



NYS Office of Homeland Security

FY2010 Companion Animal Sheltering Equipment Grant Program: Request for Applications

Application Due Date: Wednesday, August 4, 2010 by 11:59pm.

In order to ensure adequate time to respond, substantive written questions regarding this Request for Applications will be accepted until 12:00 noon on Monday, August 2, 2010.

Technical Assistance for E-grants will not be available after 4:30pm on August 4, 2010

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I. Introduction

The purpose of this Request for Applications (RFA) is to solicit applications for up to \$60,000 of \$500,000 in federal FY2010 State Homeland Security Program (SHSP) funding made available by the NYS Office of Homeland Security (OHS) to develop regional equipment caches to support the capability to provide temporary emergency sheltering for pets and companion animals during emergencies and disasters. New York State utilizes the nationally recognized County Animal Response Team (CART) model to develop and promote animal response capabilities across the State.

The New York State Pet Evacuation and Transportation Standards Acts of 2006 amended Article 2B of the New York State Executive Law to include the utilization and coordination of programs to assist individuals with household pets and service animals following a disaster, with particular attention to means of evacuation, shelter and transportation options.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196b) as amended by the Pets Evacuation and Transportation Standards Act of 2006, requires that State and local emergency plans take into account the needs of individuals with household pets and service animals before, during, and after an emergency.

The New York State Homeland Security Strategy (NYSHSS) identifies the enhancement of mass care and sheltering capabilities, including pet sheltering (Objective 7.7), and developing, equipping and training volunteer corps, such as CARTs, (Objective 7.9) to enhance the state's ability to safeguard animals, agriculture and food (Objective 7.8), as important steps in increasing the State's capabilities in the National Priority Area of Strengthening Planning and Citizen Preparedness Capabilities. This program also supports the National Priority to Expand Regional Collaboration by developing regional partnerships to establish regional capabilities, including the deployment of shared equipment caches (NYSHSS Objectives 8.1, 8.6).

To develop these capabilities, funding made available through the Companion Animal Sheltering Equipment (CASE) grant program must be used in support of the following three primary objectives of the program. The three primary objectives of the CASE Grant Program are:

- 1- Develop regional capabilities to provide temporary emergency animal sheltering through the procurement of regional mobile equipment caches;
- 2- To enhance CART capabilities through regional partnerships, establishing a cost effective and efficient method of providing evacuation, sheltering and transportation of pets and companion animals throughout the State; and
- 3- To enhance human evacuation compliance by building sustainable temporary emergency animal sheltering capabilities through the development of mobile equipment caches that will overcome known barriers to compliance with evacuation orders.

The CASE Grant Program will meet the first primary objective above by providing funding to regional partnerships to support the acquisition of a trailer (or trailers) with appropriate pet and companion animal sheltering equipment. The second and third primary objectives will be met through plan development, the training and exercising of CART and other appropriate personnel on the effective utilization of equipment from the mobile equipment caches to conduct pet and companion animal emergency sheltering. Successful applicants, as a condition of funding, will be required to submit their pet and companion animal sheltering plans to the Department of Agriculture and Markets. This RFA is contingent on New York State's receipt of federal fiscal year 2010 State Homeland Security Program funding (part of the Homeland Security Grant Program).

II. Eligibility

County governments located in New York State are eligible to apply for the FY2010 CASE Grant Program through the county emergency management office. Additionally, because of the regional focus of this specialized grant program, OHS will NOT accept applications from individual counties; rather, two or more counties must apply together for a regional project. OHS will not identify pre-set "regions" for this grant program; instead, applicants will have the ability to determine their regional construct for the purposes of this grant program.

Applicants (consisting of two or more counties) must identify one county to be the "submitting partner" for this grant. Prior to entering contract, the "submitting partner" must have (and submit to OHS) a current animal response plan or annex to the county's Comprehensive Emergency Management Plan that addresses the evacuation and/or sheltering of animals in emergencies¹. A county may only participate in one application (either as a submitting or participating partner). The other partners involved in a given application will be deemed "participating partners"² and must develop an animal response plan or annex during the period of performance of this grant.

The "submitting partner" will be the grantee³ (fiduciary agent) for the regional application and "Participating Partners" will be implementing agencies for the purposes of the E-Grants system (if the region is a successful applicant under the FY2010 CASE Grant Program). The "submitting partner" is responsible for completing all required grant reporting forms in coordination with and on behalf of their region; and for reviewing and forwarding reimbursement requests from "participating partners" to OHS. The "submitting partner" and "participating partners" must be county emergency management offices, or their designee. "Participating partners" will be responsible for coordinating with the "submitting partner" on the development of an application for the FY2010 CASE Grant Program and the implementation and evaluation of projects (if the regional partnership receives funding under this grant).

¹ Clarification: For this program, an animal response plan or annex refers to a plan that addresses the evacuation and/or sheltering of companion animals and pets. Plans and annexes that only address response to animal disease outbreaks are NOT qualifying.

² Clarification: Participating partners are not required to be contiguous counties; however, it is incumbent on the applicant to fully demonstrate how an effective program can be implemented in a partnership that consists of non-contiguous partners. The issue of non-contiguous counties only applies in the case where one of the submitting or participating partners does not share a common border with any of the other applicants in that regional partnership.

³ Clarification: In E-Grants, the "Submitting Partner" will be the "Grantee" while "Participating Partners" will be reflected as implementing agencies.

Eligibility Guidelines: Submitting vs. Participating Partners		
	Submitting Partner	Participating Partner
Fiduciary Agent for program	X	
Animal Response Plan at application	X	
Animal Response Plan prior to completion of program		X
“Implementing Agency”		X
County Emergency Management Office or designee	X	X
Coordinate with submitting partner in development of application		X

III. FY2010 CASE Grant Program Objectives

The NYS Office of Homeland Security (OHS), in conjunction with the NYS Department of Agriculture and Markets (Ag & Mkts), has identified three primary objectives for the FY2010 CASE Grant Program:

1. **Advancement of Pet and Companion Animal Sheltering Capabilities:** The development of advanced, regional, sustainable Pet and Companion Animal Sheltering Capabilities is the first core objective of the FY2010 CASE Grant Program. Companion animal sheltering is a key component of the Mass Care and the Citizen Evacuation & Shelter in Place Target Capabilities.

- a. **Target Capability Definitions:**

Mass Care is the capability to provide immediate shelter, feeding centers, basic first aid, bulk distribution of needed items, and related services to persons affected by a large-scale incident. Mass Care is usually provided by nongovernmental organizations (NGOs), such as the American Red Cross, or by local government. The capability also provides for companion animal care/handling through local government and appropriate animal-related organizations.

