

ASPCA® Disaster Response – Request for Proposals Companion Guide

September 2021

All interested organizations are invited to submit an application for funding with the following information:

- Basic Organization Details:
 - Federal Tax ID/Employer Identification Number (EIN)
 - Organization Contact information
 - Most recently filed Form 990 (or equivalent) or W-9 (for governmental agencies)
 - Budget vs. Actual report for most recently ended fiscal year (income and expenses)
 - Approved budget for current fiscal year (This is the original budget document as it existed prior to the start of the fiscal year.)
 - Most recently completed audited financial statement, unaudited financial statement, OR previous fiscal year's balance sheet
- For 501(c)(3) organizations, you will be asked:
 - If your 501(c)(3) exemption is current
 - If you're in good standing with the Secretary of State in the state where you are incorporated.
 - This means that you meet all state-imposed requirements, which may include: filing reports/forms, paying required fees, appointing a registered agent, etc.)
 - If you aren't sure, go to your state's Secretary of State's website (or do an online search for: your State, "secretary of state," "business search") and look up your organization.
 - If your board includes at least 4 Board members
 - If the majority of your board is independent
 - This means that fewer than half of your Board members can be paid employees and/or family members or close relatives
 - If your board chair and treasurer are not compensated by the organization
 - Current board list, including the year joined, and biographies or resumes for the board chair and treasurer. (Biographies or resumes for other board members optional).
 - Funds available in your operating reserves as of September 1, 2021
 - Include any funds that are available for emergencies such as unexpected cash flow shortages, expenses or losses
- Any related tax-exempt entity (Related organizations include but are not limited to controlling/controlled, brother/sister, supporting/supported, or sponsoring/contributing of a voluntary employees' beneficiary association. A common type of related organization is a "friends of" group or foundation that typically provides financial, and in some cases, programmatic support to a single principal organization)
- Fiscal information:
 - Current fiscal year operating budget expenses
 - Current fiscal year operating budget revenue
 - Whether your budget anticipates using funds from an investment portfolio or other assets that were not included in your operating revenue figure and, if yes, how much
- A list of ASPCA program teams and/or key ASPCA staff you've worked with (if applicable)

- Whether your organization received a disaster response grant from the ASPCA in 2020. If yes, you will be asked to describe how this grant impacted your organization's disaster response efforts in 2021, including up to 3 successes and challenges faced in implementing the grant.
- Confirmation that your organization is an authorized disaster response agency in your jurisdiction and integrated into your jurisdiction's emergency disaster response
 - This could be a copy of a fully executed MOU with an agency having jurisdiction (AHJ) in your community or in an impacted community in which you are responding, a copy of your jurisdiction's disaster plan that names your organization, a formal request on letterhead from the AHJ, or similar means that verify your organization's official and ongoing role.
- Normal capacity for dogs, cats, and other species at your shelter
- Whether your shelter has a staff veterinarian, behavior and/or training program, and/or foster program
- Number of animals assisted through disaster response in 2020
- Previous efforts to build disaster response capacity and improve your community's preparedness to respond to future disasters
- Whether you have a dedicated disaster response program to provide ongoing training and support community preparedness. If yes, you will be asked to provide a brief summary of program details and history of the program.
- Whether you have a disaster/community response plan. If yes, you will be asked to attach the plan.
- Whether you have disaster agreements/Mutual Aid Agreements or MOUs with any organizations. If yes, you will be asked to list these organizations.
- Whether you're applying for funding for a recent or current natural disaster, or only for capacity building to support your organization in better preparing your community to respond to future disasters
- If you're requesting funding for a recent or current natural disaster, you will be asked:
 - To provide a brief summary of your organization's participation and role in responding to disasters prior to the most recent disaster response that is the subject of this grant request
 - Which natural disaster you're applying for grant funding for
 - The number of people deployed and animals you impacted
 - The ways that your organization responded to the disaster (shelter, transport, field response)
 - A summary of your role in sheltering displaced animals (if applicable). This includes the type and number of animals that were sheltered, the duration of your shelter operation, details of where they were housed, reunification efforts initiated to return pets to their families and other agencies your organization worked with directly in this role
 - A summary of your role in transport operations (if applicable). This includes the role your organization played, the type and number of animals directly impacted by your organization, and the destination partners and other agencies your organization worked with directly in this role
 - A summary of your role in search and rescue operations (if applicable). This includes the role your organization played, the type and number of animals directly impacted by your organization, and other organizations you worked with directly in this role
 - A summary of other types of involvement you had in the recent disaster (if applicable)
 - A list of costs incurred for your organization's response to the disaster, broken out by line item and including expenses to date and projected costs going forward
 - Plans to build capacity to improve your community's response to future disasters, including major line-item costs

- A minimum of 20% of grant funds awarded under this RFP will be designated for capacity-building to support your organization in better preparing your community to respond to future disasters
 - Amount of funding requested (broken out by current disaster response and future capacity building)
- If you're requesting funding for capacity building only, you will be asked to provide the following information about your organization's disaster response over the past two years:
 - To provide a brief summary of your organization's participation and role in responding to disasters
 - The number of people deployed and animals you impacted
 - The ways that your organization responded to the disaster (shelter, transport, field response)
 - A summary of your role in sheltering displaced animals (if applicable). This includes the type and number of animals that were sheltered, the duration of your shelter operation, details of where they were housed, reunification efforts initiated to return pets to their families and other agencies your organization worked with directly in this role
 - A summary of your role in transport operations (if applicable). This includes the role your organization played, the type and number of animals directly impacted by your organization, and the destination partners and other agencies your organization worked with directly in this role
 - A summary of your role in search and rescue operations (if applicable). This includes the role your organization played, the type and number of animals directly impacted by your organization, and other organizations you worked with directly in this role
 - A summary of other types of involvement you had in the recent disaster (if applicable)
 - Plans to build capacity to improve your community's response to future disasters, including major line-item costs
 - Amount of funding requested
- If you're requesting funding for a vehicle, you'll be asked to provide the following information:
 - A summary of how the vehicle would improve your capacity to respond effectively to disaster.
 - Whether the vehicle will be used for non-disaster related purposes.
 - The make and model of the proposed vehicle (if known)
 - Proposed use for the vehicle (animal transport, supply & equipment transport and/or other)
 - Design details for aftermarket modifications to the vehicle (if known)
 - Copies of any current protocols you use for transporting animals, such as loading/securing kennels, monitoring temperature and welfare of the animals, cleaning and disinfecting the vehicle, etc.