

2024 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 November 29, 2023. Late submissions will not be accepted. AmpliFund can be accessed at: <https://www.gotomygrants.com/Public/Opportunities/Details/6d8cb031-c79d-4da6-87aa-cf34cb880ce9>
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 Plate 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, 2024, or after May 31, 2025.
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 November 29, 2023. Emailed submissions will not be accepted. AmpliFund can be accessed at: <https://www.gotomygrants.com/Public/Opportunities/Details/6d8cb031-c79d-4da6-87aa-cf34cb880ce9>.
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.
7. Q. Will the Pet Lover's grant be offered next year?
A. Yes, this is an annual grant program. Should there be any changes, they will be reflected on the Pet Lover's website: <https://www.cdfa.ca.gov/SpayNeuter/>
8. Q. How do I get added onto the distribution list for Pet Lover's updates?
A. Please visit the CDFA subscriptions webpage and select the "Spay and Neuter Programs" to sign up for updates regarding the Pet Lover's grant program. The CDFA subscriptions webpage can be accessed at: <https://www.cdfa.ca.gov/subscriptions/>.

ELIGIBILITY

9. 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:

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- A California city, county, or city and county animal control facility that provides spay and neuter services to the public, and is current on its yearly rabies reporting requirements to the California Department of Public Health; or,
 - A California non-profit (501(c)3) organization holding a municipal contract for animal control service, is registered and in good standing with the Secretary of State, and is current on its yearly rabies reporting requirements to the California Department of Public Health; 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.
10. Q. Are recipients who were awarded Pet Lover's funding in previous years eligible to apply to the 2024 Pet Lover's License Plate Program?
- A. Yes, recipients awarded previous Pet Lover's funding are eligible to apply for the 2024 Pet Lover's License Plate Program.
11. 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.
12. Q. Are shelters that use an outside low-cost spay and neuter clinic eligible to apply?
- A. If the shelter contracts with a low-cost spay and neuter clinic and meets all of the eligibility criteria, they are eligible. If the shelter is not eligible, they can partner with an eligible facility on a project.
13. Q. Can applicants upload their 501(c)3 status within the AmpliFund system to demonstrate their eligibility?
- A. Applicants are not required to provide proof of their 501(c)3 status, nor is there is an option to upload additional documents within the AmpliFund system. CDFA will verify 501(c)3 status for non-profit applicants during the administrative review process.
14. Q. Where can applicants check whether their veterinary facility is in good standing with the Veterinary Medical Board?
- A. Applicants may visit the Department of Consumer Affairs website to verify their status: <https://search.dca.ca.gov/>.
15. Q. Where can non-profit applicants check whether their organization is in good standing with the Secretary of State?
- A. Applicants may visit the Secretary of State website to verify their status: <https://bizfileonline.sos.ca.gov/search/business>
16. Q. Are applicants that have received funding from the Prevention of Animal Homelessness and Cruelty Fund (Prevention Fund) required to disclose this information under the "Support from other federal and state entities" section?
- A. If an applicant has received funding from the Prevention Fund that has been fully expended, then the applicant is not required to disclose the funds received on the application. If the applicant is still conducting spay/neuters with Prevention Fund dollars,

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then disclosing would be required with a description of the organization's status with the project.

BUDGET SECTION

17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. Q. Can applicants budget a flat fee per spay and/or neuter?
A. Yes, applicants may budget a flat fee per spay and/or neuter. If applicants would like to budget a flat fee per spay and/or neuter, they would place the amounts under the "Other" budget category with a description of what the flat fee includes.

GRANT MANAGEMENT

23. 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.

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24. Q. Are Pet Lover's grant recipients eligible for advance payments?
A. Non-profit (501(c)3) organizations may be eligible to receive an advance of up to 25 percent of the awarded amount.
25. Q. Will recipients of Pet Lover's funds have to submit timesheets to be reimbursed for salary and wages?
A. If the applicant requests reimbursement for personnel (salary and wages) or fringe benefits, those costs will need to be supported with timesheets to be eligible for reimbursement.
26. 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.
27. 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

28. 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.
29. 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 résumés/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.