



New York State
Grants Gateway



New York State Grants Gateway

Vendor User Guide

Version 1.2



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I. Grantee Orientation

Welcome to the New York State (NYS) Grants Gateway. The purpose of this section is to orient new users to all that the Gateway has to offer. It is your checklist to getting started. The following pages provide a basic overview of the functionality available within the Grants Gateway.

- A.** Grant Opportunity Portal
- B.** Registration
- C.** Delegated Administration
- D.** Grantee Profile:
 - 1. Organization Information
 - 2. Document Vault
 - 3. Prequalification



A. Grant Opportunity Portal

As a new user, the place you will want to start is the Grant Opportunity Portal, which is open to the public and does not require you to be a registered user. The Portal will allow you to browse, search and sign-up to receive notifications regarding State agency grant funding opportunities.

The screenshot shows the homepage of the New York State Grants Gateway. At the top, there is a header with the logo, the text "New York State Grants Gateway", and a "SHOW HELP" button. Below the header, the main heading reads "Grant Opportunity Portal - Home". A large blue banner says "Welcome to the Grants Gateway".

The main content area contains several paragraphs of text:

- The **Grant Opportunity Portal** is online and available to the public, providing a one-stop shop for anyone interested in locating grant funding opportunities with State agencies.
- The **Grantee Document Vault** is also available, allowing existing grantees and potential applicants to store key organizational information in a single secure online location for use by all State agencies. In order to use the Document Vault, grantees must register as a user on the system and provide information on a Delegated Administrator who will manage their user account. This requires submission of a Registration form and accompanying organizational diagram. Note that your Registration form must be signed, notarized and mailed to Gateway Administrators. Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.
- Check back regularly as additional functionality, including online application, contract development and signature, and financial claiming and reporting is on track for release later this year.
- For additional information see the Grants Reform Website, www.grantsreform.ny.gov

Below the text are four main navigation buttons: **BROWSE**, **SEARCH**, **NOTIFICATION**, and **REGISTRATION**. Each button has a corresponding description and a call-to-action link with a right-pointing arrow icon:

- BROWSE**: Looking for a listing of funding opportunities? Use the browse feature to get started. [Browse Now!](#)
- SEARCH**: Looking for information about a specific funding opportunity? Use the Search feature to narrow your focus. [Search Now!](#)
- NOTIFICATION**: Want to be kept informed of upcoming and available funding opportunities? Provide your email address, and identify the types of grants that interest you. [Sign-up Now!](#), [Already Signed-up? Click here to update preferences.](#)
- REGISTRATION**: If you are already a vendor with NYS or are interested in becoming a vendor request access here. [Request Access Now!](#)

At the bottom of the page, a footer note states: "For a complete listing of all New York State procurement and grant opportunities, please visit the [Contract Reporter](#)."

It is recommended that you experiment with the Browse and Search features. Sign-up to receive notifications of upcoming and available funding opportunities and eliminate the need to check back regularly. See **Section II. Grant Opportunity Portal Tutorial** for a full accounting of the available functionality.



B. Registration

NYS Vendors and organizations that would like to become NYS vendors must register their organization in the Gateway and establish users in the system. To start this process, from the Grant Opportunity Portal, under Registration, click “Request Access Now!” to view your options.

Grant Opportunity Portal - Request Access

Grants Gateway Users

If you have already been assigned a Grants Gateway username and password, [Click here to log in.](#)

Existing New York State Vendors

If your organization has registered with the Grants Gateway, it will have an Administrator who is responsible for managing users. You will need to contact this individual to request access to the system. If you are unsure of whether your organization has registered for the Grants Gateway or how to contact its Administrator, enter your organization's New York State SFS Vendor ID below. If you do not know your organization's Vendor ID, someone with your finance office may be able to assist you.

All Other Vendors

If your organization has not previously done business with New York State, you will need to:

1. Download and complete the [Substitute W-9 Form](#) to obtain a NYS SFS Vendor ID.
2. Download and complete the Grants Gateway [Registration Form](#).
3. Follow instructions on registration form.

