NEW YORK STATE | Office of Cannabis Management

Get Ready, Get Set: Grant Readiness 101

An introduction to applying for grants within the Office of Cannabis Management

September 20, 2024

Agenda

- Grant Funding Opportunity
- The Three R's: RFI, RFP, RFA
- SFS/Prequalification
- Next Steps
- OCM and Community Grant Reinvestment Fund

What is a grant funding Opportunity?

Grant Funding Opportunity

- A grant funding opportunity is a published opportunity for eligible entities to competitively seek funds to support a program or initiative targeting a specific community.
- A funding Opportunity includes the total amount of money available for the entire grant program – so it may say $50M with an anticipated number of 30 awards. It's important to read the funding Opportunity closely because it will include important information about the program, the funding amount, the number of awards expected, and what entity is overseeing the process.

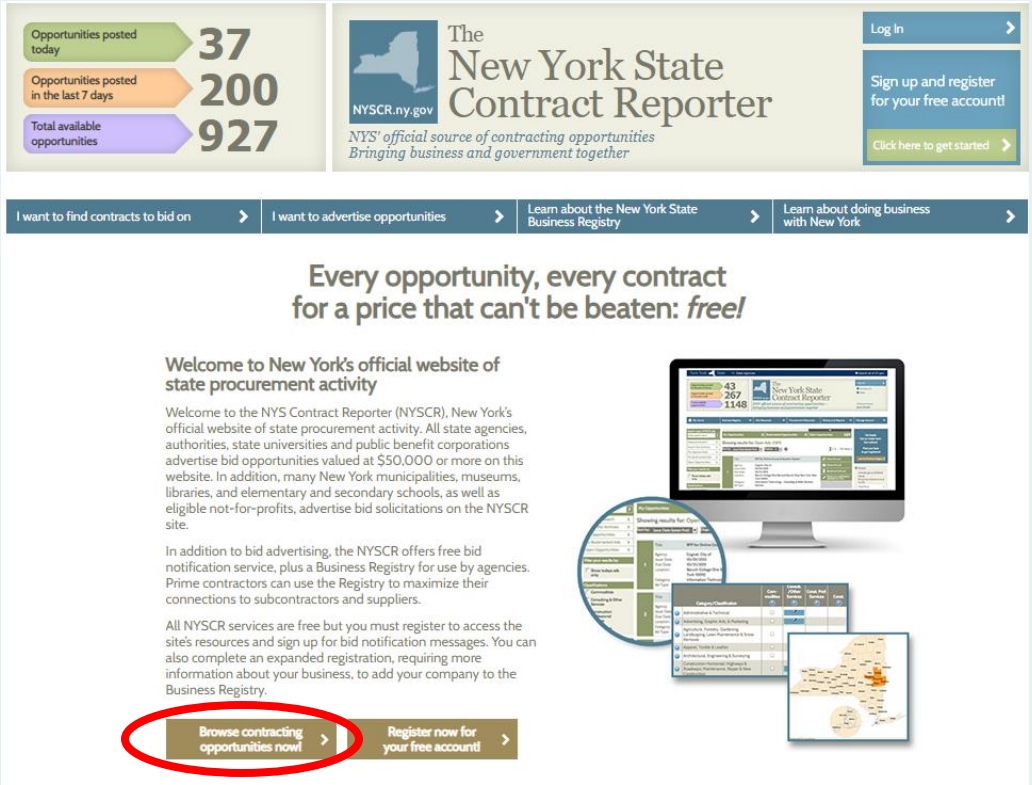
How NYS Defines Grants

- The term **grant** doesn't specifically exist in NYS law
- Often called **"program" contracts** which use funds to pay for services that support the mission or goals of an agency (or in this case Advisory Board)
- Grant programs usually include multiple contracts with different organization/entities across the State

Purpose Driven Funding

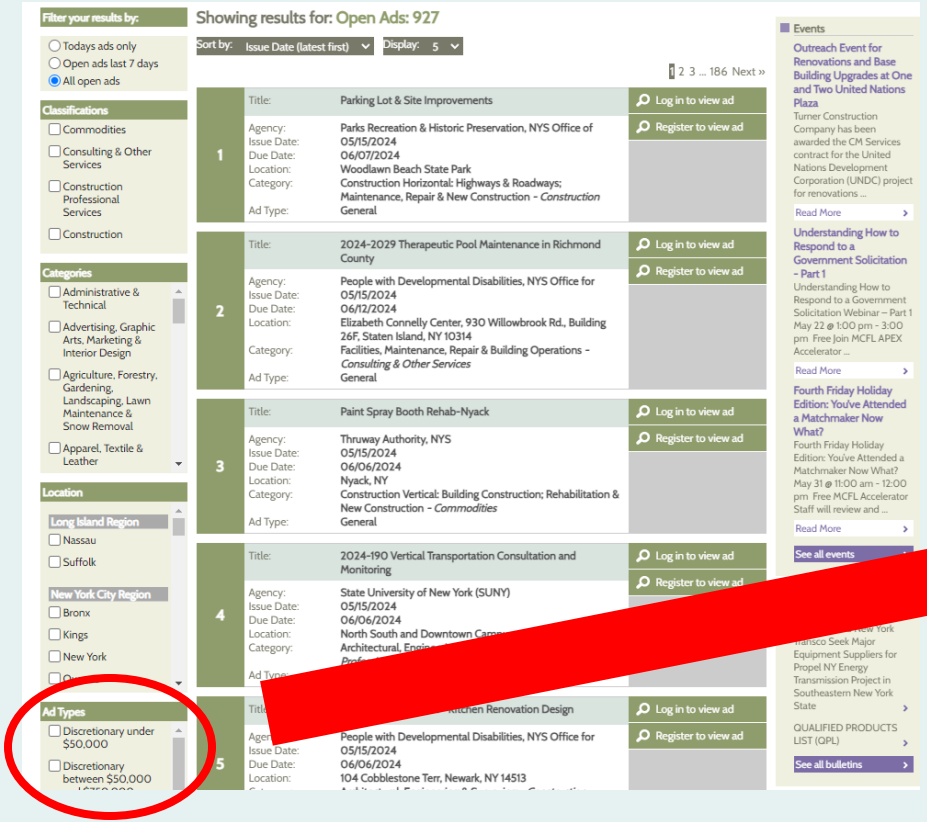
- Grants are a type of procurement (the process of obtaining goods and services for a business) contract
- Grants are meant to provide public benefit
- The funded services should benefit the public at large
- Funds are approved based on reasonableness–not just the most cost-effective proposal

