

**RFP0289**  
**REQUEST FOR PROPOSALS**  
for the  
**2022-2023 NEW YORK STATE COMPANION ANIMAL CAPITAL PROJECTS FUND**  
*Competitive Grants to Municipal and Incorporated Not-for-Profit Pounds, Shelters  
and Humane Societies*

**QUESTIONS AND ANSWERS**

*March 3, 2023*

**1) Which ASV Standards should applicants refer to in their application? (ASV published new guidelines at the end of 2022 but the Gateway has the guidelines from 2010).**

Applicants should use the guidelines currently in the gateway.

**2) What type of proof is acceptable for showing we have matching funds?**

A specific type of proof is not required. Applicants must provide documentation that evidences the availability of matching funds, such as bank statements, promissory notes from donation, or a resolution from a municipality.

**3) Can we start the construction before the grant application deadline?**

No. Only costs incurred after the contract is executed will be reimbursed. Therefore, no construction should begin prior to an award and fully executed contract.

**4) Grant Packets for the NYS Companion Animal Capital Project states awards start at \$50,000. We are interested in applying for a \$10,000 or \$15,000 in matching funds. Is that amount not available through this particular grant.**

Correct. The minimum amount that may be requested is \$50,000.

**5) Would the purchase of commercial washers and dryers to wash animal bedding be an eligible cost? Our machines break down frequently, which delays the cleaning of dirty cat bedding and results in sometimes not having enough bedding. We believe that new laundry machines align with the ASV guideline that all clothing and bedding used at the shelter must be laundered and thoroughly dried before reuse. Would this cost and ASV alignment, or a different ASV alignment, be acceptable?**

Yes, eligible expenses include direct costs related to construction, renovation, rehabilitation, installations, acquisition or expansion of buildings, equipment, and

facilities. It is up to the applicant to determine whether their request aligns with the ASV guidelines. Applicants should reference the ASV guidelines in their responses.

**6) Would individual water lines going to dog kennels be an eligible cost? Dogs often tip their water bowls over and we don't have enough staff to check on them or haul new water to the kennels as much as is needed. We believe it aligns with the ASV guideline that fresh, clean water must be available to animals at all times. Would this cost and ASV alignment, or a different ASV alignment, be acceptable?**

Yes, eligible expenses include direct costs related to construction, renovation, rehabilitation, installations, acquisition or expansion of buildings, equipment, and facilities. It is up to the applicant to determine whether their request aligns with the ASV guidelines. Applicants should reference the ASV guidelines in their responses.

**7) Would a new security system be an eligible cost? It helps our small staff see what's happening in the dog kennels. We believe it aligns with the ASV guideline to monitor animals daily to detect changes in well-being and respond to their behavioral needs. Would this cost and ASV alignment, or a different ASV alignment, be acceptable?**

Yes, eligible expenses include direct costs related to construction, renovation, rehabilitation, installations, acquisition or expansion of buildings, equipment, and facilities. It is up to the applicant to determine whether their request aligns with the ASV guidelines. Applicants should reference the ASV guidelines in their responses.

**8) Would modernization of the plumbing system be an eligible cost? We plan to renovate a few of our animal housing rooms, and plumbing would be part of the construction process. We have pipe failures and water breaks and the water pressure is inadequate to clean outdoor kennels efficiently. We believe it aligns with the ASV guideline that primary enclosures must enable animals to remain dry and clean, as well as the ASV guideline that daily cleaning is essential to maintain sanitary conditions and that improper cleaning may increase pathogen transmission. Would this cost and ASV alignment, or a different ASV alignment, be acceptable?**

Yes, eligible expenses include direct costs related to construction, renovation, rehabilitation, installations, acquisition or expansion of buildings, equipment, and facilities. It is up to the applicant to determine whether their request aligns with the ASV guidelines. Applicants should reference the ASV guidelines in their responses.

**9) Would a generator be an eligible cost? If the power goes out there won't be any heat or air conditioning, rendering the shelter unable to maintain recommended body temperatures per ASV.**

Yes, eligible expenses include direct costs related to construction, renovation, rehabilitation, installations, acquisition or expansion of buildings, equipment, and facilities. It is up to the applicant to determine whether their request aligns with the ASV guidelines. Applicants should reference the ASV guidelines in their responses.

**10) Is there a maximum page length or word count for questions?**

Yes, each field in the Grants Gateway Application shows the allowed character count. The Work Plan Summary section allows up to 20,000 characters. Most other fields are 1,000 or 4,000 characters.

**11) Is there any guidance on the following Project-Specific Question?**

**“Provide evidence that costs are commensurate with the number of animals benefited.”**

There is no detailed guidance. Completing the Annual Statistics Report worksheet provided in the Pre-Submission Uploads section in the Grants Gateway will help entities reflect the number of animals served in relation to costs incurred.