Registration is a straightforward process. For existing NYS vendors, there is only one step. You must submit a Registration Form for Administrators identifying a Delegated Administrator responsible for managing your organization's profile and users. The NYS Grants reform team will create the corresponding account and email your designee their username and password.

To find out if your organization has already registered, enter its SFS Vendor ID number and search. If your organization is registered, the search result will include contact information for its delegated administrator, and you can contact this individual to request access to the system. If your organization is not registered, the search result will provide a link to the Request Form for Administrator, which you will need to complete and submit pursuant to the instructions provided.



If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 Form to obtain a NYS SFS Vendor ID, in addition to the Registration Form for Administrators, in order to register.

C. Delegated Administration

Once your organization has registered, and the delegated administrator has received their username, logged-in, and updated their temporary password, they can begin to develop your organization's Gateway profile. This involves creating additional members (users) for your organization and making certain that its Document Vault is up to date.

To view your organization's current members or add new members click on the respective links. At this time, delegated administrators have the option to assign members two different system roles.

1. Delegated Administrator – This role can create additional user accounts for your organization and update its Document Vault.
2. Grantee – This role is limited to updating the Document Vault.

Organization - Ian's NFP

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
To add a member to your organization, select the **Add Members** link below.
If a member has already added his/her information in the system, you can search for the member.
If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

See **Section III. Delegated Administrator Tutorial** for a full accounting of the available functionality.



D. Grantee Profile

1. Organization Information Page

Before you can access the Document Vault, you must update the Organization Information page. You will note that a considerable amount of data for your organization will already be present. This page has been designed to interface with the NYS SFS to ensure that key information from that system is automatically imported into the Gateway and updated on a nightly basis. This eliminates the need to maintain the same information in two separate systems.

Organization - Capital Test Case

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Information

SFS Payee Name	<input type="text" value="SINGER PROPERTIES"/>	*
Organization Legal Name	<input type="text" value="Capital Test Case"/>	*
Organization DBA/Assumed Name	<input type="text"/>	
Payment Address	<input type="text" value="78 OLD LYME RD"/>	*
City	<input type="text" value="CHAPPAQUA"/>	*
State	<input type="text" value="New York"/>	*
Zipcode	<input type="text" value="10514-3814"/>	*
County	<input type="text"/>	
Phone Number	<input type="text"/>	*
Fax	<input type="text"/>	
Email	<input type="text" value="WmpfqxWL@aol.com"/>	
Website	<input type="text"/>	
SFS Vendor ID	<input type="text" value="1000000194"/>	*
Entity Type	<input type="text" value="Not-For Profit"/>	*

Update additional required fields and optional fields as indicated and save your updates. Note that once this has been done, on future logins, you will be able to go directly to the Document Vault.



2. Document Vault

The Document Vault is an online repository where you can store key organizational information in a single secure online location for use by all State agencies, replacing the current practice whereby you are repeatedly asked to provide the same document on a program-by-program, agency-by-agency basis.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Document Vault](#)

Organization Details

Instructions:
 Below is a list of required and additional forms and documents based on your organization's entity type.
 All required documents must be uploaded.
 The additional documents may be requested based on the opportunities you apply for.

Status	Page Name	Note	Created By	Last Modified By
Required Forms				
	Organization Capacity			
	Organization Compliance			
	Organization Integrity			
	Service Descriptors			
	Service Capacity			
Not For Profit Required Documents				
	Certificate of Incorporation or Equivalent Document			

The Required Forms and Documents displayed will vary by organization type. Begin the process of uploading those documents which are most frequently requested by the State agencies with which you do business. Once they are available in the system, if a State agency requests one of these documents they should be directed to the Grants Gateway. See **Section IV. Document Vault Tutorial** for additional information.



3. Prequalification

As part of the overall Grants Reform effort, Not-for-profit organizations will use the Document Vault as tool to complete a Prequalification Application to do business with the State. This involves uploading a series of required documents; responding to questions regarding their organization's capacity, compliance and integrity; and electronically submitting this information to the State. Once you have completed these tasks, submit your Prequalification Application for State review. See **Section IV. Document Vault Tutorial** for additional information.