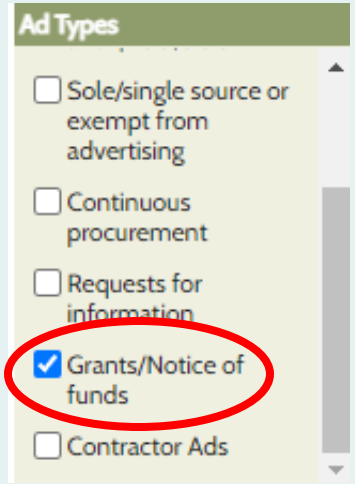
Funding Opportunities



- Published online in the NYS Contract Reporter and agency website
- Outlines the entire grant program – goals, requirements, measures, and total amount of funding
- Includes details on the application process

Funding Opportunities





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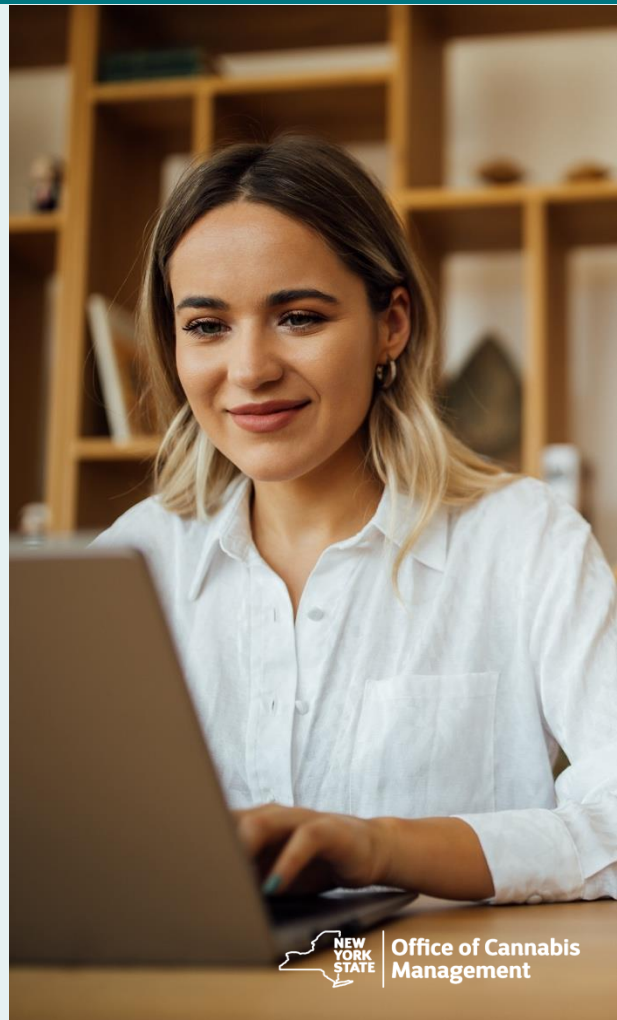
The Three R's:

RFI • RFP • RFA

Request for Information (RFI)

- A RFI or request for information is the state's way of getting/asking for information on a particular topic.
  - Typically, this informs a future grant opportunity
- Entities will respond to whatever the State is seeking information on.



Request For Information (RFI)

Here's a sample table of contents from a recent Dept. Of Health RFI

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- Applying for an RFI does not usually include reimbursement for expenses- the work you do on this project are covered by you or your organization
- So why respond to an RFI? This is your chance to help shape an upcoming funding opportunity. Often this is for things more complex or technical

Request for Proposals (RFP)

- An “open market” procurement (the process of obtaining goods and services for a business) that results from a formal competitive bidding process.
- In many state agencies the RFP is the method of procurement used to acquire services for the state.
- Per State Finance law requirements, awards are made on the basis of “best value” and only to responsive and responsible offerors.

Request for Applications (RFA)

- RFA – Request for Applications
- Common grant application method
- Focuses on program outcomes/needs
- Applicants are evaluated on how well they propose to meet grant goals and how “**reasonable**” costs are

Request For Applications (RFA)

Gun Violence Prevention through Community-led Youth-based Programs

Request for Applications #20350
Grants Gateway ID:DOH01-GVPCL-2023

Issued by
New York State Department of Health
Office of Gun Violence Prevention
Office of Health Equity and Human Rights

Review the Schedule of Events

Schedule of Events

Release Date:	**09/19/2023**
Applicant Conference Registration Deadline:	**10/03/2023**
Applicant Conference:	**10/10/2023 at 2:00pm** Register for the conference by sending an email with the subject, "**REGISTRATION:RFA#20350**" to ogvp@health.ny.gov. The conference link can be found in Section IV.D.
Questions Due:	**10/10/2023**
Questions, Answers and Updates Posted (on or about)	**10/24/2023**
Applications Due:	**11/08/2023 by 4:00 PM**

Attachments for RFP's & RFA's

- RFP 1078 - Targeted Healthy Families New York (HFNY) Program **Amended 5/31/2022**
- RFP 1078 - Bidder's Notice **Amended 5/31/2022**
- RFP 1078 Attachment 1 - Budget Template
- RFP 1078 Attachment 2 - Workplan Template
- RFP 1078 Attachment 3 - HFNY Performance Targets
- RFP 1078 Attachment 4 - HFNY Performance Indicators
- RFP 1078 Attachment 5 - List of Priority Counties
- RFP 1078 Attachment 6 - Affirmation of Support Form: LHD and Community Partners
- RFP 1078 Attachment 7 - Commitment Form: LDSS **Amended 5/31/2022**
- RFP 1078 Attachment 8 - Healthy Families Child Welfare Protocols
- RFP 1078 Attachment 9 - Healthy Families America Best Practice Standards

Check back often as attachments may be updated

Three R's

RFI
Request for Information

- The state's way of getting/asking for information on a particular topic.

