

## Instructions for NYS Companion Animal Capital Fund Request for Proposals 2018-2019

### **General**

This document is intended to accompany the NYS Companion Animal Capital Fund Request for Proposals, (RFP) application published on the Grants Gateway. It may be supplemented by a hard copy version of the RFP posted on the website of the Department of Agriculture and Markets. A live webinar was held and you may find the recording at the following link:

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

**An email mailing list has been set up to send out periodic updates to applicants. If you would like to become a part of this list, please send a request to Alexandra Chiusano at the email address below with which email address(es) you would like added as well as which organization you represent.**

Questions may be submitted IN WRITING until 4:30 pm local time on October 24, 2018 to:

Alexandra Chiusano  
NYS Department of Agriculture and Markets  
10B Airline Drive  
Albany, NY 12235  
E-mail: [Alexandra.Chiusano@agriculture.ny.gov](mailto:Alexandra.Chiusano@agriculture.ny.gov)

Answers will be posted on the Department website at: <https://www.agriculture.ny.gov/RFPS> and on the Grants Gateway as they are received on an ongoing basis until 4:00pm on October 29, 2018. Proposals are due by 4:00 pm local time on or before Wednesday, November 7, 2018. No late proposals will be accepted.

All proposals must be submitted through the Grants Gateway. New York State vendors must register in the Gateway and establish users in the system. To start this process, go to the Grant Opportunity Portal: [https://grantsgateway.ny.gov/IntelliGrants\\_NYSGG/module/nysgg/GOPortal.aspx](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/GOPortal.aspx)

Please view the “Starting a Grant Application” instructions at the end of this document for details on how to use the Grants Gateway. **For further assistance with the Grants Gateway, please contact the Grants Gateway Helpdesk by calling (518) 474-5595 or emailing [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov).**

**If you have not yet registered on the Grants Gateway (or, as a not-for-profit, prequalified), please do so immediately.**

### **Pre-Submission Uploads**

There are six attachments we provide to you in the Pre-Submission uploads section of the Forms Menu on the Grants Gateway. The attachments are as follows:

- **Annual Statistics Worksheet:** Please download this document, complete it, then upload it into the Program Specific Questions section on Question 5 in Section 1.
- **Asilomar Accords:** This PDF contains definitions and further instructions to help you fill out the Annual Statistics Worksheet.
- **Association of Shelter Veterinarians (ASV) Guidelines:** It is expected that you will make references to this document throughout your application. It is provided here for your convenience.
- **ASPCA ASV Shelter Care Checklist:** A concise format of the ASV guidelines for your reference.
- **RFP Addendum 1:** For your reference to assist you in match calculation and budget formulation.
- **RFP Addendum 2:** For your reference to assist you in determine eligible and ineligible expenses.

**All applicants should read and be familiar with these documents. The project listed on your application should aim to implement or improve upon ASV guidelines within your own organization.**

You do not need to upload anything in this section.

## **Eligibility**

### **Eligible Applicants**

Eligible applicants include:

- Municipal pounds, shelters, and humane societies
- Incorporated not-for-profit pounds, shelters, and humane societies under contract with a municipality
- **All such applicants must care for dogs under Article 7 of Agriculture and Markets law, which can be reviewed at: <https://agriculture.ny.gov/AI/AILaws/article7.pdf>.**
- **All such applicants must be pre-qualified in the Grants Gateway at the time of application**

The following entities are **not eligible** to apply for funding:

- for-profit entities
- individuals

Proposed projects must be completed within two years of the contract start date.

### **Eligible Costs**

Only capital projects necessary for the secure containment, health, and adequate care of sheltered dogs and cats are eligible for funding. Eligible expenses include direct costs related to the:

- construction
- renovation
- rehabilitation
- installation
- acquisition, or

- expansion of buildings, equipment, or facilities.

