less than 2 million? If yes, answer questions 1K and 1L. If no, skip to question 1M.” **THIS IS INCORRECT.** The question should read, “Are you a municipality with a population of less than 2 million? If yes, answer questions 1J and 1K. If no, skip to question 1L.”

Q: What is the estimated time frame of when potential grant recipients would be notified of their application decision?

A: Below is the approximate time frame for the grant program:

RFP Posted	10/16/2017
Questions Due	12/27/2017
Answers Posted	1/05/2018
Proposals Due	1/10/2018 at 4:00 pm local time
Tentative Award Date	2/10/2018
Contract Start Date (2 year contracts)	3/1/2018



This time frame can be found on the RFP, located at https://www.agriculture.ny.gov/AI/small_animals.html.

Q: What constitutes "equipment" eligible for funding? Specifically, are dog control vehicles and equipment necessary to outfit the vehicle such as cages, snares, and specialty gloves to block biting, eligible expenses under this grant?

A: Per the RFP, a vehicle would not be an eligible expense under this grant program. The equipment must be necessary for the secure containment, health, and adequate care of sheltered dogs and cats. This grant program is meant to improve day-to-day care for cats and dogs that are being housed in an animal shelter. Some examples of eligible equipment are kennels, cages, and washing facilities within an existing or new shelter structure.

Q: If receive funding during this round of applications and our project is completed in 4-6 months, are we eligible to apply for funding again in 2019, should the grant program be available again? Or, is the funding an organization receives in 2018 all they will be eligible for 2 years?

A: An organization would be eligible for funding again in the future if the project from the previous contract has been completed.

Q: Can you clarify what it means to be under contract with a municipality?

A: Having a contract with a municipality means that you are contracted with your town or local government to provide services under Article 7. A copy of Article 7 can be found at: <https://www.agriculture.ny.gov/AI/Allaws/article7.pdf>. To qualify for this grant program, you must be under contract with one or more municipalities, or operated by a municipality.

Q: Assuming the shelter only has one municipal contract, would an organization lose funding if they lose the contract they have with that municipality during the completion of the project?

A: As the RFP did not outline a requirement for an organization to maintain a contract with a municipality for the life of a grant, an organization would not lose funding if they lost their municipal contract during the completion of the project. However, should the organization apply for funding again in the future, it would need to have a current contract with a municipality.

Q: I process the proof of Workers' Compensation and Disability coverage for my organization and in order to apply for the grant, I need the full name and address of who administers this grant.

A: NYS Department of Agriculture and Markets
Division of Animal Industry
10B Airline Drive
Albany, NY 12235



Q: Do you have a specific MWBE utilization form to use with this proposal?

A: The NYS Department of Agriculture and Markets has decided to remove the form titled “MWBE Utilization Plan” as a required proposal submission document. Should an organization be granted funding, MWBE forms will be requested from awardees at the time that their award is announced.

Q: Does the source of match funding matter for the purposes of this grant program?

A: The source of funding does not matter, but must be specified on the application. Match funding must be in the form of cash on hand.

Q: Regarding matching funds, we have been promised a donation that we would like to use as part of the match. The stipulation is that it needs to be used by a certain date before the awarded date. Can we include this as a match even though we have to use it earlier?

A: The match must be available after the contract is awarded. Therefore, you will likely not be able to use that donation in particular for your match funding, unless the donors agree to extend the deadline.

Q: Regarding the 2-year contract period, we plan to systematically make renovations throughout the facility. Will the funds be released up-front or on a reimbursable procedure?

A: Funds are released on a reimbursable procedure. Per the RFP, awardees may request, at the discretion of the Department, an initial payment of up to twenty-five percent (25%) of the total grant award. The Department shall retain ten percent (10%) of the budget amount to be disbursed to the contractor until such time as the final report is accepted. A New York State Claim for Payment Form must be submitted to the Department in order for the contractor to be reimbursed for funds expended.

Q: Does the application have to reflect one cohesive project, or can several different facility acquisition and construction projects be put together: for example, construction in one part of the shelter, and facility-related purchases for other parts of the shelter?

A: Applications may include multiple components of eligible costs.

Q: Can all labor costs relating to construction or acquisition be included in our request, or are there only specific labor costs allowable?

A: Grants will cover construction done by outside employees (contractors, etc.), but **WILL NOT** cover construction done by shelter employees, volunteers, or shelter management. Grants will cover project oversight done by shelter management.



Q: Does blacktopping a driveway to our animal shelter qualify for the grant?

Secondly, can two projects be submitted for one grant as long as the amount of funding requested is within the limits? e.g. Replace the roof to our kennel building AND make repairs to the building that houses our cats (two different buildings).

A: Unfortunately, blacktopping a driveway would not qualify under this grant program. Per the RFP, projects must relate directly to the secure containment, health and adequate care of sheltered dogs and cats.

The two other projects mentioned – replacing the roof to the kennel building and repairing the building that houses the cats – are both eligible, and you may include both projects in one application. Any project(s) relating directly to the secure containment, health and adequate care of sheltered dogs and cats are acceptable.

Q: Does match funding need to be on hand at the time of application submission, or is it something we could fundraise for after being awarded a grant?

A: Match funding must be available after the contract is awarded. Organizations with funding at the time of application submission will be awarded more points on their applications, and therefore become more likely to get grant funding. Thus, it is recommended to raise funds before you know for sure whether your organization has been granted funding.