RFP
Request for Proposals

- An "open market" procurement that results from a formal competitive bidding process.

RFA
Request for Applications

- Common grant application method that focuses on program outcomes/needs.

Minority and Women Business Owned Enterprise (MWBE) Goals

- To support diversity and equitable access to economic opportunities within New York State, the State requires 30% of contracts be spent with certified Minority and Women Business Enterprises (MWBE)

- More information and M/WBE Business Directory can be found at **esd.ny.gov/mwbe**

State Financial System (SFS)
Prequalification

Grants Management is in SFS

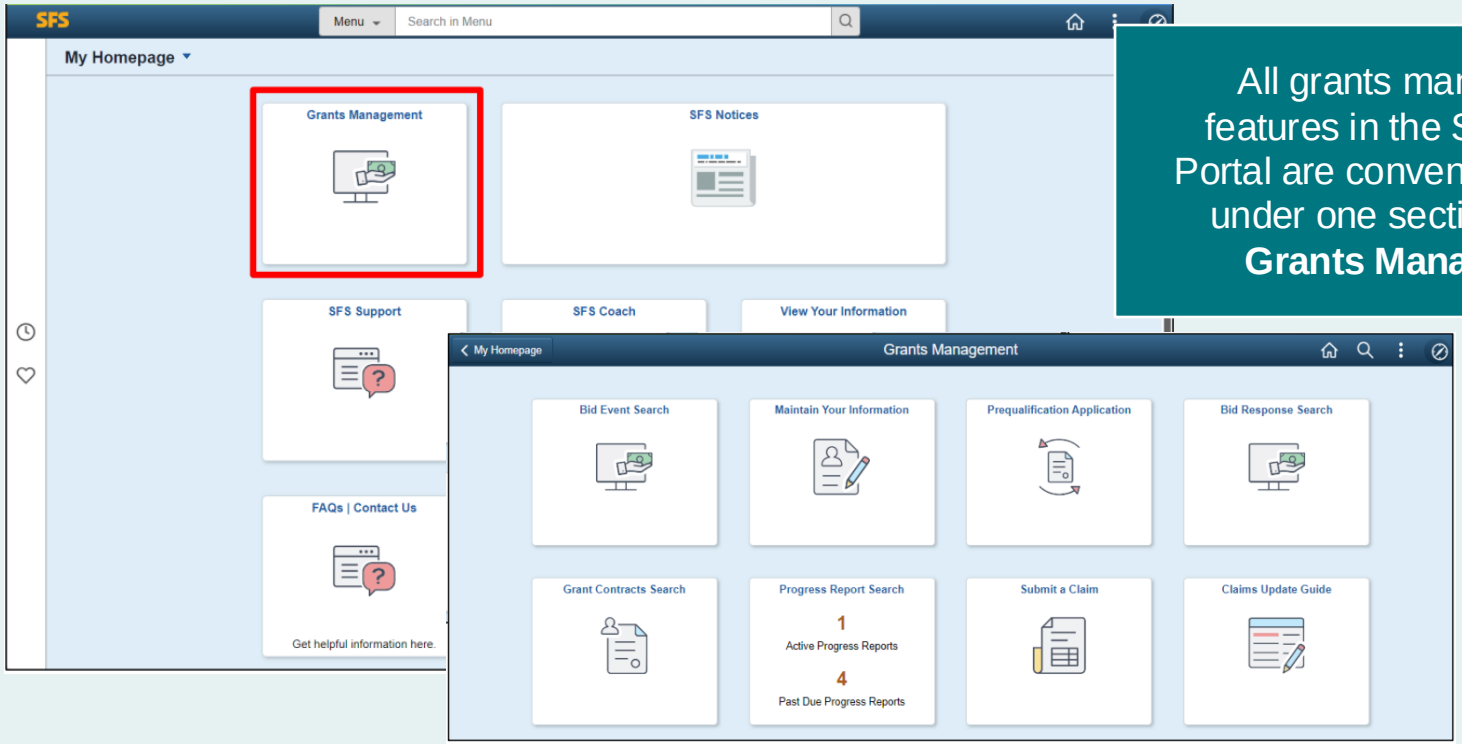
- On January 16, New York State transitioned grants management activities from the Grants Gateway to the **Statewide Financial System (SFS).**
  - SFS is New York State (NYS) government's accounting and financial management system used to manage contracts and payment.
- Agencies that used the Grants Gateway for specific grant programs and business functions now use SFS for the same grant programs and business functions.
- Prospective grantees and the general public can search for grant opportunities on the SFS Public Portal.
- Grantees now use SFS to submit prequalification applications and to support the business functions for the grant programs that were previously performed in the Grants Gateway. Visit **sfs.ny.gov**.

Grantee Use of SFS

The table below provides examples of how SFS is currently being used by grantees to support aspects of the grants management business process.

Business Process Area	Grantee Use of SFS
Pre-qualification	Entering and submitting pre-qualification applications for agency review and approval
Bids	• Using the SFS Public Portal to search for grant opportunities (bid events) • Responding to grant opportunities
Grant Contracts	• Previewing contract agreements • Updating budgets and workplans • Reviewing and approving grant contracts
Progress Reports	Entering and submitting progress reports for agency review and approval
Claims	Entering and submitting grant claims for agency review and approval

Grants Management is in SFS



All grants management features in the SFS Vendor Portal are conveniently located under one section, labeled **Grants Management**.

