

Dear Grantee:

This spring, New York State will begin the work of fulfilling the Governor's promise to reform the State's grant contracting process for non-profits. In keeping with this effort, we are pleased to introduce several new initiatives designed to simplify and streamline the grants management process. We trust that the changes will result in a system that is easier and more effective for both of us.

- ❖ **The Grants Gateway** – The Grants Gateway, to be launched on May 15, 2013, is an online system that will allow grantees to browse anticipated and available grants opportunities, and submit frequently requested documents in a vendor Data Vault. This Fall, Grants Gateway will be expanded to accommodate the full lifecycle of your grant, including:
  - Online application development, submission, and award
  - Online contract development and execution
  - Online financial claiming and program reporting

*After May 15<sup>th</sup>, you can access the Gateway at: <https://grantsgateway.ny.gov>.*

- ❖ **Prequalification** – Prequalification is a new statewide process designed to facilitate prompt contracting. Vendors will be asked to submit commonly requested documents, and answer frequently asked questions, once. Vendors will submit their responses online in the Grants Gateway, and all information will be stored in a virtual, secured vault. In addition, an electronic "vault" will permit critical documents to be submitted and stored electronically to be used by all State agencies reviewing grants. An overview of the Prequalification process has been attached so that you can learn a little more about the process, and a list of the Prequalification required documents and questions is also attached so you can begin familiarizing yourself with the process and collecting the documents you will be asked to submit.
- ❖ **Master Contract for Grants** – The Master Contract for Grants consists of one set of contract terms and conditions to be used by all state agencies. This will create a simplified and standardized approach to grant contracting, making it easier for non-profits to do business with State agencies. While each State agency may have its own program specific language, the standard terms and conditions will remain the same. The Master Contract for Grants is available for download at the Grants Reform Website, [www.GrantsReform.ny.gov](http://www.GrantsReform.ny.gov), and State agencies are expected to begin using it as of April 29, 2013.
- ❖ **Multi-Year Contracting** - Multi-year contracts will reduce paperwork and processing time along with reducing cash flow problems for vendors. All State agencies will be required to review grant programs as they implement the 2013-14 budget and migrate as many as possible to a contracts with up to five year terms.

By now, you should have received an announcement from the NYS Division of Budget asking you to mail in a form allowing you to formally register for the Grants Gateway. I encourage you to do so as soon as possible. Once registered, you will have access to the Gateway which will enable you to prequalify and

browse the Portal. In the meantime, begin to gather the documents and information you need for the Prequalification Application. Upon registration, you should prequalify right away so that you have full access to all the grant opportunities listed on our Portal. Effective July 31<sup>th</sup> 2013, new competitive grant opportunities released by the State will require you to be prequalified in order for your application to be considered. For previously announced or existing competitive grant opportunities, after July 31<sup>st</sup> you must be prequalified in order for your application to be evaluated.

We have developed many of the facets of NY State Grants Reform in partnership with New York City and we are continuing to work collaboratively with the Mayor's Office of Contracts in order to align our systems as closely as possible so as to minimize the burden for those agencies seeking funding from New York City agencies.

Finally, please visit [www.GrantsReform.ny.gov](http://www.GrantsReform.ny.gov) often to stay up to date with the NYS Grants Reform effort. We will be offering training on the Prequalification process in the coming weeks, so please stay tuned.

Our goal is to make it easier for you to contract with New York State and to deliver payments quickly if a contract is awarded. We look forward to working with you!

Fran Barrett

**Attachments:**

Prequalification Policy Statement

NFP Prequalification Documents & Questionnaire