2023 PET LOVER'S LICENSE PLATE PROGRAM
FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS

1. Q. When are Pet Lover's Grant Proposals due?
   A. Grant Proposals must be submitted via AmpliFund by 5:00 p.m. Pacific Time on December 14, 2022. Late submissions will not be accepted. AmpliFund can be accessed at: https://www.gotomygrants.com/Public/Opportunities/Details/2bcb25d9-a0d4-4206-af42-831ce9ecd6c3.

2. Q. May an organization submit multiple Grant Proposals for more than one Pet Lover's grant?
   A. Applicants should not submit more than one grant proposal for the Pet Lover's grant program.

3. Q. What is the maximum grant duration for any proposed project?
   A. The maximum grant duration is one (1) year, and grant funds cannot be expended before June 1, 2023, or after May 31, 2024.

4. Q. Can changes be made to a proposal that has already been submitted in AmpliFund?
   A. Changes can be made to proposals that have already been submitted in AmpliFund. If such a change is necessary, applicants should contact CDFA at grants@cdfa.ca.gov and reference the Pet Lover's year along with the Project Title. All requests must be received within a reasonable amount of time before the submission deadline, no changes can be made after the submission deadline, and applicants are still required to resubmit their revised proposal before the submission deadline.

5. Q. Can a Pet Lover's proposal be submitted via email?
   A. Grant Proposals must be submitted via AmpliFund by 5:00 p.m. Pacific Time on December 14, 2022. Emailed submissions will not be accepted. AmpliFund can be accessed at: https://www.gotomygrants.com/Public/Opportunities/Details/2bcb25d9-a0d4-4206-af42-831ce9ecd6c3.

6. Q. Where can applicants find the character limits for each question?
   A. The character limit for each question is provided in AmpliFund. This limit includes letters, numbers, punctuation, spaces, and special characters.

ELIGIBILITY

7. Q. Who is eligible to apply for Pet Lover's funding?
   A. To be eligible, an organization must be a veterinary facility, operated by a licensee manager. Both the facility and the manager must be registered and in good standing with the Veterinary Medical Board. The veterinary facility must be operated by either:
   - A California city or county animal control facility that provides spay and neuter services to the public; or,
   - A California non-profit (501(c)3) organization holding a municipal contract for animal control service; or,
   - A California non-profit (501(c)3) organization that offers low-cost or no-cost spay and neuter services and is registered and in good standing with the Secretary of State.

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8. Q. Are recipients who were awarded Pet Lover's funding in previous years eligible to apply to the 2023 Pet Lover's License Plate Program?

    A. Yes, recipients awarded previous Pet Lover's funding are eligible to apply for the 2023 Pet Lover's License Plate Program.

9. Q. Are previous Pet Lover's recipients more or less likely to receive funding?

    A. Past recipients are neither more nor less likely to receive funding and all proposals are reviewed on their individual merit. Any significant issues with an organization's past performance may necessitate additional requirements if funds are awarded.

BUDGET SECTION

10. Q. Can Pet Lover's funds be used for advertising?

    A. Yes, Pet Lover's funding may be used to promote spay and neuter service/events supported with grant funds. Also, funds up to $1,000 can be used to promote awareness of the Pet Lover's License Plate Program and the purchase and renewal of the Pet Lover's specialized license plate. Pet Lover's funding may not be used for general advertisement or promotion of the applicant organization.

11. Q. Can Pet Lover's funds be used for other animal services such as vaccinations or microchipping?

    A. No, Pet Lover's funding can only be used to provide low-cost or no-cost spay/neuter services. Other animal services such as vaccinations or microchipping cannot be paid for using grant funds.

12. Q. What are indirect costs, and are they allowable to the Pet Lover's License Plate Program?

    A. Indirect costs (also known as "facilities and administrative costs") are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Typically, these involve costs to run an organization as a whole, including administrative staff salaries, information technology services, rent, utilities, internet and telephone service, general use office supplies, insurance, and maintenance. Indirect costs are not allowed for the Pet Lover's License Plate Program.

13. Q. What are fringe benefits?

    A. Fringe benefits are allowances and services provided by employers to their employees as compensation, in addition to regular salaries and wages. Fringe benefits should follow an organization's established policy and may include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

14. Q. Is cost share (such as matching funds or in-kind contributions) a requirement of the Pet Lover's License Plate Program?

    A. Cost share is not a requirement of the program.

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GRANT MANAGEMENT

15. Q. Will recipients of Pet Lover's funds have to submit invoices to be reimbursed?
    A. Pet Lover's recipients will be subject to all applicable State regulations and required to submit invoices with adequate documentation for expenditures at least quarterly, but no more frequently than monthly to seek reimbursement.

16. Q. Are Pet Lover's grant recipients eligible for advance payments?
    A. No, advance payments will not be provided.

17. Q. Will recipients of Pet Lover's funds have to submit timesheets to be reimbursed for salary and wages?
    A. If the applicant requests for reimbursement for personnel (salary and wages) or fringe benefits, those costs will need to be supported with timesheets to be eligible for reimbursement.

18. Q. Will recipients be required to submit progress reports throughout the grant duration?
    A. No, progress reports are not required throughout the grant duration. However, recipients must submit a Final Performance Report at the end of the project that identifies goals and objectives achieved, including quantifiable results, successes, project delays or lessons learned and any other pertinent information.

19. Q. How early can a grant recipient submit the Final Performance Report?
    A. The Final Performance Report is due upon completion of the grant.

TECHNICAL REVIEW COMMITTEE

20. Q. What is the Technical Review Committee (TRC) and how does the review process work?
    A. The TRC is a group of volunteers with knowledge and expertise regarding the California veterinarian industry. This committee is broken up into teams and reviews, evaluates, and makes recommendations to CDFA on proposals submitted for funding to the Pet Lover's License Plate Program. The reviewers evaluate and score proposals individually and may meet to have an open discussion. The committee's recommendations are then presented to CDFA.

21. Q. What is required to serve on the TRC? May TRC members submit a grant proposal?
    A. All individuals interested in serving on the TRC must apply and provide a copy of their résumé/CV to grants@cdfa.ca.gov, which are reviewed for experience and expertise. TRC members must complete the Form 700 requirements, including Sexual Harassment Prevention Training and the Ethics Orientation for State Officials Training. TRC members will also need to complete and sign a conflict of interest disclosure. In addition, applications and résumé/CVs are reviewed to identify possible conflicts of interest. All TRC members are recused from reviewing/discussing any proposals where conflicts of interest are identified or would likely occur. TRC members and their organizations may submit proposals; however, said members are prohibited from reviewing/discussing them.