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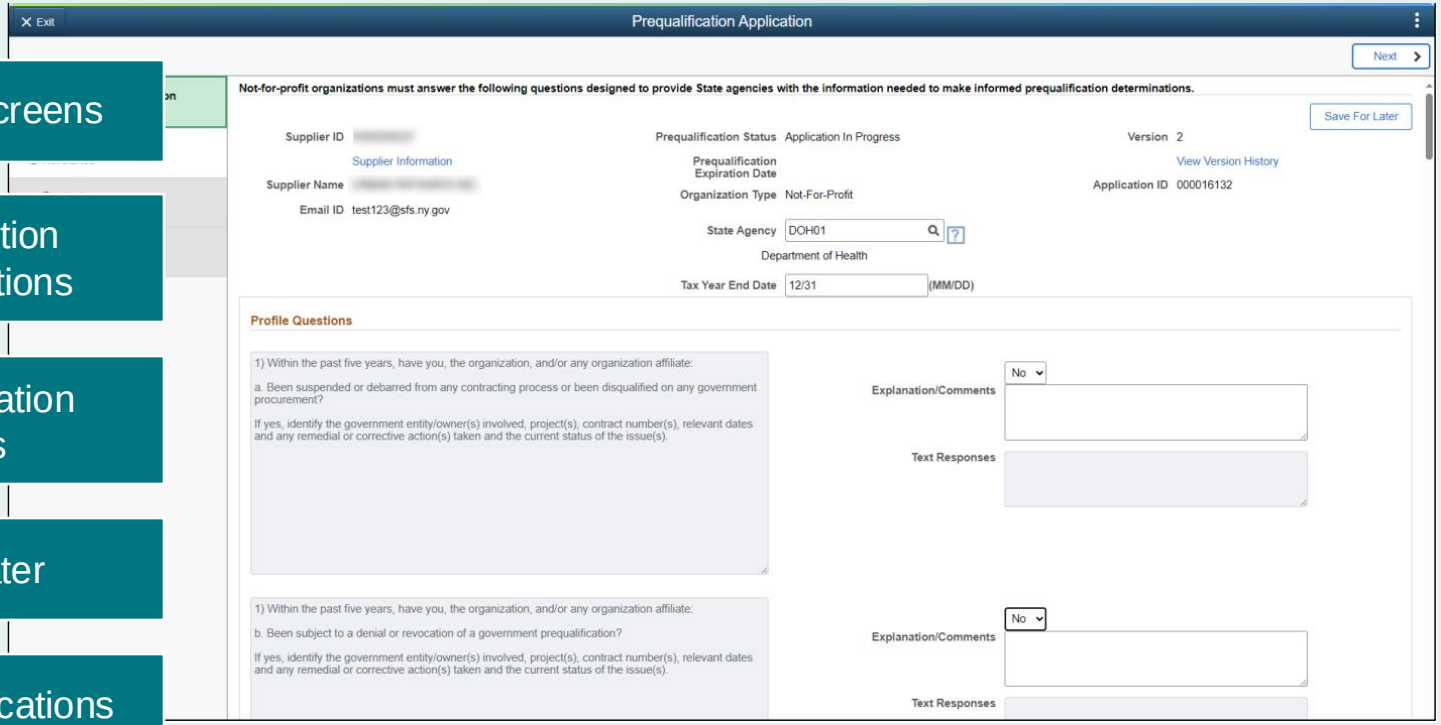
Streamline Prequalification Process

- User friendly screens
- Easy navigation between sections
- Fewer application questions
- Save for Later
- Versioned applications



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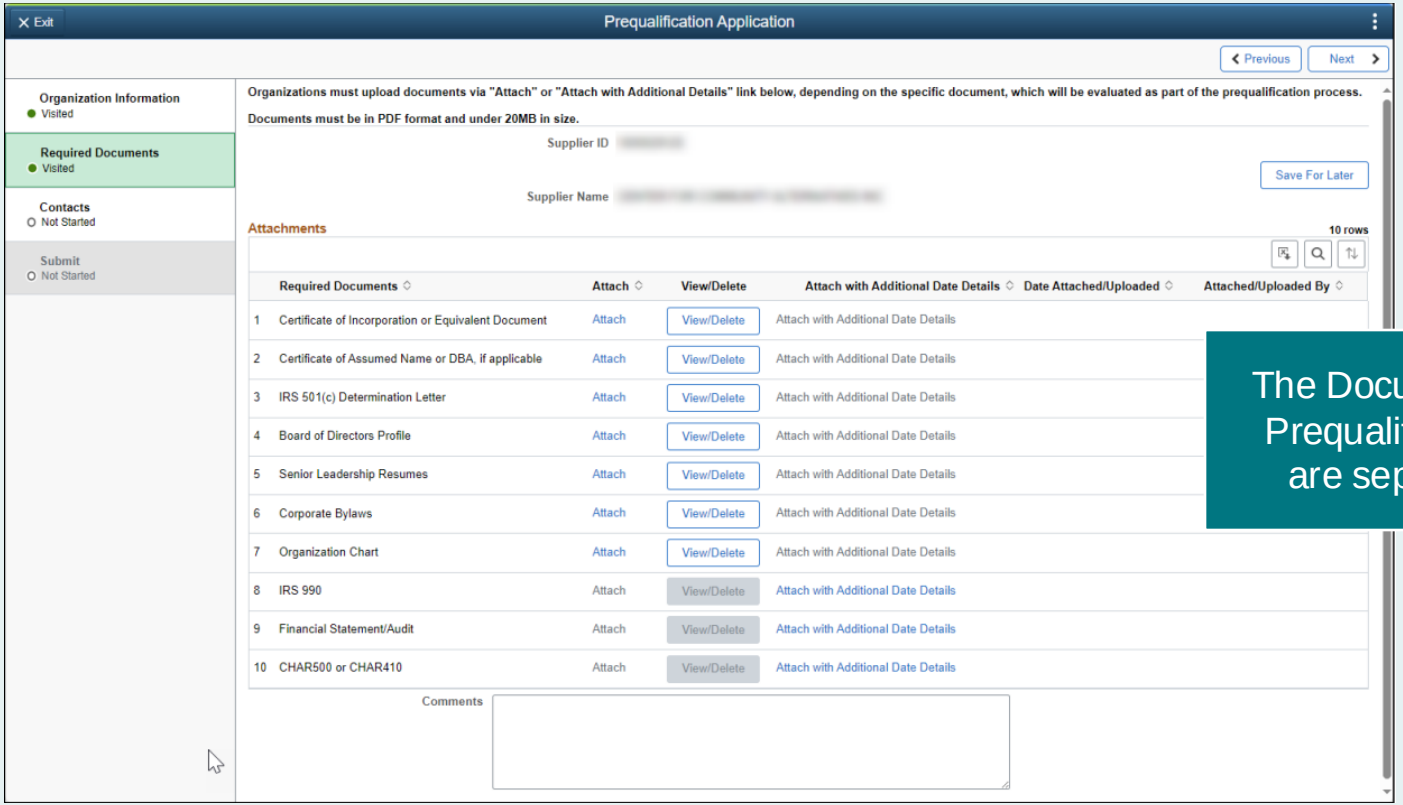
Uploading Required Documentation



