



## NYSBA Committee on Animals and the Law Memo Re:

### 2024-2025 NEW YORK STATE COMPANION ANIMAL CAPITAL PROJECTS FUND

#### Application Overview & Considerations

The Companion Animal Capital Projects Fund (CACPF) is administered by the Department of Agriculture and Markets and is designed to offset the costs associated with capital projects run by New York state animal shelters, such as construction and renovation of shelter facilities. This document provides a high-level overview of the 2024-2025 application and flags important issues to consider during the application process.

*The information contained in this document is for informational purposes only and should not be construed as legal advice. It is not a substitute for careful consultation of the official Request for Proposals (RFP0342) and does not provide an exhaustive list of application requirements. Individuals should seek professional legal counsel before making any decisions based on the information presented.*

#### IMPORTANT DATES:

- Applicants can submit questions until **November 29, 2024**
  - Submit questions to Ana Colon, LVT at [ana.colon@agriculture.ny.gov](mailto:ana.colon@agriculture.ny.gov)
- Final answers will be posted on **December 6, 2024**
  - Answers will be posted in the [RFP 0342 homepage](#)
- **Applications are due by 4pm on December 20, 2024**
- The tentative award date is **January 31, 2025**
- The tentative contract start date is **March 3, 2025**

#### IMPORTANT RESOURCES

- [RFP0342 Landing Page \(includes application link\)](#)
- [2024-2025 Request for Proposals](#)
- [Association of Shelter Veterinarians Guidelines for Standards of Care in Animal Shelters](#)
- [Statewide Financial System registration page](#)
- [New York State Grant Management website \(for SFS pre-qualification\)](#)
- [Companion Animal Standards Care Act \(bill text\)](#)
- [New York State Master Contract for Grants](#)



## REQUIREMENTS FOR APPLICANTS

- Municipal and incorporated not-for-profit pounds, shelters, humane societies, and rescue facilities, excluding rescues operating from a residence.
- Must be established and maintained pursuant to Section 114 of the New York Agriculture or Markets Law or registered with the Department pursuant to Section 408 of the Agriculture and Markets Law.
- Must be registered AND pre-qualified on the Statewide Financial System
  - More information on how to register is available at the [SFS website](#)
  - More information on pre-qualification is available on the [NYS Grant Management website](#)
  - *Registration and pre-qualification can take up to 10 business days, so applicants should complete this step as soon as possible!*

## PROJECT REQUIREMENTS

- **Project eligibility:** Only capital projects necessary for the secure containment, health and adequate care of sheltered companion animals are considered, such as construction, renovation, rehabilitation, installation, acquisition, or expansion of buildings, equipment, or facilities (e.g., installation or repair of HVAC systems; building or replacement of cat kennels or dog enclosures; installation of sound dampening systems).
- **Matching funds requirement:** Applicants must provide a minimum of 10% of the total project costs. Upon award, successful applicants must provide evidence of the availability of matching funds.
- **Timing/duration requirements:** The project must begin within 3 months of the date the project contract is signed and must be completed within 2 years.

## APPLICATION CONSIDERATIONS

- *Must reference the [2010 Association of Shelter Veterinarians \(ASV\) Guidelines in response to every question](#).* For example, an applicant seeking to build larger kennels may consider referencing the ASV's minimum kennel size standards.
- Must be able to articulate how the project will help meet the requirements of the [Companion Animal Care Standards Act](#).
- Must provide detailed project cost estimates from the vendors they intended to work with.
- Must provide a detailed floor plan of any intended construction *drawn by an architect* or, if the project involves the installation or acquisition of equipment or building repairs, provide contractor and/or vendor specifications.



- Recommended that applicants provide letters of support from local veterinarians, elected officials, and any not-for-profit organizations that they partner or collaborate with on an ongoing basis. Letters from corporate sponsors, volunteers, or adopters will not be considered.
- Must provide an organization overview including management structure of the facility.

#### **AWARD CONSIDERATIONS**

- Awardees are required to sign the [New York State Master Contract for Grants](#). It is very important that applicants read, understand, and are confident they can comply with the Master Contract.
- Awardees are required to submit progress reports throughout the duration of the contract in order to receive reimbursement under their award grant.

Other Helpful Resources:

[addendum1\\_requestforproposals\\_rfp0342\\_companionanimalscapitalprojectsfund.pdf](#)

[addendum2\\_requestforproposals\\_rfp0342\\_companionanimalscapitalprojectsfund.pdf](#)

[Journal of Shelter Medicine.pdf](#)

[questionsandanswers\\_rfp0342\\_companionanimalscapitalprojectsfund\\_0\\_0.pdf](#)