



**Agriculture
and Markets**

Outreach Information Session: Fundamentals of Grant Opportunities

May 29, 2024

Fundamentals of Grant Opportunities

AGENDA 05/29/2024

1. Welcome (**This meeting is being recorded.*)
2. AGM Outreach Resources
3. Presentation: Fundamentals of Grant Opportunities
4. Next steps, follow-up information, and additional questions
5. Appreciation

AGM Outreach Resources

1) Department of Agriculture and Markets (AGM) Newsletters:

[Monthly Harvest](#) and [AGM Resource \(aka Info & Opportunities\)](#)

2) Web Resources:

- [The Great New York State Fair](https://nysfair.ny.gov) → nysfair.ny.gov
- [AGM's Beginning Farmers](https://agriculture.ny.gov/farming/beginning-farmers) → agriculture.ny.gov/farming/beginning-farmers
- [AGM's Diversity in Agriculture](https://agriculture.ny.gov/diversity-agriculture) → agriculture.ny.gov/diversity-agriculture
- **[AGM's Main Website](https://agriculture.ny.gov)** → agriculture.ny.gov

3) Executive Open Office Hours

4) Monthly Information Sessions

5) Email Address: outreach@agriculture.ny.gov



Guest Presentation & Comment

Presentation: Fundamentals of Grant Opportunities

Presenter: Courtney Bailey, Economic Development Program Specialist
Division of Agricultural Development

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This presentation will discuss finding and applying for grant opportunities made available through the New York State Department of Agriculture and Markets, including how to access and submit applications for grants in the Statewide Financial System. To support comprehensive proposals and applications, the presentation will also share insights to address common stumbling blocks and raise awareness of essential sections within grant opportunities.

**This meeting is being recorded.*

Presentation: Fundamentals of Grantmaking

Agenda

- Types of Opportunities
- Finding New York State Department of Agriculture and Markets (AGM) Grant Opportunities
- Understanding RFAs and RFPs
 - SFS

Types of Opportunities

- RFP: Request for Proposals (competitive grant program)
 - A team of technical evaluators score all eligible applications. Awards are generally made based on the highest score.
- RFA: Request for Applications (non-competitive grant program)
 - Awards are generally made in order of receipt of complete, eligible applications.
- Local Assistance Awards
- Administrator Grants
- IFB: Invitation for Bids

Finding AGM Grant Opportunities

- AGM website > Business Development > Funding Opportunities

agriculture.ny.gov

- Sign up for AGM press releases, Monthly Harvest, follow AGM social media channels

- New York State Contract Reporter

nyscr.ny.gov/index.cfm

Finding AGM Grant Opportunities

- Visit the New York State Contract Reporter at nyscr.ny.gov.
- Create a free account.
- Search for the opportunity.
 - Example: New York State Regional School Food Infrastructure Grant Program 2023 Round 1
- Click on the Documents tab to download the RFP document.
- The Question and Answers document will be posted here and continuously updated.

New York has been made aware of a scam involving fraudulent State agency purchase orders. Please be on heightened alert should you receive any purchase orders that appear out of the ordinary from State agencies. Should you have any doubt about the authenticity of an order, please make sure to confirm by telephone with your established point of contact for the authorized user.

Opportunities posted today: 28
Opportunities posted in the last 7 days: 181
Total available opportunities: 882

The New York State Contract Reporter
NYS' official source of contracting opportunities
Bringing business and government together

I want to find contracts to bid on | I want to advertise opportunities | Learn about the New York State Business Registry | Learn about doing business with New York

Get leads. Get an inside track. Get noticed. First you have to get registered. Join the Business Registry

Title:	New York State Regional School Food Infrastructure Grant Program 2023 Round 1	Log in to view ad
Agency:	Agriculture & Markets, NYS Dept. of	Register to view ad
Issue Date:	10/26/2023	
Due Date:	01/24/2024	
Location:	The following ten (10) regions will be used for this grant: 1. Western New York: Allegany, Cattaraugus, Chautauqua, Erie, Niagara 2. Finger Lakes: Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, Yates 3. Southern Tier: Broome, Chemung, Chenango, Delaware, Schuyler, Steuben, Tioga, Tompkins 4. Central New York: Cayuga, Cortland, Madison, Onondaga, Oswego 5. Mohawk Valley: Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie 6. North Country: Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, St. Lawrence 7. Capital Region: Albany, Columbia, Greene, Saratoga, Schenectady	