II. Grant Opportunity Portal Tutorial

The Grant Opportunity Portal provides a one-stop shop for anyone interested in locating grant funding opportunities with State agencies. The following pages provide detailed information on how to use the functionality within the Grant Opportunity Portal.

- A. Grant Opportunity Portal Home
- B. Browse a list of Grant Opportunities
- C. Search for specific Grant Opportunities
- D. Download a Grant Opportunity
- E. Sign-up to be notified of upcoming Grant Opportunities
- F. Update Notification Preferences
- G. Learn how to become a Registered User
- H. Logging into the Grants Gateway



A. Grant Opportunity Portal – Home

The Grant Opportunity Portal Home page is available to the public. This page offers a variety of ways for users to locate grant funding opportunities.

The screenshot shows the homepage of the New York State Grants Gateway. At the top, there is a header with the logo on the left, the text "New York State Grants Gateway" in the center, and an illustration of the State Capitol on the right. Below the header is a navigation bar with "Grants Gateway Login" on the left and a "SHOW HELP" button on the right. The main heading is "Grant Opportunity Portal - Home".

Welcome to the Grants Gateway

The **Grant Opportunity Portal** is online and available to the public, providing a one-stop shop for anyone interested in locating grant funding opportunities with State agencies.

The **Grantee Document Vault** is also available, allowing existing grantees and potential applicants to store key organizational information in a single secure online location for use by all State agencies. In order to use the Document Vault, grantees must register as a user on the system and provide information on a Delegated Administrator who will manage their user account. This requires submission of a Registration form and accompanying organizational diagram. Note that your Registration form must be signed, notarized and mailed to Gateway Administrators. Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.

Check back regularly as additional functionality, including online application, contract development and signature, and financial claiming and reporting is on track for release later this year.

For additional information see the Grants Reform Website. www.grantsreform.ny.gov

<p>BROWSE</p>	<p>SEARCH</p>	<p>NOTIFICATION</p>	<p>REGISTRATION</p>
<p>Looking for a listing of funding opportunities? Use the browse feature to get started.</p>	<p>Looking for information about a specific funding opportunity? Use the Search feature to narrow your focus.</p>	<p>Want to be kept informed of upcoming and available funding opportunities? Provide your email address, and identify the types of grants that interest you.</p>	<p>If you are already a vendor with NYS or are interested in becoming a vendor request access here.</p>
<p>Browse Now! </p>	<p>Search Now! </p>	<p>Sign-up Now! Already Signed-up? Click here to update preferences. </p>	<p>Request Access Now! </p>

For a complete listing of all New York State procurement and grant opportunities, please visit the [Contract Reporter](#).

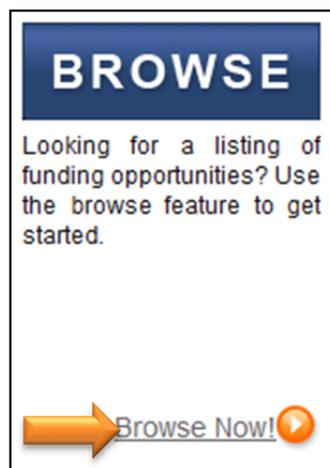


B. Browse a list of Grant Opportunities

Browsing for opportunities in the Grant Opportunity Portal is a quick and easy way to see what types of available and anticipated funding opportunities have been posted by State agencies.

Browse by doing the following:

1. Click the **Browse Now!** link on the portal home page.



2. Click on a column header link, such as **Status**, to sort the list by that column.

<u>Status</u>	<u>Release Date</u>
Anticipated	
Anticipated	March 1, 2013
Anticipated	April 23, 2013

3. Click the **Grant Opportunity** name to view the Grant Opportunity Profile (see 4. Download a Grant Opportunity in this Section for further details).
Note: Opportunities with a Status of “Anticipated” will not have a link.
4. Click the **Browse for Opportunities** link on any page to return to the **Browse for Opportunities** page.