Citizen Evacuation & Shelter in Place is the capability to prepare for, ensure communication of, and immediately execute the safe and effective sheltering-in-place of an at-risk population (and companion animals), and/or the organized and managed evacuation of the at-risk population (and companion animals) to areas of safe refuge in response to a potentially or actually dangerous environment.

- b. **Core Activities and Critical Tasks of the Target Capabilities relevant to the CASE Grant Program:**

- i. Mass Care:

1. Activity: Develop and Maintain Plans, Procedures, Programs and Systems

Critical Tasks:

- a. Res.C3a 1.6.1.1 Develop plans, policies, and procedures for the provision of services for companion animals in coordination with all responsible agencies
- b. Res.C3a 1.9.1 Develop procedures to ensure that general population shelters allow individuals to bring in existing support systems (including service animals and care-givers)
- c. Res.C3a 1.6.1 Develop criteria and guidance materials for sheltering companion animals

2. Activity: Develop and Maintain Training and Exercise Programs

Critical Tasks:

- a. Res.C3a 2.2.3 Develop and implement exercise programs for mass care personnel for delivery of mass care companion animal services
- b. Res.C3a 2.1.3 Develop and implement training programs for mass care personnel for delivery of companion animal services

3. Activity: Shelter Companion Animals:

Definition: Provide temporary shelter for companion animals of displaced owners or those companion animals that are abandoned.

Critical Tasks:

- a. Res.C3a 7.1.2 Establish companion animal shelter
- b. Res.C3a 7.1.3 Arrange for companion animal care/handling services
- a. Res.C3a 7.3 Operate companion animal care/handling facilities
- b. Res.C3a 7.3.1 Coordinate provision of veterinary medical services with appropriate agencies
- c. Res.C3a 7.2.1 Coordinate with entities responsible for search and rescue for transference of companion animals into animal shelters
- d. Res.C3a 7.2.2 Coordinate message regarding companion animal evacuation with agencies responsible for issuing evacuation orders
- e. Res.C3a 7.3.2 Coordinate animal shelter operations with agencies responsible for environmental health
- f. Res.C3a 7.4.3 Coordinate acquisition of needed companion animal resources with appropriate agencies receiving donations
- g. Res.C3a 7.2.3 Coordinate transportation of companion animals with appropriate agencies
- h. Res.C3a 7.3.3 Identify any special procedures necessary for the intake of companion animals (e.g., decontamination)
- i. Res.C3a 7.3.4 Identify and implement special procedures (e.g., decontamination) for companion animal intake
- j. Res.C3a 7.3.5 Implement procedures for companion animal intake/registration

- k. Res.C3a 7.3.6 Implement tracking system for intake and export of companion animals in compliance with local holding regulations
- l. Res.C3a 7.4.1 Provide feeding services that ensure adequate nutrition for companion animals
- m. Res.C3a 7.4.2 Establish guidance for staff on integrating volunteers while maintaining health and safety for staff, companion animals, and volunteers
- n. Res.C3a 7.3.7 Manage shelter facility maintenance

ii. Citizen Evacuation & Shelter in Place:

1. Activity: Develop and Maintain Plans, Procedures, Programs and Systems
Critical Task:
 - a. Res.B3a 1.2.4 Develop plans and procedures for evacuation/shelter-in place of companion animals
2. Activity: Direct Evacuation and/or In-Place Protection Tactical Operations
Critical Task:
 - a. Res.B3a 3.4.5 Coordinate with appropriate agencies regarding caring for companion animals in transit
3. Activity: Operate Evacuation Staging/Reception Area
Critical Task:
 - a. Res.B3a 7.2.1 Provide, in coordination with mass care, for basic needs support and processing of evacuated individuals and companion animals in preparation for further movement

c. **Outcomes:**

- i. Affected and at-risk populations (and companion animals to the extent necessary to save human lives) are safely sheltered-in-place or evacuated to safe refuge areas.
- i. Mass care services, including sheltering, feeding, and bulk distribution, are rapidly provided for the population and companion animals within the affected area.

d. **Additional Information:** For additional information on the “Mass Care” and “Citizen Evacuation & Shelter in Place” Target Capabilities, please refer to the complete Target Capability List (TCL). The complete TCL is available online at: <http://www.fema.gov/pdf/government/training/tcl.pdf> (Citizen Evacuation & Shelter in Place Capability is addressed on pages 377-393 and Mass Care Capability is addressed on pages 493-517).

2. Enhance the capabilities of CARTs: To enhance CART capabilities through regional partnerships, establishing a cost effective and efficient method of providing evacuation, sheltering and transportation of pets and companion animals throughout the State. New York State has 62 counties, five of which are located within the City of New York. County Animal Response Teams (CARTs) are in varying stages of development across the state, but the primary shortfall to meet legal mandates to provide pet and companion animal sheltering remains access to appropriate sheltering equipment. The development of mobile sheltering

equipment caches will provide maximum flexibility. Regional partnerships will enhance sheltering capabilities by better utilizing the mobile caches, and existing resources and response organizations. The State has limited homeland security funding; therefore, resources must be dedicated to the development of regional emergency animal sheltering capabilities that provide the maximum statewide benefit in a cost effective manner. As such, this specialized CASE grant was created to provide a financial incentive for the development of regional animal sheltering capabilities by expanding partnerships and encouraging regional collaboration. The development of statewide capability through regionally funded programs is dependent upon resource sharing and availability. **As a condition of funding, any successful applicants hereby agree to make the mobile equipment cache (including trailer) available for statewide deployment for response to State emergencies pursuant to rules or regulations established by the Commissioner of Agriculture and Markets pursuant to Article 26-B of Agriculture and Markets Law (that establishes Animal Response Teams). An inventory of equipment and trailers purchased with these grant funds must be provided to the Department of Agriculture and Markets upon request. Where possible, the Department of Agriculture and Markets suggests bar coding of equipment for inventory and tracking.**

- a. For the purposes of this grant program, “regional” is defined as two or more counties, with one county being identified as the “submitting partner” and one or more additional counties identified as “participating partners”.
- b. While two counties constitute the minimum baseline for a regional partnership (under this grant program), the NYS Office of Homeland Security (OHS) and the NYS Department of Agriculture & Markets (Ag & Mkts) are strongly encouraging counties to take a broader, regional approach. Multi-County submissions, when appropriate, are recommended.
- c. In order to meet the first primary objective of this grant program, a regional partnership must request at least one mobile equipment cache as part of the application for funding. To ensure that equipment caches acquired with these grant funds are robust enough to support a regional response, **all proposed equipment caches must be designed to provide sheltering accommodations for a minimum of 100 pets and companion animals.**
- d. **Additional Requirement:** To ensure the vitality of regional partnerships identified for the FY2010 CASE Grant, including the coordination with county emergency management offices, the submitting partner and the participating partners for each partnership to sign a Regional Partnership Agreement (RPA). This RPA will need to be in place prior to the development of a contract with regional partnerships that are awarded funding under the FY2010 CASE Grant Program. The signed RPA must be returned to OHS within four months of receipt of an award letter. A RPA template can be found in Appendix A.

