

# 2019 Pet Lover's License Plate Program

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## REQUEST FOR GRANT PROPOSALS

Released:  
January 17, 2019

Grant Proposals Due:  
By 5:00 pm PDT March 1, 2019  
*No late submissions accepted.*



California Department of Food and Agriculture  
Office of Grants Administration  
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# About the Program

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The California Department of Food and Agriculture (CDFA) is pleased to announce a competitive solicitation process to award up to \$330,000 in funding under the California Pet Lover's License Plate program. This program is funded by fees associated with the original purchase, annual renewal, and conversion of Pet Lover's license plates from the California Department of Motor Vehicles.

## Purpose

The purpose of this program is to help stop pet overpopulation in California by providing funds for spay/neuter services to municipalities and non-profit organizations in California. The revenue received from the sale and renewal of the license plate is awarded annually through grant agreements to eligible organizations.

## Funding and Duration

The maximum grant duration is one (1) year. For the application period ending March 1, 2019, it is anticipated that most grants funded will be in the range of \$5,000 to \$50,000. However, CDFA reserves the right to offer an award different than the amount requested.

## Eligibility

To be eligible, an organization must qualify as one of the following:

- A California city or county animal control facility (or an agency that currently holds a contract with one or more municipalities) that provides spay & neuter services to the public
- OR
- A California city or county with the capability to administer a spay/neuter voucher program
- OR
- A California non-profit (501(c)3) organization holding a municipal contract for animal control services
- OR
- A California non-profit (501(c)3) organization operating a spay/neuter program, where spay/neuter services are not offered by a municipal agency.

## Timeline

Release Request for Grant Proposals	January 17, 2019
Grant Proposals Due	March 1, 2019, 5:00 pm PDT
Review Period	March – April 2019
Announce and Award Funding	April – May 2019

## Reporting Requirements

Recipients must submit one Final Performance Report that identifies goals and objectives achieved, including quantifiable results, successes, project delays or lessons learned and any other pertinent information.

## Payment Process

If awarded, recipients will be subject to all applicable State regulations. Recipients are required to submit invoices at least quarterly, but no more frequently than monthly for reimbursement of actual expenses incurred to support approved project activities. Invoices must include documentation to support reimbursement requested. Advance payments will not be provided. Ten percent of the total amount of the award will be withheld until receipt, review and approval of the Final Performance Report.

# Application, Review and Notification

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## How to Apply

Applicants are required to complete and submit the 2019 Pet Lover's License Plate grant proposal application using the required templates available on the Pet Lover's website <https://www.cdfa.ca.gov/SpayNeuter/>

The Grant proposal consists of a two-part application:

- Cover Page Template
- Grant Proposal and Budget Narrative Template
- Supporting Documentation

Grant Proposals must be submitted electronically to [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov) by 5:00 p.m. PDT on March 1, 2019. Submitted Grant proposals will only be considered if the required application templates are complete and attached in one email submission.

## Grant Proposal Requirements

- 1. Cover Page:** The *cover page* template consists of four sections. Section I: Applicant Details; Section II: Project Management; Section III: Proposal Summary and Section IV: Authorization. All sections of the cover page must be completed.
- 2. Grant Proposal and Budget Narrative:** The *grant proposal narrative* must be completed on the required template, 11-point font and must not exceed five pages, excluding the budget narrative. The *Budget Narrative* must include a description and detailed breakdown of the total grant funds requested by budgetary categories. All costs should be explained in detail with an estimated price per unit.
- 3. Please include a copy of each of the following with every copy of the application:**  
*For Municipal Agencies:*
  - Annual animal control services budget for the past two fiscal years, including what percentage of the budget is used for spay/neuter efforts.
  - Annual report or other documentation relevant to evaluation of your proposal.
  - Examples of past advertising/outreach done to promote your spay/neuter program, or spay/neuter in general.

*For Non-Profit Agencies:*

- Copy of your 501(c)3 determination letter.
- List of your Board of Directors or other organizational leadership.
- Annual report or other documentation relevant to evaluation of your proposal.
- Financial statements for the past two fiscal years (form 990 or 990EZ).

## **Contract Terms and Conditions**

If awarded a grant from the Fund, the grant recipient will be expected to sign an agreement abiding by certain terms and conditions, including but not limited to:

- Submission of preliminary and final reports. *Information outlining the reporting process will be supplied once selected to receive grant funding.*
- The grant recipient will agree that all vouchers and receipts will clearly state that the sterilization was funded by the Pet Lover's License Plate.
- The grant recipient understand that the Fund may conduct site visits at any time during the grant period
- Grant contracts will be one year in length. The grant recipient will agree to use the funds solely for the purpose described in the grant contract.
- Grant funds cannot be used to cover provider overhead costs.
- Any unused funds must be returned at the end of the grant agreement.

*Note: While not required, the grant recipient is strongly encouraged to advertise the "California Pet Lover's License Plate" in their facility, in newsletters, and through other local announcements.*

## **Review and Notification**

The Fund's Review Committee will screen and evaluate proposals from March to April. Applicants will be notified by email in May 2019 regarding the status of their grant proposals. Feedback will be provided to applicants, upon request, within 60 days of award presentations. and the grant period will begin on May.

## **Disqualifications**

The following will result in the disqualification of a grant proposal:

- Grant proposals from ineligible institutions.
- Incomplete grant proposals, including grant proposals with one or more unanswered questions and/or missing, blank, unreadable, corrupt, or otherwise unusable attachments.
- Grant proposals that include activities outside the grant duration.
- Grant proposals requesting less than the minimum award amount or more than the maximum award amount.
- Grant proposals with unallowable costs or activities necessary to complete the project objectives.

APPEAL RIGHTS: Any disqualification taken by the Office of Grants Administration (OGA) during the administrative review for the preceding reasons may be appealed to CDFA's Office of Hearings and Appeals Office within 10 days of receiving a notice of disqualification from CDFA. The appeal must be in writing and signed by the responsible party name on the grant application or his/her authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the OGA decision being challenged. The submissions must be sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814 or emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov). If submissions are not received within the time frame provided above, the appeal will be denied.

## **Assistance and Questions**

To maintain the integrity of the competitive process, CDFA is unable to advise and/or provide individuals information regarding specific grant proposals during the solicitation process. However, CDFA encourages all applicants to view the frequently asked questions available on the Pet Lover's website <https://www.cdfa.ca.gov/SpayNeuter/> for assistance.