



2010 Companion Animal Sheltering Equipment (CASE) Grant Program: Frequently Asked Questions (FAQ's)

As of June 1, 2010

1) Question: How will I know if the FAQ document is updated?

Answer: OHS will update the FAQ document based on the receipt of questions from potential applicants. Once updated, OHS will post an updated FAQ document on the OHS website at http://www.security.state.ny.us/Grant-Guidance/FY2010_CASE.html. Applicants are encouraged to periodically visit the OHS website during the application period to check for any updates to the 2010 CASE Grant Program.

2) Question: What will happen if I fail to submit my application on time?

Answer: If you do not submit your application by the time indicated in the RFA, your application will be disqualified.

3) Question: What will happen if I do not submit my application through E-Grants?

Answer: If you do not submit through E-Grants your application will be disqualified.

4) Question: What will happen if I submit my application without appropriate documentation?

Answer: If you do not submit ALL required documentation your application will be disqualified.

5) Question: Can my partnership apply for more than one trailer cache with the funding?

Answer: Yes, applicants may request more than one mobile equipment cache with the available funding in the 2010 CASE Grant Program.

6) Question: What are the required documents that I must attach to my E-grants application?

Answer: Applicants must attach an Investment Justification that answers the questions being asked in the RFA. Additionally, applicants must upload and attach a worksheet describing the contents, quantity, and cost for each proposed mobile equipment cache.

7) Question: Some of the information that I must enter in the E-grants program is repeated in either the Investment Justification or in the matrix that I have to upload to E-grants. Is it good enough to just enter the information in E-grants?

Answer: No. Information must be entered into the relevant sections of E-grants AND that information must also be entered into the appropriate portions of the Investment Justification and the equipment matrix, and then uploaded as attachments to E-grants.

8) Question: What will happen if I fail to answer all the required sections of the application?

Answer: If you should fail to answer all the required sections of the application it will be disqualified as incomplete.

9) Question: What are the consequences of requesting budget items that are not allowable?

Answer: Please refer to Attachment B of the RFA for a list of suggested equipment necessary to establish companion animal shelters. Items in this list have been reviewed and are eligible equipment for the CASE Grant Program. If you request items that are not part of this list, you must provide appropriate justification relevant to the objectives of the CASE Grant Program and the items must be eligible items from the Authorized Equipment List. However, applicants are cautioned that items not included in the equipment list in Appendix B may not be approved.

10) Question: Do I have to request equipment as part of my funding request?

Answer: Yes, all funding requests must include a request for equipment to provide sheltering for at least 100 pets and companion animals as the focus of the CASE Grant Program is on developing mobile equipment caches to build regional animal evacuation, sheltering, and transportation capabilities.

11) Question: I was funded during the 2009 CASE Grant Program. Am I eligible to apply again in 2010 for additional funding?

Answer: Applicants who were funded under the 2009 CASE Grant Program are eligible to apply again in 2010. Successful applicants from the 2009 CASE Grant Program are reminded that the 2010 funding request must include at a minimum

funding for a mobile equipment cache sufficient to provide sheltering for at least 100 pets and companion animals.

12) Question: How can I get technical assistance with E-Grants?

Answer: An E-grants tutorial specific to the CASE Grant Program is available on the OHS website at http://www.security.state.ny.us/Grant-Guidance/FY2010_CASE.html. Applicants will find that this document will answer many of their questions related to E-grants and the CASE Grant Program. Additional technical assistance with the E-Grants program is available during normal business hours only. Please call the grants hotline at 1-866-837-9133 for assistance. Please note that technical assistance will not be available after 4:30pm on July 19, 2010.

13) Question: What are the consequences of not reviewing the E-Grants tutorial?

Answer: You are strongly encouraged to review the E-Grants tutorial as it is designed to help you navigate the application process. The tutorial can be found at <http://www.security.state.ny.us>.

14) Question: What will happen if I am late to register on E-Grants?

Answer: If you do not register in a timely fashion for E-Grants you risk missing the overall deadline for submitting the application. You should register for E-Grants as soon as you know that you intend to submit an application to avoid any issues that may arise with late registration.

15) Question: What happens if I select the wrong funding program in E-Grants?

Answer: Please ensure that you select the correct funding program for your application. If you select the wrong funding program in E-Grants, your application will be disqualified.

16) Question: What happens if I submit a request for more funding than is allowable under the RFA?

Answer: Please ensure that your budget does not exceed the funding cap. Requests that exceed the funding cap will not be considered.

17) Question: Can a non-governmental organization apply for this grant as the designee for a county?

Answer: No, the eligible applicants for this grant program are counties. A non-governmental organization can work with the county to assist with grant implementation; however, the applicant must be a county government in NYS.

18) Question: Does each county in the partnership have to have an active CART at the present time to apply?

Answer: No, all of the partners are not required to have a CART to apply for this grant. While it is encouraged to have CARTs, the requirement is only that two or more counties apply as a regional partnership. The lead county for the partnership must have an animal response/sheltering plan in place at the time of contract.

19) Question: If I am the lead applicant on an application, can I be part of a second application as well?

Answer: No. A county may only be part of a regional partnership in one application for funding.