Events: Tri-State APEX Accelerator MEGA Matchmaker
Tri-State APEX Accelerator MEGA Matchmaker
December 5 @ 9:00 am - December 6 @ 4:00 pm
APEX Accelerators from New York, Pennsylvania, and Ohio ...
Read More

SAVE THE DATE: Supplier Diversity Industry Day - Information Technology

Finding AGM Grant Opportunities

- Statewide Financial System (SFS)
- The SFS Public Portal is available to prospective grantees and members of the general public to:
 - search for grant opportunities (also known as bid events);
 - sign up for grant notifications; and/or
 - modify contact information or preferences previously selected for grant notifications.

Understanding RFAs and RFPs

- Timeline
- Table of Contents
- Submission Requirements/Questions and Answers
 - Submission Requirements
 - Question and Answer Period
 - Due Date (specific date and time)
 - Informational Workshop

RFA/RFP: General Program Information

- Description
- Funding Available

RFA/RFP: Project Requirements

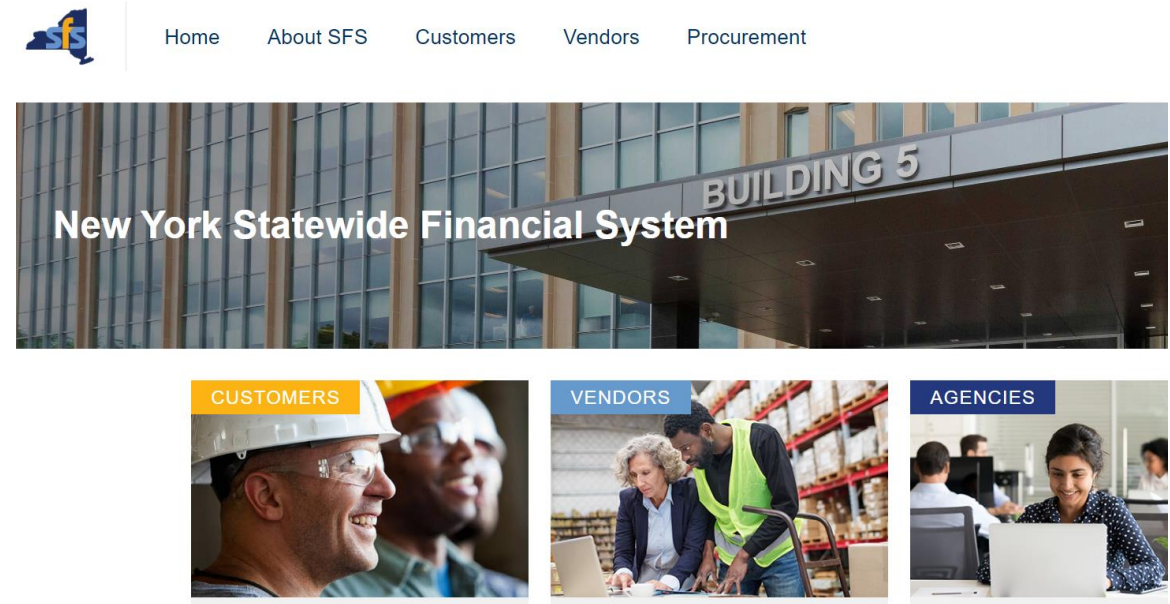
- Eligible Applicants
- Eligible Projects
- Eligible Costs
- Project Scope
- Project Term
- Match Requirements

RFA/RFP: How to Apply

- Application Format (Budget and Scope)
- Application Content
- Number of Applications
- Accessing SFS
 - Registered and Prequalified in SFS
 - How to Apply
 - Submitting Application
- SFS Help Desk

SFS (Statewide Financial System)

- Visit the Statewide Financial System (SFS) at www.sfs.ny.gov
- You must first be registered and pre-qualified in SFS to apply for grants.*