### **Ineligible Costs**

- **Please see Addendum 2 of the RFP for more information on eligible and ineligible costs**

### **Program Specific Questions**

In this section, you are to answer all questions posed. Answers should be responsive to the questions with quantitative data included. The content of the answer is more important than the length of the answer, so be direct and limit extraneous material. Give as much relevant and specific information as possible. References to the ASV guidelines or checklist are strongly encouraged. It is recommended that you answer all questions in a Word document and copy/paste them into the Gateway.

### **Uploads**

Some of the Program Specific Questions have required uploads. You must upload the item(s) requested on these questions. Some questions have optional uploads, but it is recommended you utilize these to your advantage.

### **Budget**

**Please see Addendum 1 of the RFP for information on match calculation and budget formulation.**

**NOTICE: Disregard the match percentage calculated by the Grants Gateway, as this is inaccurate for the purposes of this grant program.**

### **Work Plan**

On the Forms Menu, you will find a Work Plan Overview Form. This portion of the application will be scored as part of Section 2 in the Program Specific Questions. When completing the Work Plan Summary section of the application, you will be asked to provide a high-level overview of the project, including the overall goal and desired outcomes in the **Work Plan Summary**. In this section, you will address each of your objectives in detail. You are then to articulate tasks that will be completed to meet the objectives, and the performance measures associated with the tasks. The success of the proposed project will be judged by **performance measures**. Each task must be accompanied by one of more performance measure(s). The following **Work Plan Detail** will ask that you individually delineate **objectives, tasks, and performance measures** associated with the project.

The Work Plan portion of the application will be used for the formation of a contract if you are granted funding.

A wide variety of **objectives** may be proposed to meet the goal of the project, followed by **tasks** to complete those objectives, and **performance measures** to assess the success of those tasks. Examples of these would be:

**Example Objective:** To increase the shelter's housing capacity by 25%

**Tasks to meet this objective:**

- Build a new wing on the existing building
- Install new runs and/or cages in the new wing

**Performance Measures to evaluate these tasks:**

- Compile statistics on how many animals can be housed before the project
- Calculate how many runs and/or cages would need to be added to increase the housing capacity by 25%
- Figure out how large the new wing would need to be to install the necessary number of cages/runs

**Example Objective:** To decrease the spread of infectious disease among shelter animals

**Tasks to meet this objective:**

- Build a new isolation wing within the existing building
- Adapt proper infection control protocols to ensure effectiveness and efficiency of the new isolation wing

**Performance Measures to evaluate these tasks:**

- Assess how many animals are becoming sick as they enter the shelter and by how much the shelter needs to reduce this
- Assess space necessary to build an isolation wing and whether the space is available
- Review ASV guidelines regarding infection protocols and adapt them to the shelter's specific needs

The points above are intended as examples. They are very general and your Work Plans are expected to go into much further detail. Calculations and numerical figures should be included wherever possible.

Please continue scrolling for instructions on how to begin an application in the Grants Gateway.



New York State  
Grants Gateway



# Starting a Grant Application

## 1 Prerequisites

**1.1 Registration:** All entities that wish to apply for grants in NY State must be registered in the Grants Gateway. This process includes filling out and mailing a signed and notarized registration form. Your organization will not be able to start a grant application until it has an account with the Grants Gateway. If your organization does not yet have an SFS (Statewide Financial System) Vendor ID number, the registration process will take an extra 2-3 business days to be processed.

Related Links:

- 1.1.1 [Registration Form](#)
- 1.1.2 [Video: Grants Gateway Registration](#)
- 1.1.3 [Grants Gateway Registration](#)

**1.2 Prequalification:** 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. **NOTES:**

Governmental entities and for-profit organizations 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.

Related Links:

- 1.2.1 [Vendor Prequalification Manual](#)
- 1.2.2 [Maintaining Prequalification document](#)
- 1.2.3 [Video: Grants Gateway Prequalification](#)

**1.3 System Roles:** You must be logged in under the right role in order to begin a grant application. The role of *Grantee Delegated Administrator* **cannot** start a grant application. However, this user can create accounts for roles that can start applications.