20) Question: Can we just buy equipment without the trailer?

Answer: No, the intent of this grant program is to create regional caches of equipment that are available for regional deployment. Mobile, trailer based equipment caches provide the flexibility needed to rapidly move this equipment to the area of need.

21) Question: Can we buy a vehicle to tow the trailer under this grant program?

Answer: No, prime movers (vehicles to tow a trailer) are not eligible purchases under this grant program.

22) Question: Can we design the trailer so that the trailer itself provides the shelter needed for animals?

Answer: No. These types of sheltering trailers provide reduced flexibility in sheltering options, have greater cost for comparable sheltering capacity, require heating, ventilation and cooling to be addressed, and present increased vulnerability during severe weather events. Therefore, the CASE Grant Program will only consider mobile trailer-based equipment caches that provide the ability to bring sheltering equipment to a site where sheltering operations will be established in an appropriate facility.

23) Question: My county just received the Standard Operating Guide (SOG) for County Animal Response Teams (CARTs) that was distributed by the Department of Agriculture and Markets. Do we have to be in full compliance with that SOG in order to apply for this equipment?

Answer: No, for the FY10 CASE Grant Program you do not have to be in full compliance with the CART SOG. However, the Office of Homeland Security and the Department of Agriculture and Markets do encourage counties to participate in the CART program administered by the Department of Agriculture and Markets as described in the SOG. If the CASE Grant Program is continued in future fiscal years, eligibility may be limited to those counties participating in the State's CART program as described in the SOG.

24) Question: Where do I find a sample Investment Justification?

Answer: There is a sample Investment Justification template, containing only the required questions, available at http://www.security.state.ny.us/Grant-Guidance/FY2010_CASE.html.

25) Question: Can each county in the partnership apply for \$60,000 or is it a maximum of \$60,000 per application?

Answer: The maximum award is \$60,000 per application, not per county. As noted on page 4 of the guidance document, the purpose of the CASE Grant Program RFA "... is to solicit applications for up to \$60,000 of \$500,000 in federal State Homeland Security Program..." This limits each application to a maximum request of \$60,000 per application (which reflects two or more counties in a regional partnership).

26) Question: The RFA states that the Regional Partnership Agreement (RPA) needs to be signed by my county and participating partners within four months of being awarded funding. Why does this have to be signed by the Emergency Manager of my county?

Answer: The RPA is required to be signed by submitting and participating partners prior to the development of a reimbursement contract with OHS. The 2010 CASE Grant Program RFA on page 5 states that counties are the eligible applicants for the CASE Grant Program and must apply through the emergency management office (the Department of Agriculture and Markets coordinates the County Animal Response Team program through the county emergency management offices). The Emergency Manager's signature on the RPA ensures that the emergency management office is involved in the coordination of the CASE Grant Program within the involved counties. While applicants are encouraged to begin these discussions early to ensure that all partners are willing to participate in the RPA, the RPA is ONLY required of successful applicants and the RPA must be signed by all partners (Emergency Manager from submitting and participating partners) and no contract will be developed without this RPA. It is at the discretion of the applicants whether to begin the RPA process prior to or following the OHS announcement of successful applicants for the 2010 CASE Grant Program.

27) Question: What is the definition of companion animal? I assume it isn't service animals. The RFA refers to pets and companion animals. Is a companion animal different from dogs, cats, birds, etc?

Answer: The intent of the CASE Grant Program is to develop equipment caches that will serve common household pets (typically dogs and cats). The CASE Grant Program also provides flexibility to allow counties to supplement traditional sheltering equipment with items appropriate to their local needs (justification required), subject to the eligibility of such proposed equipment for the State Homeland Security Program in the Authorized Equipment List.

Page eight (8) of the Request for Applications document further states that "... applications must focus on building the capabilities to provide temporary emergency shelter and care for pets and companion animals, and as such all proposed costs must

have a clear nexus to pet and companion animal sheltering. Applicants requesting equipment that is not on the suggested equipment matrix (Appendix B) must attach to their E-Grants application a justification of the request (substantiate the relationship of the proposed equipment item(s) to the animal sheltering equipment cache)."

In New York State, a companion animal is defined in Agriculture and Markets Law § 350 paragraph 5 (provided below). Paragraph 4 is also provided below as it is referenced in the definition in paragraph 5.

Agriculture and Markets Law § 350

4. "Farm animal", as used in this article, means any ungulate, poultry, species of cattle, sheep, swine, goats, llamas, horses or fur-bearing animals, as defined in section 11-1907 of the environmental conservation law, which are raised for commercial or subsistence purposes. Fur-bearing animal shall not include dogs or cats.

5. "Companion animal" or "pet" means any dog or cat, and shall also mean any other domesticated animal normally maintained in or near the household of the owner or person who cares for such other domesticated animal. "Pet" or "companion animal" shall not include a "farm animal" as defined in this section.

The eligibility of equipment in this grant program does not imply that FEMA will reimburse local governments for expenses incurred during emergency animal sheltering activities utilizing this equipment. FEMA Disaster Assistance Policy 9523.19 governs such reimbursement for sheltering of pets, and on pages 1-2 defines a household pet as follows:

“Household Pet. A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.”