The Document Vault and the Prequalification Application are separated for clarity.

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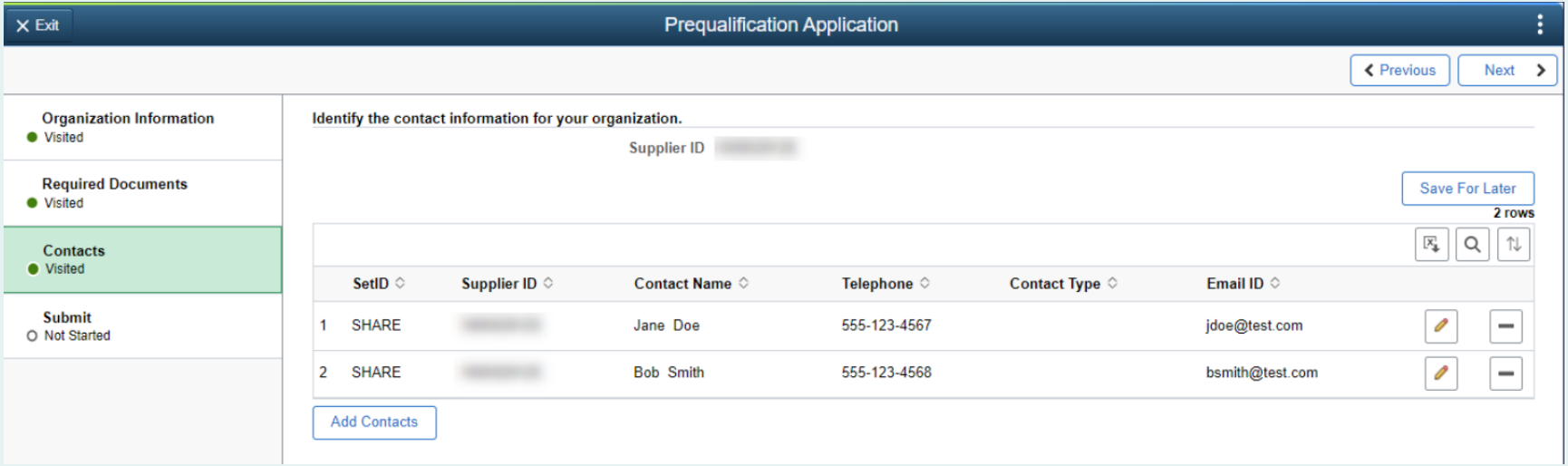
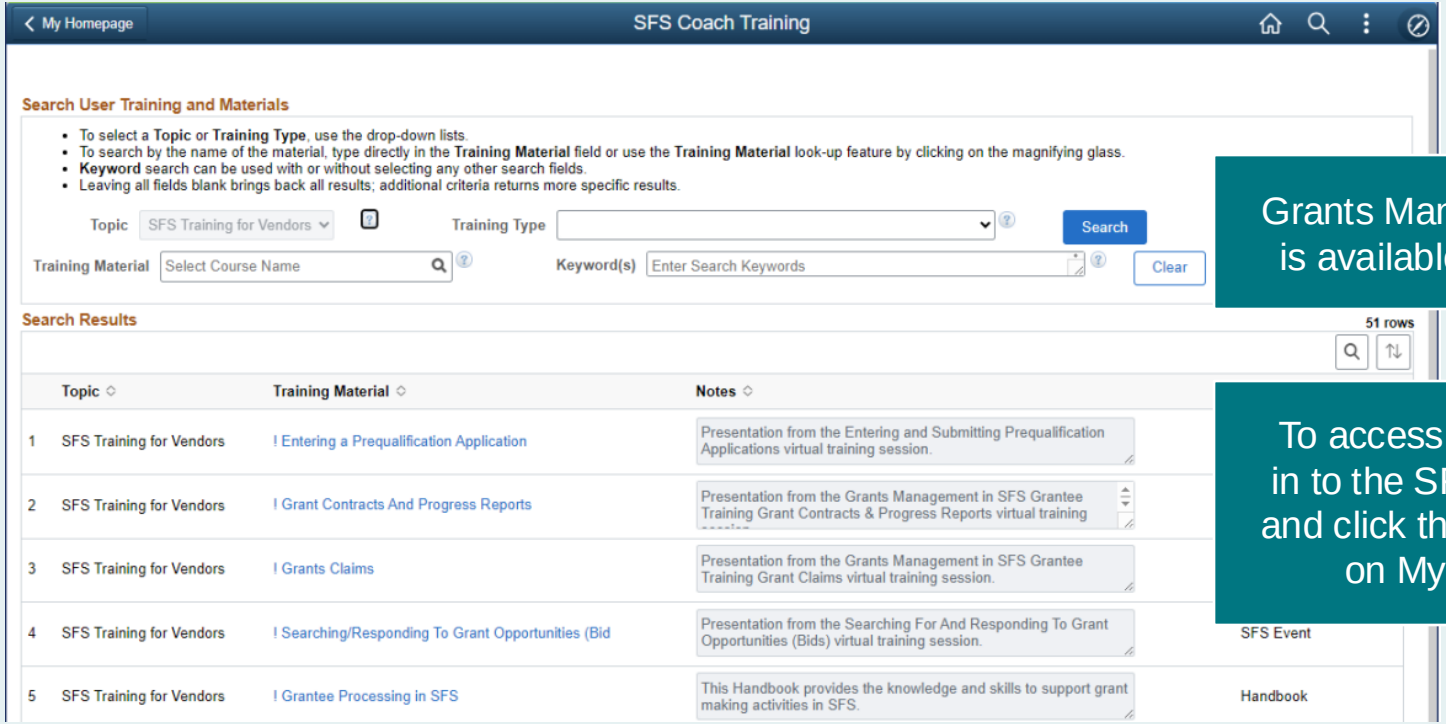
Adding Prequalification Contacts