- 1.3.1 *Grantee:* This role can start, edit, and save a grant application, but can't submit the application.
- 1.3.2 *Grantee Contract Signatory:* This role can start, edit, save, and submit (sign) a grant application.
- 1.3.3 *Grantee System Administrator:* This role has the same rights as the Grantee Contract Signatory.
- 1.3.4 The *Grantee Delegated Administrator* can add a new account by following these steps:

- 1) Click on Organization(s)
- 2) Click on Organization Members
- 3) Click on Add Member
- 4) Click on New Member
- 5) Fill out the required fields on the blank New Member page and select the appropriate role.
- 6) Click [SAVE AND ADD TO ORGANIZATION] when complete.

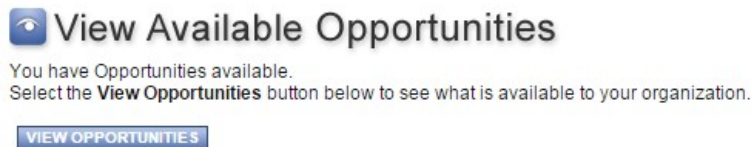
Refer to the section starting on page 15 of the [Grantee User Guide](#) for detailed instructions.

## 2 Search for the Grant Opportunity

2.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee
- Grantee Contract Signatory
- Grantee System Administrator

2.2 On your home page there is a section called “View Available Opportunities”. Click on the [VIEW OPPORTUNITIES] button.



2.3 Search for the grant by using some of the search fields. You can select the agency’s name or type in a key word, such as “companion animal,” in the Grant Opportunity Name field

**Opportunities**

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Search by Grant Opportunity Name

Search by Due Date From:  To:

Search by Eligibility

Search by Funding Agency

2.4 The results will appear below the search box. Click on the link to the Grant Opportunity you wish to apply for; this will bring you to the Opportunity Funding Profile page.

2.5 Begin your application by clicking on the [APPLY FOR GRANT OPPORTUNITY] button.

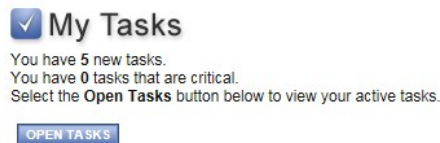


### 3 Work through the Forms Menu

Everything that is required of you will be found in the “Forms Menu” of the application. The Forms Menu includes several pages of forms and documents that you must complete and save. This includes your project address, questions to be answered (Program Specific Questions), your budget, a work plan, and attachments (Pre-Submission Uploads).

### 4 Finding an Application You’ve Already Started

If you’ve started an application and have logged out of the system, the next time you log in, the application will be found in your “My Tasks” section on the home page. You can also use the “Applications” search function at the top of the page to search for all applications started for your organization.



### 5 Submitting Your Application

All grant applications have a due date and time. The Grants Gateway system will not accept applications after the specific time applications are due. You are strongly encouraged to submit your application 24 or 48 hours in advance of the deadline to ensure that any problems you encounter are handled before the deadline.

5.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee Contract Signatory
- Grantee System Administrator

5.2 Locate (search for) and access the application

5.3 Review the application: You can go through each section in the Forms Menu and/or you can click on the “Print Application” option which will show you all of your text-based answers (it will not show you the attachments you have added).

5.4 Submit the application

5.4.1 Click on Status Changes and apply the status of Application Submitted.

5.5 Confirm that the application was submitted: You will receive an email a few minutes after submission, confirming that the application was submitted; your task will go away (as it is now a task for the state agency); the status of the application will change to “Assignment of Reviewers”.

**For further assistance when using the Gateway, please contact the Grants Gateway Helpdesk by calling (518)-474-5595 or emailing [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov). Specific questions regarding the application should be submitted in writing to Alexandra Chiusano at [Alexandra.Chiusano@agriculture.ny.gov](mailto:Alexandra.Chiusano@agriculture.ny.gov).**