3. **Enhance human evacuation compliance: Enhance human compliance with evacuation orders by building sustainable temporary emergency animal sheltering capabilities that will overcome known barriers (lack of appropriate sheltering options available) to compliance with evacuation orders.** The federal Department of Homeland Security (DHS) is increasingly emphasizing the importance of measuring how federal homeland security dollars have enhanced preparedness in the United States. Accordingly, to measure the impact of this specialized grant program, the State seeks to develop regional mobile equipment caches that provide for the sheltering of a measurable number of pets and companion animals across the state. Additionally, this program seeks to coordinate with the County Animal Response Team development effort managed by the Department of Agriculture and Markets. It is

expected that counties participating in this grant program will leverage any existing CART teams as resources to develop sheltering capabilities in their region. All partners that receive funding from this program are expected to update their existing pet and companion animal plans (or annexes) during the course of the performance period of this grant, and participating partners that do not have such a plan at the time of contract are required to develop and submit a pet and companion animal sheltering plan within the period of performance of this grant program. Please refer to Section V of this RFA for additional details.

IV. Authorized Program Expenditures

A. Allowable Costs: Grant funding under the FY2010 CASE Grant Program may be used for planning, equipment, training, and exercise costs utilizing the mobile animal sheltering equipment cache that are allowable under the FY2010 State Homeland Security Program (SHSP). Please consult the “Suggested Equipment Matrix” (Appendix B) for specific details on suggested allowable costs. All of the equipment listed in Appendix B is approved for purchase under this program.

Due to the specialized nature of this supplementary grant, 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).

Special Requirement: Due to the focus of developing regional animal sheltering capabilities, as well as the specialized nature of this grant program, all applications for funding must request at least one mobile animal equipment sheltering cache and any proposed equipment caches must be designed to provide sheltering accommodations for a minimum of 100 pets and companion animals.

Reminder: Under new guidelines put forth by the federal Department of Homeland Security (DHS), only 50% of your FY2010 award can be spent on allowable personnel costs. As the emphasis of this grant program is to develop regional equipment caches, the only eligible personnel costs for this program are those related to consultants conducting planning, training, or exercise activities in support of the proposed equipment cache. For Federal Fiscal Year 2010, consultant costs are included as part of the personnel costs for the SHSP program.

B. Unallowable Costs: There are several costs that are not allowable due to the specialized nature of this grant program. Organizational and Management and Administrative (M&A) costs are not eligible expenses under the FY2010 CASE Grant Program. Prime Movers (i.e., a vehicle to pull a trailer) are not allowable under the CASE Grant Program. Equipment, training, planning and exercise expenses related to general population sheltering or special needs population sheltering (unrelated to pets and companion animals) are also not allowable under this program. Ineligible personnel costs include Overtime/Backfill for Training and Exercises, and Fringe Benefits.

V. Application Format and Content

A. Format: Grant applications **MUST** be submitted to the NYS Office of Homeland Security via the automated OHS E-Grants System operated by the State of New York Office of Homeland Security (OHS). The system allows an agency to complete an application electronically and submit it over the

Internet using a secure portal. If upon reading this RFA you are interested in completing a grant application, and you have not previously been registered to use the OHS E-Grants system, your agency will need to register and be assigned a user name and password. The Registration Request Form can be found at the following Internet address: http://www.security.state.ny.us/Grant-Guidance/grantee_forms.html for your convenience.

A detailed tutorial on how to use the E-Grants system can also be found at the Internet address above. It will guide you step by step through the E-Grants application submission.

B. Required Application Content:

A blank sample Investment Justification (Appendix D) is available for applicant use at http://www.security.state.ny.us/Grant-Guidance/FY2010_CASE.html and it may be downloaded in either an MS-word or portable document format. Applicants must complete the Investment Justification and upload the Investment Justification as an attachment to your E-grants application. The following questions must be addressed in your application:

1. Description of Regional Animal Response/Sheltering Partnership:

- a. Description of Regional Partnership (Partners):** Identification of Submitting and Participating Partners. Please describe how your regional partnership for this grant (Submitting partner and participating partners) has coordinated together prior to the development of this grant application. If no coordination has occurred previously, please note this and explain why this is the case. Describe any pre-existing plans or agreements that already exist for relevant regional partnerships.
- b. Description of Regional Partnership (Environment):** Location in New York State; Number of Square Miles Covered; Population of Region; Estimate of pet population in the region (see Appendix C for formula). If any member of the partnership is not contiguous with at least one of the other partners, please describe how this partnership will overcome this geographic barrier to implement this regional program.
- c. Description of Regional Partnership (Hazards):** For the submitting partner and each participating partner, please describe the type and probability of occurrence of hazards that pose the greatest risk within the area of your regional partnership. Include an estimate of the size of the vulnerable population if a hazard is location specific (such as a flood plain).

Note: OHS will obtain from the State Emergency Management Office a list of any federal disaster or emergency declarations in the past 10 years for the counties in the regional partnership (2000-2009). This information will be used to provide a proxy assessment of regional risk.

- d. Description of Regional Partnership (Personnel):** For all partners, please describe agencies, CARTs, groups, or available personnel (career and/or volunteer) available to leverage in the implementation of your animal sheltering partnership. Describe any existing relationships with any other sheltering personnel or agencies (such as Red Cross, for example) with responsibilities for human (or animal) sheltering in your region.
- e. Description of Capabilities (Sheltering):** Describe the current capabilities of the submitting and participating partners to provide emergency animal sheltering,

including the status of CART development in the partnering counties. Describe any identified pet and companion animal sheltering gaps (reference appropriate Critical Tasks from the Mass Care or Citizen Evacuation and Shelter in Place Target Capabilities), and how you have identified these gaps (i.e., actual response, after action, capability assessment, etc.).