Grantees can establish prequalification specific contacts to receive system-generated reminders and notifications.

On-Demand Training

New Reference Guide – Information to Support Grantees



Grants Management training is available in SFS Coach.

To access SFS Coach, log in to the SFS Vendor Portal and click the **SFS Coach** tile on My Homepage.

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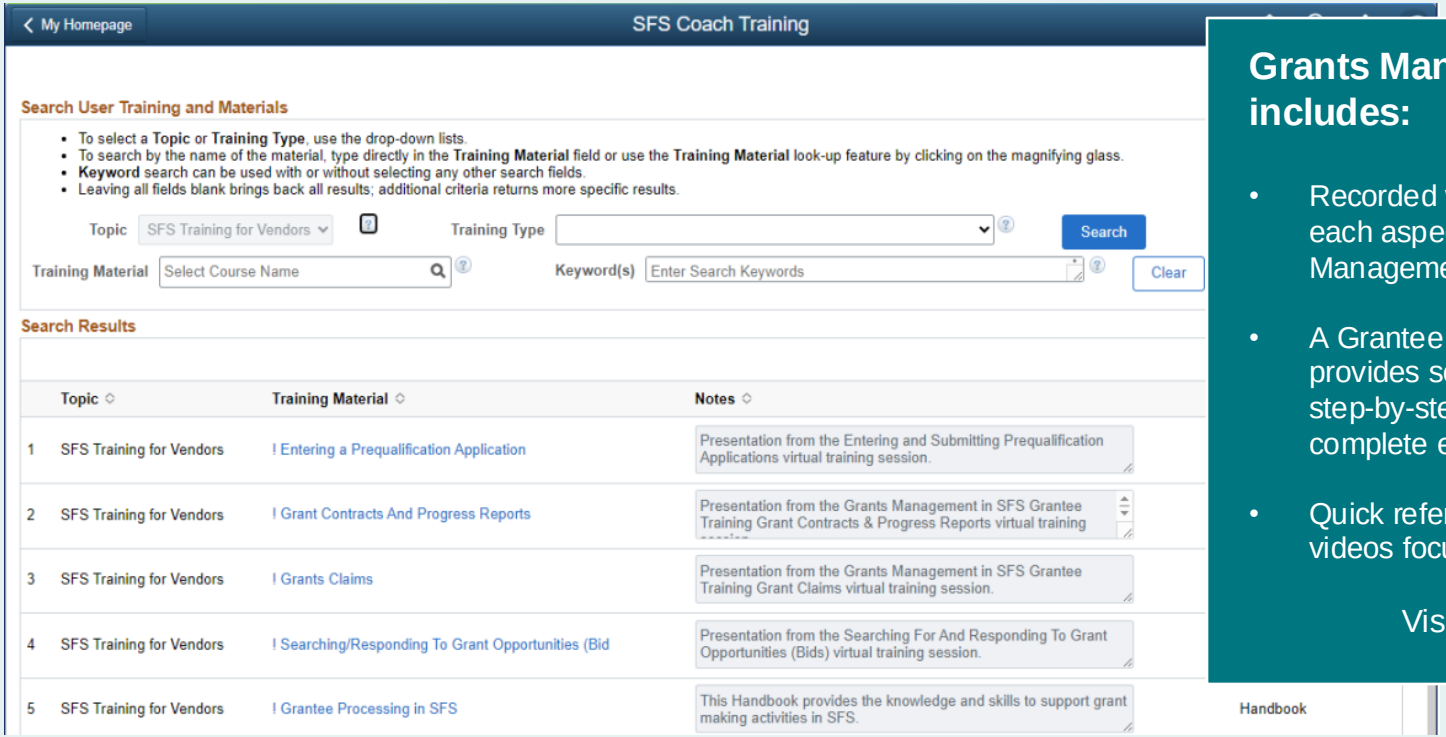
On-Demand Training

New Reference Guide – Information to Support Grantees



Grants Management training includes:

- Recorded webinars focused on each aspect of the Grants Management business process.
- A Grantee Handbook, which provides screenshots of SFS and step-by-step guidance on how to complete each tasks in SFS.
- Quick reference guides and short videos focused on a specific topic.