***We highly recommended that you register and pre-qualify on SFS as soon as possible.**

Vendor Registration In SFS

- To prequalify, apply for a grant opportunity, and do business with a New York State (NYS) agency, you need to be registered as a NYS Vendor.
- Organizations registered as a NYS Vendor receive a Vendor ID and can use the SFS Vendor Portal.
- If your organization previously registered with the Grants Gateway, then you already have a Vendor ID and your organization was granted access to the SFS Vendor Portal.
 - The Vendor ID is not your Taxpayer ID or Employee Identification Number (EIN).
 - The Vendor ID is a number that was assigned to your organization when you completed the registration process.
 - If you do not know your Vendor ID, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (855) 233-8363.
- If your organization was not previously registered with the Grants Gateway, you will need to initiate the registration process.
 - Instructions on how to register your organization are available on the Grants Management website
 - grantsmanagement.ny.gov/register-your-organization-sfs



SFS Vendor Access and Prequalification

- SFS Delegated Administrators
- SFS Vendor Roles
- Managing Prequalification

More information: [Grantee User Manual](#)

SFS Help Desk: helpdesk@sfs.ny.gov or (855) 233-8363

How to Apply: Registration and Prequalification Documents

Forms/templates that must be completed:

- Organizational Capacity
- Organizational Compliance
- Organizational Integrity
- Service Descriptors
- Service Capacity

Documents that must be uploaded:

- Certificate of Incorporation or equivalent document
- IRS 501(c) Determination Letter
- IRS 990
- Audit/Reviews and Findings
- CHAR500 or CHAR410
- Board of Directors' Profile
- Senior Leadership Resumes
- Corporate Bylaws



How to Apply: SFS

- Applications **must** be submitted through the Statewide Financial System
- You must be logged in as Bid Response Initiator or Bid Response Submitter
- Navigation:
 - Click the Grant Management - State tile
 - Alternative Navigation: From the NavBar navigate to: Menu > Manage Events and Place Bids > View Events and Place Bids
 - Click the Bid Event Search tile
 - Enter the applicable search criteria in the Search Criteria fields
 - Click the Search button
 - Select the interested Bid Event

SFS Help Desk

- SFS Help Desk: helpdesk@sfs.ny.gov or (855) 233-8363
- SFS Handbook: Grantee Processing in SFS (Grantee User Manual)
- SFS Coach Training



RFA/RFP Evaluation Process

- The Department will screen each proposal for minimum qualifications and completeness.
- The evaluation and award process is outlined in the Program Rules.
- RFP: Proposals are scored by a team of technical evaluators. Proposals receiving the highest numerical score at or above the scoring threshold are awarded.
- RFA: Proposals are awarded in order of receipt of complete, eligible applications. This is a “first come, first served” model.

Award Process: Contract and Payment

- Award decision letters are issued to all applicants.
 - Award letters will include instructions on the next steps for contract development.
- Awardees are typically announced in a press release from the Department.

Administrative Requirements

- Worker's Compensation and Disability Insurance
- New York State Charities Bureau Registration
- Other required documents from program manager

Contracts and Payment Terms

- **Contracts:** The Department will develop a contract defining all terms, conditions, and responsibilities of the grantee. The contract will incorporate the work plan and budget included in the grantee's project proposal.
- **Payment:** Once an executed contract is in place, funds will be paid on a reimbursement basis. The program manager will provide instructions on how to submit a claim for reimbursement. Awardees may request an advance of up to 25% at the discretion of the Department.

Reporting Requirements

- Reimbursement Requirements
- Quarterly Progress Reports
- Final Progress Reports
- Special Program Reports

Liability

- The Department shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of a proposal or for any work performed prior to the formal execution of a contract.

Other Requirements

- New York State Office of Parks, Recreation, and Historic Preservation requirements
- New York State Environmental Quality Review Act requirements
- Minority and Women-owned Business Enterprises
- Participation Opportunities for New York State Certified Service-disabled Veteran-owned Businesses

Other Sections

- Other Considerations
- Freedom of Information
- Debriefing
- Bid Protest Procedures

Questions?

Next Steps, Follow up Information, and Additional Questions

CONTACT:

- Damali Hicks Wynter, Assistant Commissioner
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- Courtney Bailey, Economic Development Program Specialist
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UPCOMING INFORMATION SESSION:

- June 26, 4-5:00 pm EST: *Understanding New York State Government*

Thank you for attending.

Please send feedback and ideas for future information session topics to outreach@agriculture.ny.gov.