- f. **Pre-Existing Planning:** Describe any existing planning that has been accomplished to date relating to pet and companion animal sheltering, including any existing plans already developed (submitting and participating partners) that address companion animal sheltering. Please identify specifically any Activities or Critical Tasks from the Mass Care or Citizen Evacuation and Shelter in Place Target Capabilities that are currently addressed adequately by your existing plans. Submitting and participating partners may submit copies of existing plans that address companion animal sheltering with your application as attachments in E-grants, however, these will **not be scored** as part of your application. **Do not reference plans submitted with the application in place of answering the required questions.** The submission of any plans with your application **does not** eliminate or supersede the applicant's requirement to answer the specific application questions and information contained in any plans will not be reviewed as part of the evaluation of your application. Optional documents that you wish to attach to E-Grants will be uploaded to your E-Grants application as an attachment. See slides 53-56 of the E-Grants Tutorial for instructions.

2. Proposed Budget:

- a. **Proposed Budget: Equipment Cache:** Using the allowable equipment matrix as a guide (Appendix B), please provide a listing of your proposed trailer with equipment cache components. If you are seeking more than one trailer in your application, you must complete and upload to E-grants a separate matrix for each trailer cache requested in your application. A complete listing of your proposed equipment cache (including quantities of equipment) with the estimated budget **must be uploaded and attached to your E-grants application.**
- b. **Proposed Budget: Planning, Training, and Exercises:** Please provide a budget describing what funding (if any) will be applied to planning, training, or exercise activities in support of companion animal sheltering capability development, utilizing the mobile equipment cache(s) proposed in 2a. If no funding will be dedicated to any of these activities, please provide a brief explanation.
- c. **Leveraged Funding:** Please describe any other funding sources that will be leveraged to support development of the regional animal sheltering capabilities being proposed. If in-kind activities will complement proposed activities under this grant, please describe. If no additional resources beyond the proposed CASE funding are required, please describe why CASE resources are sufficient.

3. Case Grant Program Objectives:

- a. **To enhance CART capabilities through regional partnerships, establishing a cost effective and efficient method of providing evacuation, sheltering and transportation of pets and companion animals throughout the State.** Describe

how your proposed program will enhance CART evacuation, sheltering, and transportation capabilities as described above.

- b. Advancement of Pet and Companion Animal Sheltering Capabilities:** Identify specific capability gaps (Activities and Critical Tasks) that will be addressed with the resources requested in your proposal, and to what extent the resources requested in this grant will satisfy your anticipated regional emergency animal sheltering needs (partially, satisfactorily, completely).
 - c. Enhance human compliance with evacuation orders by building sustainable temporary emergency animal sheltering capabilities that will overcome known barriers (lack of appropriate sheltering options available) to compliance with evacuation orders.** Describe how the implementation of the proposed regional solution will enhance human compliance with evacuation orders. Describe how citizens will be made aware of the available pet and companion animal sheltering opportunities.
 - d. Relationship to Regional Risk:** Describe how your regional partnership will reduce the region's risk from natural and man-made disasters through the proposed equipment, training, planning, and exercising projects.
- 4. Regional Implementation Plan:** Please describe how your regional partnership (for the purposes of this grant program) will implement and/or deploy the projects outlined in your budget.
- a. Equipment:** Please describe how the equipment will be stored, dispatched, and used in response operations within the region and made available to regional partners upon request.
 - b. Planning, Training, and Exercises:** Please describe how regional planning, training, and exercise activities will be implemented by your regional partnership. If you are not proposing to fund these activities with CASE Grant funding, please briefly describe why these activities are not being addressed.
 - c. Team Development:** Describe how your regional implementation plan will contribute to the regional development and sustainment of animal response teams.
- 5. Sustainment Plan:** Sustainment of capabilities built under the FY2010 CASE Grant Program will be the responsibility of each successful regional partnership. As a part of this grant program, successful regional partnerships must sustain capabilities built using this funding. **Note:** If possible, identify specific funding streams (State Homeland Security Program; Urban Areas Security Initiative; Emergency Management Performance Grant; etc.) and estimated amounts and/or any local funding (with estimated amounts) that will be used to sustain these capabilities. There is no guarantee that this targeted CASE Grant Program will be available next year and therefore must not be considered as a future resource in your sustainment plan. The CASE Grant Program has been approved for 2010 and may not be offered again in future years.
- a. Sustain:** Please describe how your regional partnership will sustain the capabilities (including inventory and tracking of equipment, maintenance of trailer and

equipment) developed under this specialized grant program. Identify the responsibilities of specific partners in terms of sustainment/maintenance whenever possible.

b. Replenishment: Describe how your region will maintain the readiness of the equipment cache through the replacement/replenishment of depleted consumable supplies purchased with these grant funds.

c. Multi-Year Planning Cycle: Please describe how your regional animal response/CART partnership (submitting partner and participating partners) intends to continue building regional, sustainable pet and companion animal evacuation, transportation, and sheltering capabilities in 2011. How does your 2010 request for funding set the stage for your anticipated activities in 2011 and beyond?

VI. Application Evaluation Criteria

The following multi-tiered criteria will be used by the NYS Office of Homeland Security (OHS) to evaluate each application and to determine grant awards. OHS will select a multi-agency committee to evaluate applications.

A. Tier 1 Criteria: Tier 1 criteria are rated either “yes” or “no”. If any of the answers are “no”, the application will be immediately disqualified without further review and consideration for an award.

1. Is the applicant eligible to apply?
2. Does the partnership encompass two or more counties?
3. Is the application complete?
4. Was the application submitted on time?
5. Was the application submitted via E-Grants?

B. Tier 2 Criteria: Each regional partnership that passes the Tier 1 review will be read, reviewed, and rated using the criteria specified below. Scores per criterion will be totaled to establish a ranked list of eligible applications for consideration of awards. Information included in applications may require additional supporting documentation to be submitted and/or be substantiated using other reliable means. Untimely submission of any requested supporting documentation to OHS could be grounds to disqualify the original application submitted.

Tier 2 Evaluation Criteria	Point Score Range
Description of Regional Animal Response/Sheltering Partnership (including regional hazards and risk)	0-27
Proposed Budget	0-12
Projects (Objectives and Capabilities)	0-16
Regional Implementation Plan	0-12
Sustainment Plan	0-12
Subtotal (maximum)	79
Overall Assessment of Application Package	0-6
Total (maximum)	85

The total scores will be averaged and ranked in order from highest to lowest scores. The State reserves the right, for the purpose of ensuring the completeness and comparability of proposals to analyze submissions and make adjustments or normalize submissions in the proposals, including the applicant's technical assumptions, and underlying calculations and assumptions used to support the computation of costs, or to apply such other methods, as it deems necessary to make comparisons.