Visit **sfs.ny.gov**

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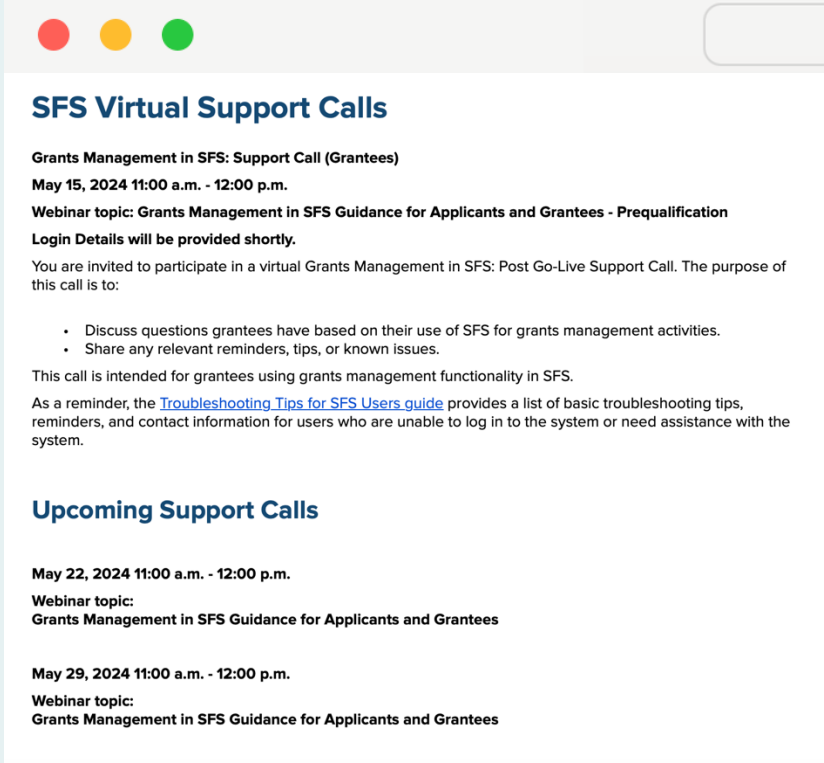
Support Calls & the SFS Help Desk

- Support calls are available **each Wednesday** to:
  - Discuss questions grantees have based on their use of SFS for grant management activities.
  - Share information on specific topics.
- Webex information for each Grantee support call is available on the **Grants Management** website.
- In addition to the support calls, questions regarding SFS functionality can be submitted at any time to the SFS Help Desk.
  - **Email: helpdesk@sfs.ny.gov**
  - **Phone:** (518) 457-7717 or (855) 233-8363 (toll free)
  - Through the SFS Support Title in the SFS Vendor Portal



SFS Virtual Support Calls

Grants Management in SFS: Support Call (Grantees)

May 15, 2024 11:00 a.m. - 12:00 p.m.

Webinar topic: Grants Management in SFS Guidance for Applicants and Grantees - Prequalification

Login Details will be provided shortly.

You are invited to participate in a virtual Grants Management in SFS: Post Go-Live Support Call. The purpose of this call is to:

- Discuss questions grantees have based on their use of SFS for grants management activities.
- Share any relevant reminders, tips, or known issues.

This call is intended for grantees using grants management functionality in SFS.

As a reminder, the Troubleshooting Tips for SFS Users guide provides a list of basic troubleshooting tips, reminders, and contact information for users who are unable to log in to the system or need assistance with the system.

Upcoming Support Calls

May 22, 2024 11:00 a.m. - 12:00 p.m.

Webinar topic:
Grants Management in SFS Guidance for Applicants and Grantees

May 29, 2024 11:00 a.m. - 12:00 p.m.

Webinar topic:
Grants Management in SFS Guidance for Applicants and Grantees

Scan the QR code to access the **Grants Management** website.

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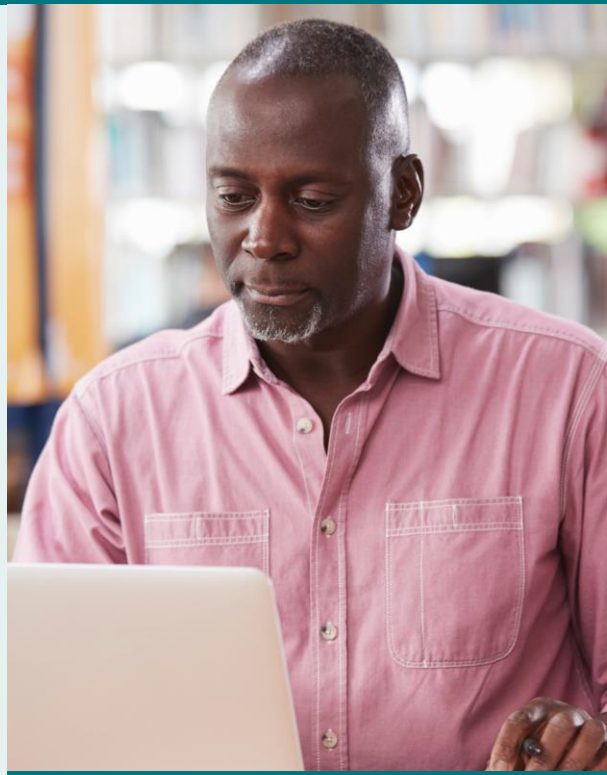
eGrants

eGrants

- OCM's upcoming funding opportunity application is required to be submitted on eGrants, a dedicated grant application platform used by OCM
- Be sure to read the RFA carefully for instructions on how to register in eGrants
- All organizations must be prequalified within SFS and applications submitted on eGrants

✓ **Step 1:** Prequalify in SFS

✓ **Step 2:** Submit application for RFA in eGrants



Scan QR code to sign up for the OCM newsletter.

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Next Steps

Key Points

- Sign up to receive notifications about grant opportunities on the SFS Public Portal, NYS Contract Reporter, and OCM.
- Register as a NYS Vendor if you were not previously registered in the Grants Gateway.
  - 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.
  - Set up your access in the SFS Vendor Portal.
  - This includes creating User IDs, adding the user's name (required for contract signatories) and email address to their user profile, and adding roles to each account.
- Keep your organizational information up to date in the SFS Vendor Portal.
- Utilize the resources and support available, including on-demand training materials, support calls, and the SFS Help Desk.
- Read the RFA thoroughly and be sure to submit your application through eGrants.