**12) Cost reasonableness - if this project is part of a broader shelter renovation scope, with pieces already completed, do we include those activities?**

Activities already completed should not be included in the scope of work for the proposed project, however you should explain how the project for which you are seeking funding relates to the overall shelter renovation and helps your shelter meet the requirements of the ASV guidelines.

**13) Is there a maximum amount that can be spent on project oversight?**

No, however the cost for project oversight should be reasonable in relation to the overall project.

**14) Support Letters - can we solicit/include letters from veterinarians and other private sector partners directly involved with shelter clinics?**

Yes. However, we will not accept letters from corporate sponsors, volunteers or adopters.

**15) How much differentiation can there be from the drawings and plans submitted to the final project? Is there a process after funding that would enable change orders and/or change of specifications?**

There can be no changes to your plans once the project has been awarded funding.

**16) We are not yet prequalified but working through the process. It appears the RFP requires a workplan to be completed. Is a copy of that workplan template available now, or only visible to prequalified applicants? Are there any additional questions in the Grants Gateway that we will need to address outside of the RFP?**

The workplan requirements are visible to qualified entities only. All questions that appear as part of the online application in the Grants Gateway are outlined in Section 4.2 of the RFP.

**17) Annual Animal Statistics Table - what is meant by “inside the community” or “outside the community”? We have contracts with 2 towns in 2 different counties and host a clinic serving animals from all over the region and state.**

“Inside the Community” will be recognized as the county the shelter exists within. All other areas will be considered “Outside the community”.

**18) Annual Animal Statistics Table - If a shelter recently implemented a new software program to track statistics because prior year data was inconsistently collected, should this be discussed in the application? Are all data points required to be completed on the animal statistics table?**

Entities should make every effort to submit all information available. Any inconsistencies in data should be explained. All data points are required to be completed.

**19) On page 4 of the request for proposals documents it states all entities must be a pound or shelter for dogs. Since we only spay and neuter cats does this disqualify us from applying?**

Yes, you do not qualify for funding under this Program. You may be eligible for the [ASPCApr NYS Animal Population Control Program](#).

**20) Regarding section 2.3 (match requirements) in RFP0289, “depending on the funding requested, applicants will need to provide a minimum of 25% or 50% of the total project costs. What types of funding would require a 25% match? What type would require a 50% match?**

Please refer to section 1.5 of the RFP. In municipalities with a population of less than two million, applicants for projects serving an individual municipality must

provide matching funds equal to at least 50% of the total project costs; and applicants for projects serving two or more municipalities must provide matching funds equal to at least 25% of the total project costs. Applicants for projects serving municipalities with a population of more than two million must provide matching funds equal to at least 25% of the total project costs.

**21) Regarding the animal statistics report worksheet, what year should the statistics cover? Are statistics for 2021 acceptable?**

Statistics should cover 2022. Statistics for 2021 are not acceptable.

**22) We are a newly established non-profit horse rescue. Would we qualify to apply for the RFP 0289 – Companion Animal Capital Projects Fund? It appears to only be for dogs and cats, however horses are companion animals as well.**

No. Per section 1.4 of the RFP, an eligible entity must be a pound or shelter for dogs established and maintained pursuant to section 114 of the New York Agriculture and Markets Law.

**23) We have received a grant from NYS Agriculture and Markets previously. Do we need to submit pre-qualification paperwork again?**

Once Prequalified, it is the responsibility of nonprofits to maintain Prequalification by keeping their Document Vaults current and in one of the following Grants Gateway Prequalified statuses:

- Document Vault Prequalified
- Document Vault Prequalified (Open), or
- Document Vault Prequalified (In Review)

As indicated in the [Vendor Prequalification Manual](#), three of a nonprofit's essential financial documents - the IRS990, Financial Statement and Charities Bureau filing - expire on an annual basis. A nonprofit must upload current versions of these documents and submit their updated Document Vault for review and approval each year to maintain prequalification.

**24) If we identify several items that we would like to implement in the shelter or update, that is then considered “the project”. If we want to update HVAC, install a generator, and do outside runs, or a socialization room and it totaled \$200k this would be considered the “project” and the cost is the total project cost?**

Yes. The project would be all of the items you want to include, and the total project cost would be the total cost of all of those items.

**25) Under eligible expenses it states that design and architect fees will not be covered in the funding or in the match portion of the grant. However, if we were to look to have a new HVAC system for the existing shelter, it would require engineering to be done to ensure proper installment. These fees will not be covered even if they are directly related to the HVAC unit itself?**

Engineering fees directly related to the installation of a new HVAC system would be an eligible cost.