VII. Checklist of Required Documents

A. Initial Requirements: Due August 4, 2010

- Completed application in E-Grants (Please see tutorial document for helpful hints).
- Completed Investment Justification (.doc or .txt) uploaded and attached to E-grants.
- Completed matrix/matrices (worksheet/worksheets) listing proposed equipment and estimated costs for mobile equipment cache(s) uploaded and attached to E-grants.
- Optional: Copy of existing animal response/sheltering plans (submitting and participating partners, if available).

B. Required Before Contract Development

- Signed Regional Partnership Agreement for successful regional partnerships from representatives of each regional partner (Emergency Manager) agreeing to share assets and sustain/maintain equipment obtained under the FY2010 CASE Grant Program.
- Submitting Partner provides copy of existing animal response/sheltering plan to OHS (to be shared with the Department of Agriculture and Markets) prior to initiation of contract.

C. Required Before End of Performance Period

- All partners submit newly developed or updated animal response/sheltering plans to OHS (to be shared with the Department of Agriculture and Markets) prior to the end of performance period. Submission of these documents is required prior to reimbursement of the final 25% of the grant award.

D. Suggested Updates

- The Department of Agriculture and Markets is strongly encouraging all participants to develop mutual aid agreements for county to county CART mutual aid assistance.
- The Department of Agriculture and Markets is strongly encouraging all participants to develop regional companion animal sheltering plans.
- The Department of Agriculture and Markets is strongly encouraging all participants to develop equipment inventory and tracking systems to including bar coding where possible.

VIII. Timeline

A. Due Date: The NYS Office of Homeland Security must receive completed grant applications by **11:59 p.m. on August 4, 2010. Applications received after the due date and time will not be considered. Applications must be submitted via OHS's E-Grants System.**

B. Award Decisions: Grant applicants can expect to be notified of award decisions on/about September 30, 2010.

IX. Approval and Notification of Awards

The Director of the NYS Office of Homeland Security (OHS) will provide oversight of the grant review process. The Director will announce the final grant award decisions based on the review committee's rating of applications and recommendations. OHS will notify all applicants in writing as to whether or not they will receive a grant award. Nothing herein requires or prohibits OHS to approve grant funding for any one applicant, certain applicants, or all applicants. Any disbursement of an award is contingent upon entering into a contract with OHS, as explained in further detail below.

X. Administration of Grant Contracts

The NYS Office of Homeland Security (OHS) will negotiate and develop a grant contract with the submitting partner of successful regional applicants. The grant contract is subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expenses.

The period of performance for contracts supported by FY2010 CASE Grant Program funds is tentatively slated for the summer of 2010 through the summer of 2013. The final performance period, once identified by the federal Department of Homeland Security (DHS), will be communicated to applicants and/or grantees by the NYS Office of Homeland Security.

Copies of standard terms and conditions included in OHS grant contracts are available for review on the OHS website at http://www.security.state.ny.us/Grant-Guidance/grantee_forms.htm.

A. Issuing Agency

This RFA is issued by OHS. OHS is responsible for the requirements specified herein and for the evaluation of all applications.

B. Filing an application

Grant applications must be submitted via the automated OHS E-Grants System. The system allows an agency to complete an application electronically and submit it over the Internet using a secure portal. If, upon reading this RFA, you are interested in completing a grant application and you have not previously been registered to use the OHS E-Grants system, your agency will need to register and be assigned a user name and password. The Registration Request Form can be found at the following Internet address:

http://www.security.state.ny.us/Grant-Guidance/grantee_forms.htm.

A detailed tutorial on how to use the E-Grants system can also be found at the Internet address above. It will guide you in a step-by-step process through the E-Grants application submission.

C. Reservation of Rights.

OHS Reserves the Right To:

1. Postpone or cancel this RFA upon notification on the OHS website.
2. Amend the specifications after their release with appropriate notice to all bidders on the OHS website.
3. Reject any or all applications received in response to this RFA.

4. Correct any arithmetic errors in any proposals.
5. Award more than one contract resulting from this RFA.
6. Waive or modify minor irregularities in applications received after prior notification to the applicant.
7. Adjust or correct cost figures, with the concurrence of the applicant, if errors exist and cannot be documented to the satisfaction of OHS and the State Comptroller.
8. Negotiate with applicants responding to this RFA within the requirements to serve the best interests of the State.
9. Eliminate mandatory requirements unmet by all applicants.
10. If OHS is unsuccessful in negotiating a contract with the selected applicant within an acceptable timeframe, OHS may begin contract negotiations with the next qualified applicant(s) in order to serve and realize the best interests of the State.
11. Award grants based on the best interests of the State.
12. Terminate, renew, amend or renegotiate contracts with grantees at the discretion of OHS.
13. Periodically monitor the grantee's performance in all areas mentioned above, in addition to the activities in the contract; and
14. Revoke funds awarded to an applicant who materially alters the activities under the grant award, or who does not implement an approved project within 60 days of the final contract approval.
15. Release, in whole or in part, the contents of the application subject to the Freedom of Information Law or for any other purposes deemed suitable by OHS.

D. Term of the Contract

Any resulting contract or agreement more than \$50,000 from this RFA will be effective only upon approval by both the NYS Office of the Attorney General and State Comptroller. Any resulting contract for under \$50,000 from this RFA will be effective upon signature of both parties.

E. Payment and Reporting Requirements of Grant Awardees

1. Standard Cost Reimbursement Contract

Each successful applicant must enter into a standard cost reimbursement contract with the OHS, which includes this Request for Applications, the successful applicant's proposal, any attachments or exhibits and the standard clauses required by the NYS Attorney General for all State contracts including Appendix "A" (available upon request). The contract will be subject to approval by the Attorney General and State Comptroller. Payment will be made subject to proper documentation and compliance with reimbursement procedures and all other contractual requirements. The following will be incorporated as appendices into any contract(s) resulting from this RFA:

- APPENDIX A - Standard Clauses for All New York State Contracts
- APPENDIX A-1 - Agency Specific Clauses
- APPENDIX B - Budget
- APPENDIX C - Payment and Reporting Schedule
- APPENDIX D – Workplan/Special Conditions

Please refer to contract Appendices A, Appendix A-1 and Appendix C which will be included in all grant contracts. For purposes of this RFA, these terms and conditions are incorporated by reference and the applicant must agree to the inclusion of all of these terms and conditions in any resulting grant contracts as part of the application submission. Copies of the standard terms and conditions included

in OHS grant contracts are available for review on the OHS website at http://www.security.state.ny.us/Grant-Guidance/grantee_forms.htm. Payments will be made subject to proper documentation and compliance with reimbursement procedures and all other contractual requirements.

