

# 2025 PET LOVER'S SPAY AND NEUTER GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

## GENERAL QUESTIONS

1. Q. When are Pet Lover's Spay and Neuter Grant Proposals due?  
A. Applicants are required to complete the 2025 Pet Lover's Spay and Neuter Grant Proposal Application template which must be submitted electronically to [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov) no later than 5:00 p.m. Pacific Time on December 2, 2024. Late submissions will not be accepted.
2. Q. May an organization submit multiple Grant Proposals for more than one Pet Lover's Spay and Neuter grant?  
A. No, applicants may only submit one grant proposal to the Pet Lover's Spay and Neuter Grant Program. If multiple proposals are submitted, the California Department of Food and Agriculture (CDFA) will only consider the first proposal received, and any additional proposals will be disqualified.
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, 2025, or after May 31, 2026.
4. Q. Will the Pet Lover's Spay and Neuter Grant Program be offered next year?  
A. Yes, this is an annual grant program. Should there be any changes, they will be reflected on the Spay and Neuter website: <https://www.cdfa.ca.gov/SpayNeuter/>.
5. Q. How do I get added to the distribution list for Pet Lover's Spay and Neuter updates?  
A. Please visit the CDFA subscriptions webpage and select either Email or Text Message for Subscription Type, then provide your Email or Wireless Number and submit. Confirm your contact information, verify Captcha code, and check box to confirm data privacy terms, Enter. Scroll down through Subscription Topics to the Office of Grants Admin (OGA) section and select the "Spay and Neuter Programs" and scroll to the bottom of the page to Submit. Fill out questions with First and Last name, and the County you reside in. Press submit to confirm subscription to receive updates regarding the Spay and Neuter Grant Program. Then close browser window and your subscription process is complete. The CDFA subscriptions webpage can be accessed at: <https://www.cdfa.ca.gov/subscriptions/>.

## PREVENTION OF ANIMAL HOMELESSNESS AND CRUELTY VOLUNTARY TAX CONTRIBUTION FUND (PREVENTION FUND)

6. Q. Will there be a separate solicitation for the Prevention Fund?  
A. No, CDFA will conduct one solicitation, inclusive of both Pet Lover's License Plate Fund and Prevention Fund.
7. Q. If an applicant is selected to receive an award from the Pet Lover's Spay and Neuter Grant Program, can they pick which specific funding source their award will be distributed from?  
A. Applicants will not be able to choose which funding is used to award their project. CDFA will decide which funding source will be used for each project based on available grant funding and specific project award amounts.

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8. Q. Why did CDFA not conduct a solicitation for Prevention Fund in Spring 2024?  
A. The previous legislation that authorized the Prevention Fund expired effective December 1, 2023. As a result, CDFA was unable to conduct the program in Spring 2024.
9. Q. If the authorization of the Prevention Fund sunset in 2023, how is CDFA able to award new grants?  
A. Assembly Bill 1983 (2023) continuously appropriated the Prevention Fund effective January 1, 2025, giving CDFA the authority to disburse funding that was donated by California taxpayers on their income taxes from prior years.
10. Q. Will California taxpayers be able to contribute funding to the Prevention Fund when filing their tax returns?  
A. The voluntary contribution designation for Prevention Fund will be added to the California tax return when a different designation is removed or a space becomes available.

### ELIGIBILITY

11. Q. Who is eligible to apply for Pet Lover's Spay and Neuter 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, 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.
12. Q. In prior years, Prevention Fund applicants had different eligibility requirements. Can an applicant apply to the 2025 Pet Lover's Spay and Neuter Grant Program if they meet the old eligibility requirements for Prevention Fund?  
A. Assembly Bill 1983 (2023) changed eligibility requirements for the Prevention Fund to mirror the requirements authorized from the Pet Lover's License Plate Fund. All applicants applying to the 2025 Pet Lover's Spay and Neuter Grant Program have the same eligibility requirements, as noted above.
13. Q. Are recipients who were awarded Spay and Neuter funding in previous years eligible to apply to the 2025 Pet Lover's Spay and Neuter Grant Program?  
A. Yes, recipients awarded previous Spay and Neuter funds are eligible to apply for the 2025 Pet Lover's Spay and Neuter Grant Program.

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14. Q. Are previous Spay and Neuter grant recipients more or less likely to receive funding?  
A. Past recipients are neither more nor less likely to receive funding. 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.
15. Q. Are shelters that use an outside low-cost spay and neuter clinic eligible to apply?  
A. If the shelter is a city and/or county animal control facility or a non-profit 501(c)(3), contracts with a low-cost spay and neuter clinic, and meets all of the eligibility criteria, they would be eligible. If the shelter is not eligible, they can partner with an eligible facility on a project.
16. Q. Do applicants need to provide proof of their 501(c)(3) status to demonstrate their eligibility?  
A. Applicants are not required to provide proof of their 501(c)(3) status. CDFA will verify 501(c)(3) status for non-profit applicants during the administrative review process.
17. Q. Where can applicants check whether their veterinary facility is in good standing with the Veterinary Medical Board?  
A. Applicants may visit the California Department of Consumer Affairs website to verify their status: <https://search.dca.ca.gov/>.
18. 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>

### BUDGET SECTION

19. Q. Can Pet Lover's Spay and Neuter grant funds be used for advertising?  
A. Yes, Pet Lover's Spay and Neuter grant funding may be used to promote spay and neuter service/events supported with grant funds. Additionally, up to 5 percent of grant funds can be used to promote awareness of the Pet Lover's Spay and Neuter Grant Program and the purchase and renewal of the Pet Lover's specialized license plate. Pet Lover's Spay and Neuter grant funding may not be used for general advertisement or promotion of the applicant organization.
20. Q. Can Pet Lover's Spay and Neuter funds be used for other animal services such as vaccinations or microchipping?  
A. No, Pet Lover's Spay and Neuter 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.

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21. Q. What are indirect costs, and are they allowable to the Pet Lover's Spay and Neuter Grant 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 2025 Pet Lover's Spay and Neuter Grant Program.
22. 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.
23. Q. Is cost share (such as matching funds or in-kind contributions) a requirement of the Pet Lover's Spay and Neuter Grant Program?
- A. No, cost share is not a requirement of the program.
24. 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

25. Q. Will recipients of Pet Lover's Spay and Neuter funds have to submit invoices to be reimbursed?
- A. Pet Lover's Spay and Neuter 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.
26. Q. Are Pet Lover's Spay and Neuter 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.
27. Q. Will recipients of Pet Lover's Spay and Neuter 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.
28. 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.

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29. 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

30. 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 Spay and Neuter Grant 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 for final approval.
31. 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](mailto: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.