

RFP0221
REQUEST FOR PROPOSALS
for the
2019-2020 NEW YORK STATE
COMPANION ANIMAL CAPITAL PROJECTS FUND

Competitive Grants to Municipal and Incorporated Not-for-Profit Pounds, Shelters and Humane Societies

FINAL QUESTIONS AND ANSWERS

January 9, 2020

1.) Where will Questions and Answers be posted?

➔ A list of questions, answers to those questions, as well as any changes, additions, or deletions to the RFP will be posted in the Funding Opportunities section of the Department's website at <https://www.agriculture.ny.gov/RFPS.html>. A link will also be posted in the Grants Gateway.

2.) Where is the best place to insert disability insurance coverage and workers compensation documentation?

➔ The department will contact you directly when it is time to submit those documents. They are part of the contracting phase once recipients are awarded contracts.

3.) If I am building a new facility on a different parcel of property than the current facility we are operating out of, which address do I use for the project address?

➔ The current mailing address should be used however, the site address for the new facility should be included elsewhere in your application.

4.) If we are awarded funding, we need to be ready to start the project 60 days after the contract is signed, which would be in April. Is this correct?

➔ After funding is awarded, a contract must be developed and signed by the grantee and the Department. The contract will then be submitted for approval to the Attorney General of the State of New York and the Comptroller of the State of New York. The organization must be able to start construction within 3 months of the date the contract is approved by the Office of the New York State Comptroller (OSC).

5.) We currently contract with the county for dog control and provide this service according to the Ag and Market dog laws; however, we do not own the facility. Can we still apply for this grant if we do not own the shelter?

→ Yes, an eligible applicant that does not own the property where the shelter facility is located can still apply for this grant. However, upon award, the applicant must be able to provide a fully executed written agreement between the property owner and the applicant, or a resolution if the property is owned by a municipality, allowing the applicant to use the property as a shelter facility for at least five (5) years after the completion date of the project.

6.) Our municipality intends to match our proposed project in cash as identified by the Town's 2021 Capital Budget. If awarded the grant, the Town Board would amend the capital budget to make the funds available for 2020 instead. Is this considered an eligible match?

→ Yes, as long as evidence of availability of matching funds can be provided upon award.

7.) A town would like to construct a new facility. Are construction costs for the following components eligible? A 2-bay garage that would allow the animal control vehicles to pull into a confined area and unload the animals; an office area for staff; a single restroom for staff usage; and a sink area/laundry area. Additionally, are purchase of a washer and dryer eligible?

→ Yes, construction costs for all of the referenced components are eligible as long as they are part of a capital project necessary for the secure containment, health and adequate care of sheltered dogs and cats. The purchase of a washer and dryer would also be an eligible cost as long as it is related to the overall capital project.

8.) What documents are necessary to demonstrate a shelter serving two or more municipalities?

→ The Department will confirm an applicant's eligibility by checking inspection records which indicate the municipalities served on behalf of the applicant. The applicant should be prepared to show proof of its contracts with municipalities if the Department has a question.

9.) We currently run a not-for-profit shelter/sanctuary and are looking to expand our facilities to house more dogs for rehabilitation and subsequent adoption to the public. Based on our incorporation documents, would we be eligible for applying for this grant?

→ Per section 1.4 of the Request for Proposals, an applicant must be a pound or shelter for dogs established and maintained pursuant to section 114 of the New York Agriculture and Markets Law. An eligible applicant must be a pound, shelter or humane society that is operated by or under contract for the provision of pound or shelter services with one or more municipalities.

10.) If a shelter is non-profit, but it's located on municipal land, can they get a prevailing wage waiver?

→ Please refer this question to the Department of Labor, [Bureau of Public Work](#).

11.) Is a non-profit shelter for cats eligible for the grant?

→ No, a shelter that is exclusively for cats is not eligible. Per section 1.4 of the RFP, eligible applicants *must be a pound or shelter for dogs* established and maintained pursuant to section 114 of the New York Agriculture and Markets Law. Not-for-profit pounds, shelters and humane societies must be under contract for the provision of such pound or shelter services with one or more municipalities.

12.) Is a small 501(c)3 rescue that fosters and cares for the abandoned stray and feral cats in our community eligible for the grant? The rescue also helps families who are low income to get low cost spay/neuter for their animals. We are looking at a new location where we would be able to run the rescue out of, so we would be able to help many more animals. We are looking to see how we would be eligible to receive a grant which could help us open a new location and house more animals. Are we eligible?

→ See question 11 above.

13.) We are planning to use a geothermal heating and cooling unit for our dog kennel addition. We are looking to expand this system to our new kennel space. It aims to provide reliable, affordable temperature control for our cats and dogs year-round. Is this an allowable expense.

→ Yes, an air exchange system is an allowable expense.

14.) Can you provide any guidance on whether our project would be subject to prevailing wage? Our shelter is privately owned and not operated by a municipality or on municipal land. We will be using a contractor who will be subcontracting out some construction work.

→ Please refer this question to the Department of Labor, [Bureau of Public Work](#).

15.) My humane society has one municipal contract for dog control, with the county that they are located in. However, through that contract with the county, they serve all of the towns and villages in the county. The county contracts with all of the towns and villages, and then subcontracts the work to the humane society. For the purposes of calculating how much funding the humane society can receive, would they be considered to only be serving one municipality, or to be serving multiple municipalities?

→ Based on the information provided, the Department would consider your humane society to be serving multiple municipalities.

16.) A shelter is proposing a dog kennel building addition. The building is moderately sized, and they have secured a detailed quote from a reasonably priced builder. However, the builder that provided the quote did not provide any contingency within the budget, and we know that some costs will increase (such as the cost of raw materials) between the time that the project was quoted and when it will begin. We are wondering if a construction contingency of 7% - approximately \$44,000 - would be an allowable line item in the budget?

→ The applicant should ask the builder to provide contingency pricing so that an accurate project budget can be developed.

17.) Can a previous purchase of new kennels be used as a match for this grant opportunity?

→ No, costs incurred prior to the start date of an executed contract are not an eligible expense. Ineligible expenses cannot be included in the project budget as matching funds.

18.) Are cat-only shelters eligible?

→ See question 11 above.

19.) Does the shelter have to be operated *by or under contract with a municipality* - or is an independent NYS-registered non-profit animal shelter eligible to apply?

→ Per section 1.4 of the Request for Proposals, an applicant must be a pound or shelter for dogs established and maintained pursuant to section 114 of the New York Agriculture and Markets Law. An eligible applicant must be a pound, shelter or humane society that is operated by or under contract for the provision of pound or shelter services with one or more municipalities.

20.) Would the Companion Animal Shelter Design and Preparation of Bid Documents be an eligible expense?

→ Architect and/or design fees are ineligible expenses. The preparation of bid documents is an eligible expense provided such costs are not incurred prior to the start date of an executed contract.

21.) Is there a minimum distance guideline from residential that a Companion Animal Shelter should be built?

→ The applicant should check local zoning laws.

22.) If another municipality was interested in partnering with us, would a letter from the municipality be sufficient as long as the municipality passed a resolution/ordinance to be a partner before the award date?

→ The application should include a letter of support from the municipality that will be a partner in the project. If the other municipality is providing support for the project in the form of matching funds a resolution to provide such funds must be provided upon award, before a contract is issued.