2. Compliance with Procurement Requirements

Applicants must follow and comply with all procurement procedures under General Municipal Law and will be subject to monitoring by OHS to ensure compliance.

F. Satisfactory Progress

Satisfactory progress toward implementation includes, but is not limited to; executing contracts and submitting payment requests in a timely fashion, retaining consultants, completing plans, designs, reports, or other tasks identified in the work program within the time allocated for their completion. OHS may recapture awarded funds if satisfactory progress is not being made on the implementation of a grant project.

G. General Specifications

By submitting the application, the applicant attests that:

1. Applicant has express authority to submit on behalf of the applicant's agency.
2. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including Appendices A (Standard State Contract Clauses), A-1 and C and all other terms and conditions of the award contract.
3. The application and any resulting grant, if awarded, must adhere to, and be in full compliance with any, resulting contract(s) and relevant federal and states policies and regulations or be subject to termination.

XI. Environmental and Historic Preservation

Environmental Planning and Historic Preservation Compliance.

FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA grant funding. FEMA, through its Environmental Planning and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including: *National Environmental Policy Act*; *National Historic Preservation Act*; *Endangered Species Act*; the *Clean Water Act*; and Executive Orders on Floodplains (11988), Wetlands (11990), and Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to low-income and minority populations.

Recipients shall not undertake any project without the prior approval of GPD, and must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project description will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify their GPD Program Analyst, and the

appropriate State Historic Preservation Office. Any projects that have been initiated prior to approval will result in a non-compliance finding and will not be eligible for funding.

For more information on FEMA's EHP requirements, applicants should refer to FEMA's Information Bulletin #329, *Environmental Planning and Historic Preservation Requirements for Grants*, available at <http://www.fema.gov/pdf/government/grant/bulletins/info329.pdf>. Additional information and resources can also be found at <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm> and at the OHS website at <http://www.security.state.ny.us/Grant-Guidance/ehp.html>.

XII. Questions?

Questions regarding the FY2010 CASE Grant Program should be directed to the following email address: grants@security.state.ny.us. To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. In order to provide sufficient time to develop a response to any inquiries, written questions will be accepted until 12:00 noon on Monday, August 2, 2010.

Updates and frequently asked questions will be posted on the NYS Office of Homeland Security's (OHS's) website (http://www.security.state.ny.us/Grant-Guidance/FY2010_CASE.html). Please check the website frequently for updates.

All questions regarding the E-Grants System should be directed to OHS via email (grants@security.state.ny.us) or telephone (866-837-9133). No technical assistance will be available after 4:30pm on August 4, 2010.

Appendix A: Regional Partnership Agreement (RPA) Template

Reminder: The signed RPA is not due as part of the initial application to the NYS Office of Homeland Security (OHS). The signed RPA is due within four months of receipt of an award letter from OHS for FY2010 Companion Animal Sheltering Equipment (CASE) Grant Program funds. Please note that the RPA is only for the purposes of the FY2010 CASE Grant Program and does not constitute or infer mutual aid between the submitting and participating partners for successful regional partnerships under the FY2010 CASE Grant Program.

Signature: The 2010 RPA is designed to be signed by the Emergency Managers of the submitting and participating partners involved in a given regional partnership.

Regional Partnership Agreement Between _____ and _____ For the FY2010 CASE Grant Program

Parties

The parties to the Regional Partnership Agreement (RPA) are _____ and _____. **(Note: Additional participating partners should be added to the RPA, as appropriate.)**

Purpose

This RPA is intended to build regional companion animal evacuation, transportation, and sheltering components of the Mass Care and Citizen Evacuation and Shelter in Place Target Capabilities by:

- Setting forth the responsibilities of the CASE Grant Program recipients; and
- Ensuring that CASE Grant Program recipients work together to implement the projects, goals and objectives identified in their jointly-submitted CASE Grant Program application under the NYS Office of Homeland Security (OHS) FY2010 CASE Grant Program Request for Applications (RFA).

Definitions

The term **submitting partner** refers to the direct recipient of the FY2010 CASE Grant Program award, who shall serve as fiduciary agent for the award. (See below for the specific responsibilities of the submitting partner.)

The term **participating partner** refers to the other entity or entities who joined with the submitting partner in applying for funding through the CASE Grant Program.

General Responsibilities of the Submitting Partner (SP)

The SP is to act as the principal point of contact with the NYS Office of Homeland Security for application, management, and administration of the FY2010 CASE Grant Program.

The SP is responsible for submitting all required fiscal reporting documents to the NYS Office of Homeland Security (OHS) and for maintaining all appropriate records pertaining to this grant program. Specific details related to fiscal reporting and records maintenance are outlined in OHS’s contract with the SP for the FY2010 CASE Grant Program.

The SP is required to use the funds received through the FY2010 CASE Grant Program in coordination with the participating partner, and in a manner that is consistent with their application.

General Responsibilities of the Participating Partner(s) (PP)

The PP(s) is responsible for coordinating with the SP to implement all projects funded under the FY2010 CASE Grant Program.

Project-Specific Responsibilities

The responsibilities of the SP and each PP for each of the projects funded under the FY2010 CASE Grant Program are outlined below⁴:

Project	Responsibility of Submitting Partner	Responsibility of each Participating Partner

Points of Contact

Partner	Name	Telephone	Email
Submitting Partner Primary Contact:			
Submitting Partner Secondary Contact:			
Participating Partner Primary Contact:			
Participating Partner Secondary Contact:			

Effective Date

This RPA becomes effective upon its approval by all parties, and is effective through August 30, 2013.

⁴ Suggestion: In order to populate this chart, information can be drawn from the “Regional Implementation Plan” section of your FY2010 CASE Grant Program application. Details are needed only for projects that were funded under the FY2010 CASE Grant Program.

Modification

This RPA may be modified upon the signed consent of all the parties to the agreement.

Acknowledgement

My signature below indicates that I understand and agree to the purpose, conditions and rules surrounding the FY2010 CASE Grant Program and that by signing this document, I acknowledge these conditions and pledge to work cooperatively to fulfill the purpose of the grant, if awarded.

