NEW YORK STATE
DEPARTMENT OF AGRICULTURE AND MARKETS

REQUEST FOR PROPOSALS

for

Program Administrator for the Beginning Farmers Competitive Grant Program
Round 2

RFP0321

Questions and Answers
(Issued December 20, 2024)

Only questions specific to this grant program have been included. Questions about accessing and interfacing with the New York State Financial System should be directed to: helpdesk@sfs.ny.gov

Q1. Will these grants provide a cash advance?

A1. Grant funds must be disbursed to grant awardees on a reimbursement basis. No advance payments will be allowed. Upon award of grants and execution of funding agreements with the grant awardees the Program Administrator can submit a Claim for Payment of the grant award funds. These funds must be placed in an interest-bearing account by the Program Administrator and promptly paid to the grant awardees on a reimbursement basis upon completion of the project deliverables.

The Program Administrator will receive an initial payment of 25% of their budgeted administrative costs upon approval of the contract by the Office of the State Comptroller and submission of a Claim for Payment. Payments to the Program Administrator will be issued 30 days after submission of a Claim for Payment deemed acceptable by the Department and OSC, whichever is later. A Claim for Payment cannot be processed until the Contractor establishes an account within the Statewide Financial System.

Q2. If a cash advance will be provided, what amount/percentage will be provided in advance, and within what timeframe?

A2. See the Answer to Q2.

Q3. Will the contract for these grants be a 1 year contract or a 4 year contract?

A3. The contract between the Department of Agriculture and Markets and the Program Administrator will be a four (4) year term. Related to the Competitive Grant Program, the Program Administrator will need to propose a grant structure for multiple funding tracks where one track will be reserved for smaller, less complex projects. The Program Administrator may propose different contract terms for each grant track, as appropriate.

Q4. Is a match required for subawards to producers applying for these grants? Will the grant administrator be required to verify cash matches?

A4. Per the enacting legislation for these grant programs, grants must be issued with a required match. Per section 4 of the RFP, the required match shall not exceed 5% of the grant amount. Program Administrators will be required to verify payment of all match types provided by the grant awardees.

Q5. Was the first webinar recorded, and if so, where can it be accessed?

A5. This is posted on the Department's Funding Opportunities webpage at https://agriculture.ny.gov/rfp-0321-administrator-beginning-farmers-competitive-grant-program.