Additional Tips

- Read the application carefully
- Pay attention to dates
- Look for historical Funding Opportunity Announcements
- Request feedback on your applications – even if you are not awarded
- Build strong relationships with your state funders and their staff

OCM and the Community Reinvestment Grant Fund

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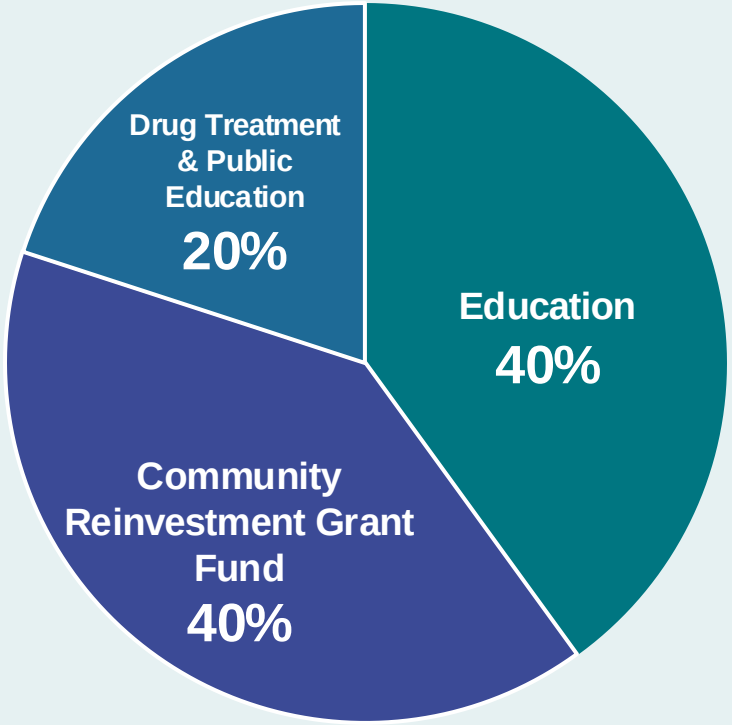
NYS Cannabis Tax Revenue Fund

- All cannabis tax revenue deposited into this fund
- **Community Reinvestment Grants Fund**
  - Grants to non-profit and community-based organizations in communities disproportionately impacted by cannabis prohibition and other social equity initiatives as determined by the Cannabis Advisory Board
- **Drug Treatment & Public Education**
  - Develop and implement statewide public education campaigns and provide substance use disorder treatment programs for youth and adults



Community Reinvestment Grant Program (CRGP)

RFA Updates

- Request for Applications (RFA) being drafted in collaboration with the Office of General Services (OGS) to facilitate Community Grants Reinvestment.
- Year 1 pilot round aims to award community-based programs serving youth funds to provide workforce, housing, and mental health services for ages 0-24.
- Award amounts will be $100,000 over a two-year contract period. Advance payment at 25% will be available upon request at the start of the contract term.

Scan QR code to sign up for the OCM newsletter.

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Dispensary Verification Tool

To make sure you are purchasing cannabis from a licensed dispensary, here are the steps to take:

- After locating a dispensary, look for the **Dispensary Verification Tool**.

All licensed dispensaries are issued a Dispensary Verification Tool which is posted in the storefront.

- Medical Dispensaries have a similar tool

Scan the QR code to be directed to a list of all licensed NYS adult-use cannabis retail dispensaries.

How to Report an Illicit Dispensary or Issue with a Cannabis Product

Adverse Health Events
Troublesome or undesired medical occurrence or symptom

Concerns about Cannabis Businesses
Unlicensed locations, sales to minor or consumption in unauthorized areas

Concerns about Cannabis Products
Product safety, mislabeling, formulation or expired products

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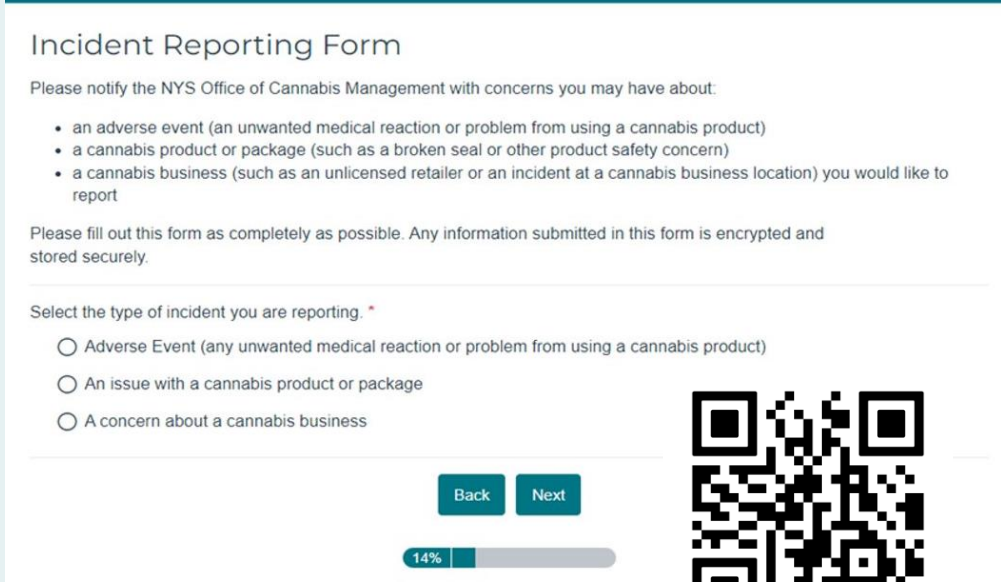
Incident Reporting Form


Incident Reporting Form

Please notify the NYS Office of Cannabis Management with concerns you may have about:

- an adverse event (an unwanted medical reaction or problem from using a cannabis product)
- a cannabis product or package (such as a broken seal or other product safety concern)
- a cannabis business (such as an unlicensed retailer or an incident at a cannabis business location) you would like to report

Please fill out this form as completely as possible. Any information submitted in this form is encrypted and stored securely.

Select the type of incident you are reporting. *

- ◯ Adverse Event (any unwanted medical reaction or problem from using a cannabis product)
- ◯ An issue with a cannabis product or package
- ◯ A concern about a cannabis business

Back Next

14%

To report a suspected violation or complaint, scan the QR code to the right or visit **cannabis.ny.gov/report-an-incident**

Stay Connected to OCM

- Sign up for OCM email updates at: **cannabis.ny.gov**
- Connect with the OCM Community Affairs team: **Events@ocm.ny.gov**
- Follow OCM on social media: **@nys_cannabis**

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Questions?