APPROVED BY:

For _____:

(name/title)

(date)

For _____:

(name/title)

(date)

Appendix B:

Suggested Equipment Matrix⁵

WORKSHEET FOR EMERGENCY ANIMAL SHELTERING CACHE			
This is a list of suggested allowable equipment necessary to establish your companion animal shelter equipment trailer. Formulas have been added to simplify the process.			
Number	Unit Cost	Total cost	Title
		\$0.00	Trailer
ANIMAL SUPPLIES FOR TRAILER			
		\$0.00	Cat carriers, various sizes
		\$0.00	Dog carrier, plastic airline crate style, various sizes
		\$0.00	Dog crate, wire, Extra Large (36 X 27 X 30)
		\$0.00	Dog crate, wire, Large (36 X 27 X 30)
		\$0.00	Dog crate, wire, Medium (30 X 21 X 24)
		\$0.00	Dog lead, blue, 6ft
		\$0.00	Dog lead, red, 4ft
		\$0.00	EZ E-Jay ID bands, 10" x 500
		\$0.00	EZ E-Jay ID bands, 20" x 500
		\$0.00	First aid kits, animal
		\$0.00	Food dishes/bowls
		\$0.00	Gauntlets/Gloves
		\$0.00	Litter pans
		\$0.00	Pole, animal control, various sizes for dogs and cats
		\$0.00	Thermometer, digital
HORSE SUPPLIES FOR TRAILER			
		\$0.00	Corral Kit
		\$0.00	Halter rope, heavy duty
		\$0.00	Horse halter, various sizes
		\$0.00	Horse leads
		\$0.00	Pitchfork, manure
		\$0.00	Rope leads, various sizes
GENERAL EQUIPMENT FOR TRAILER			
		\$0.00	Bolt cutter
		\$0.00	Brooms

⁵ Please note- the suggested equipment list is available an automated, self-calculating excel worksheet that can be downloaded from the OHS website as an excel file and attached to your E-Grants application (http://www.security.state.ny.us/Grant-Guidance/FY2010_CASE.html). While this is a suggested equipment list, applicants are required to use this form to provide OHS with the actual proposed configuration of the trailer and equipment cache.

		\$0.00	Bungee cord, various
		\$0.00	Cable ties
		\$0.00	Chair
		\$0.00	Chocks, Black rubber economy
		\$0.00	Cooler, water
		\$0.00	Cord, electrical, various length/size
		\$0.00	Drop light cord
		\$0.00	Fan, 20" box
		\$0.00	Fence pliers
		\$0.00	File boxes
		\$0.00	First aid kit
		\$0.00	Flashlight/various
		\$0.00	FRS radio
		\$0.00	Gas can, 5 gallon, plastic
		\$0.00	Generator
		\$0.00	Gloves, box surgical, various size
		\$0.00	Goggles, safety
		\$0.00	Grease gun w/cartridges, various
		\$0.00	Hacksaw
		\$0.00	Hammer
		\$0.00	Hand truck, convertible
		\$0.00	Hard hat
		\$0.00	Hose, garden, various length/size
		\$0.00	Light bulbs
		\$0.00	Pail/bucket, various sizes
		\$0.00	Plastic pans
		\$0.00	Pliers, various
		\$0.00	Portable shelter/canopy, 10' X 10' or 10' X 20'
		\$0.00	Radio, weather
		\$0.00	Rope, various length/size
		\$0.00	Safety fence, orange, 100'
		\$0.00	Safety vest, various size
		\$0.00	Sanitizer, hand
		\$0.00	Screwdriver, cordless
		\$0.00	Screwdriver, various
		\$0.00	Signs, various
		\$0.00	Socket set
		\$0.00	Spade, garden
		\$0.00	Sprayer, 3 gallon
		\$0.00	Staple Gun w/staples
		\$0.00	Surge protector
		\$0.00	Table
		\$0.00	Tape, various type/size
		\$0.00	Tarp, 20 X 20
		\$0.00	Tarp, 30 X 60
		\$0.00	Tarp, 40 X 60
		\$0.00	Toolbox
		\$0.00	Totes, latching w/lid
		\$0.00	Traffic cones w/reflective collar, orange

		\$0.00	Tyvek suit, various
		\$0.00	Water carriers, 5 gallon
		\$0.00	WD40, can/dispenser
		\$0.00	Wet/dry vacuum
		\$0.00	Wheelbarrow/garden cart
		\$0.00	Wrench , adjustable
		\$0.00	Wrench set (Open end)
GRAND TOTAL		\$0.00	

Appendix C: **Estimating Pet and Companion Animal Populations⁶**

Estimating the number of pet-owning households:

Dogs:

Number of dogs: $0.632 \times$ total number of households

Number of dogs: $1.7 \times$ number of dog-owning households

Cats:

Number of cats = $0.713 \times$ total number of households

Number of cats = $2.2 \times$ number of cat-owning households

Birds:

Number of birds: $0.098 \times$ total number of households

Number of birds = $2.5 \times$ number of bird-owning households

Horses:

Number of horses: $0.063 \times$ total number of households

Number of horses = $3.5 \times$ number of horse-owning households

Estimating the number of pets:

All Pets:

Number of pet-owning households: $0.574 \times$ total number of households

Dogs:

Number of dog-owning households: $0.372 \times$ total number of households

Cats:

Number of cat-owning households: $0.324 \times$ total number of households

Birds:

Number of bird-owning households: $0.039 \times$ total number of households

Horses:

Number of horse-owning households: $0.018 \times$ total number of households

A pet population calculator provided by the AVMA is available at:

http://www.avma.org/reference/marketstats/ownership_calculator.asp

⁶ American Veterinary Medical Association (2007). U.S. pet ownership. Accessed May 11, 2009 at <http://www.avma.org/reference/marketstats/ownership.asp#formulas>

Appendix D:

FY 10 CASE Grant Program Investment Justification

Submitting Partner:	_____
Participating Partner(s):	_____

Project Name:	_____

Applicant Instructions. The Investment Justification template is divided into five parts with one part corresponding to each of the major areas that applicants must address in the CASE Grant Request for Applications. Questions are numbered 1a, 1b, etc. in Part I, and 2a, 2b, etc. for subsequent parts of the Investment Justification. For each question contained in the CASE Grant Request for Applications, please provide your response for that question in this Investment Justification. Please note, applicants are required to provide a separate matrix for question 3a regarding the makeup of the proposed equipment cache.

Each response you provide is worth a maximum of four points. Please note, if an applicant fails to address any of the required content in a question, the maximum value that can be awarded for that item is two (2) points as the answer would be deemed to be incomplete. Point values will increase as applicants provide more complete answers, with the maximum value assigned to responses that comprehensively address the question being asked.

Applicants will be assigned up to a maximum of three points for the assessment of risk based on previous federal disaster or emergency declaration (Risk Proxy) that will be completed by OHS. In addition, reviewers will also score each application based on an overall assessment of the quality and completeness of the application, with a maximum of six points available for that score. The maximum number of points available that could be awarded is a total of 85 points. Each application's scores will then be averaged and ranked in order from highest to lowest scores for funding consideration.

Please note: There are no character limits restricting your response to any questions. Applicants should answer questions with sufficient supporting information as necessary in order to completely answer the question being asked. The spacing between questions in this Investment Justification template is illustrative only and is not intended to be indicative of the suggested length of the response to the questions being asked. Applicants are free to adjust the spacing to meet the needs of their own responses.

Part 1: Description of Regional Animal Response/Sheltering Partnership

1a. Description of Regional Partnership (Partners): Identification of Submitting and Participating Partners. Please describe how your regional partnership for this grant (Submitting partner and participating partners) have coordinated together prior to the development of this grant application. If no coordination has occurred previously, please note this and explain why this is the case. Describe any pre-existing plans or agreements that already exist for relevant regional partnerships.

1b. Description of Regional Partnership (Environment): Location in New York State; Number of Square Miles Covered; Population of Region; Estimate of pet population in the region (see Appendix C for formula). If any member of the partnership is not contiguous with at least one of the other partners, please describe how this partnership will overcome this geographic barrier to implement this regional program.

1c. Description of Regional Partnership (Hazards): For the submitting partner and each participating partner, please describe the type and probability of occurrence of hazards that pose the greatest risk within the area of your regional partnership. Include an estimate of the size of the vulnerable population if a hazard is location specific (such as a flood plain).

Risk Proxy: Federal disaster or emergency declarations for the partnership in the past 10 years (2000-2009). (Number of declarations to be provided to reviewer by OHS based on SEMO data)

No response required by applicant.

1d. Description of Regional Partnership (Personnel): For all partners, please describe agencies, CARTs, groups, or available personnel (career and/or volunteer) available to leverage in the implementation of your animal sheltering partnership. Describe any existing relationships with any other sheltering personnel or agencies (such as Red Cross, for example) with responsibilities for human (or animal) sheltering in your region.

1e. Description of Capabilities (Sheltering): Describe the current capabilities of the submitting and participating partners to provide emergency animal sheltering, including the status of CART development in the partnering counties. Describe any identified pet and companion animal sheltering

gaps (reference appropriate Critical Tasks from the Mass Care or Citizen Evacuation and Shelter in Place Target Capabilities), and how you have identified these gaps (i.e., actual response, after action, capability assessment, etc.).

1f. Pre-Existing Planning: Describe any existing planning that has been accomplished to date relating to pet and companion animal sheltering, including any existing plans already developed (submitting and participating partners) that address companion animal sheltering. Please identify specifically any Activities or Critical Tasks from the Mass Care or Citizen Evacuation and Shelter in Place Target Capabilities that are currently addressed adequately by your existing plans. Submitting and participating partners may submit copies of existing plans that address companion animal sheltering with your application as attachments in E-grants, however, these will **not be scored** as part of your application. **Do not reference plans submitted with the application in place of answering the required questions.** The submission of any plans with your application **does not** eliminate or supersede the applicant's requirement to answer the specific application questions and information contained in any plans will not be reviewed as part of the evaluation of your application. Optional documents that you wish to attach to E-Grants will be uploaded to your E-Grants application as an attachment. See slides 53-56 of the E-Grant Tutorial for instructions.

Part 2: Proposed Budget

2a. Proposed Budget (Equipment Cache): Using the allowable equipment matrix as a guide (Appendix B), please provide a listing of your proposed trailer with equipment cache components. If you are seeking more than one trailer in your application, you must complete and upload to E-grants a separate matrix for each trailer cache requested in your application. A complete listing of your proposed equipment cache (including quantities of equipment) with the estimated budget **must be uploaded and attached to your E-grants application.**

Upload separate matrix showing trailer, equipment, and estimated costs.

2b. Proposed Budget: Planning, Training, and Exercises: Please provide a budget describing what funding (if any) will be applied to planning, training, or exercise activities in support of companion animal sheltering capability development, utilizing the mobile equipment cache(s) proposed in 2a. If no funding will be dedicated to any of these activities, please provide a brief explanation.

2c. Leveraged Funding: Please describe any other funding sources that will be leveraged to support development of the regional animal sheltering capabilities being proposed. If in-kind activities will complement proposed activities under this grant, please describe. If no additional resources beyond the proposed CASE funding are required, please describe why CASE resources are sufficient.

Part 3: Case Grant Program Objectives

3a. To enhance CART capabilities through regional partnerships, establishing a cost effective and efficient method of providing evacuation, sheltering and transportation of pets and companion animals throughout the State. Describe how your proposed program will enhance CART evacuation, sheltering, and transportation capabilities as described above.

3b. Advancement of Companion Animal Sheltering Capabilities: Identify specific capability gaps (Activities and Critical Tasks) that will be addressed with the resources requested in your proposal, and to what extent the resources requested in this grant will satisfy your anticipated regional emergency animal sheltering needs (partially, satisfactorily, completely).

3c. Enhance human compliance with evacuation orders by building sustainable temporary emergency animal sheltering capabilities that will overcome known barriers (lack of appropriate sheltering options available) to compliance with evacuation orders. Describe how the implementation of the proposed regional solution will enhance human compliance with evacuation orders. Describe how citizens will be made aware of the available pet and companion animal sheltering opportunities.

3d. Relationship to Regional Risk: Describe how your regional partnership will reduce the region’s risk from natural and man-made disasters through the proposed equipment, training, planning, and exercising projects.

Part 4: Regional Implementation Plan

4a. Equipment: Please describe how the equipment will be stored, dispatched, and used in response operations within the region and made available to regional partners upon request.

4b. Planning, Training, and Exercises: Please describe how regional planning, training, and exercise activities will be implemented by your regional partnership. If you are not proposing to fund these activities with CASE Grant funding, please briefly describe why these activities are not being addressed.

4c. Team Development: Describe how your regional implementation plan will contribute to the regional development and sustainment of animal response teams.

Part 5: Sustainment Plan

5a. Sustain: Please describe how your regional partnership will sustain the capabilities (including inventory and tracking of equipment, maintenance of trailer and equipment) developed under this specialized grant program. Identify the responsibilities of specific partners in terms of sustainment/maintenance whenever possible.

5b. Replenishment: Describe how your region will maintain the readiness of the equipment cache through the replacement/replenishment of depleted consumable supplies purchased with these grant funds.

5c. Multi-Year Planning Cycle: Please describe how your regional animal response/CART partnership (submitting partner and participating partners) intends to continue building regional, sustainable pet and companion animal evacuation, transportation, and sheltering capabilities in 2011. How does your FY2010 request for funding set the stage for your anticipated activities in 2011 and beyond?