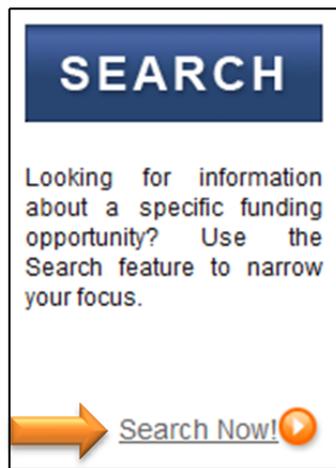


C. Browse a list of Grant Opportunities

Looking for a specific Grant Opportunity or type of Grant Opportunity? Interested in what opportunities will be available in the future? Use the Grant Opportunities Portal Search functionality to locate funding opportunities.

Search by doing the following:

1. Click the **Search Now!** link on the portal home page.



2. Enter information in the search fields to narrow your results or click directly on search to see all opportunities in the Grants Gateway.
 - NOTE: Hold the Ctrl key and click with the mouse to make multiple selections when searching by Eligibility, Funding Agency and/or Service Area.

Search by Grant Opportunity	<input type="text"/>
Search by Due Date	From: <input type="text"/> To: <input type="text"/>
Search by Release Date	From: <input type="text"/> To: <input type="text"/>
Search by Status	-- All -- <input type="button" value="v"/>
Search by Eligibility	-- All -- <input type="button" value="v"/>
Search by Funding Agency	-- All -- <input type="button" value="v"/>
Search by Service Area	-- All -- <input type="button" value="v"/>



3. Select the **SEARCH** button.



4. Click the **Grant Opportunity** name to view the Grant Opportunity Profile (see 4. Download a Grant Opportunity in this Section for further details).
Note: Opportunities with a Status of “Anticipated” will not have a link.
5. Click the **Search for Opportunities** link on any page to return to the **Search for Opportunities** page.

D. Download a Grant Opportunity

The Grant Opportunity Portal allows grantees to download PDF versions of available Grant Opportunities. These opportunities can then be completed and submitted to the appropriate State agency.

Download a Grant Opportunity by doing the following:

1. Search or browse for an “Available” opportunity.
2. Click the **Grant Opportunity** name link to view the Grant Opportunity Profile.

Funding Agency	Grant Opportunity	Status	Release Date	Eligibility	Due Date
Department of Environmental Conservation	Technical Assistance Grant	Available	March 8, 2006	Not-For-Profit	
Governor's Traffic Safety Committee	Child Passenger Safety Incentive Grants (CPS) 2014	Available	April 22, 2013	Governmental Entity, Not-For-Profit, Tribal Organization	May 15, 2013
Governor's Traffic Safety Committee	Highway Safety Grant (HS-1) 2014	Available	April 22, 2013	Governmental Entity, Not-For-Profit, Tribal Organization	May 15, 2013

3. Select the **DOWNLOAD GRANT OPPORTUNITY** button.



Grant Opportunity Profile

Grant Opportunity ID

DMV01-CPS-2013

Agency

Governor's Traffic Safety Committee

Grant Opportunity

Child Passenger Safety Incentive Grants (CPS) 2014

Contact Name

Jane Doe

Contact Email

jane.doe@dmv.ny.gov

Solicitation Profile

DOWNLOAD GRANT OPPORTUNITY

Full Announcement Details

Release Date Monday, April 22, 2013

Applications Due (Funding Round (FR) / Date / Time)

- FR 1 / May 15, 2013 / 04:00 PM EST

Bidder's Conference(s)/Application Workshop(s)

None available

Anticipated Award Date Tuesday, October 01, 2013

Anticipated Initial Contract Length 1 Years

Total Funding Available

Anticipated Amount of Award(s)

Letter of Intent Not Required

Letter of Intent Due

Eligible Applicants Not-For-Profit, Governmental Entity, Tribal Organization

Target Population(s)

Service Area(s) Public Safety Supports

4. The PDF file will open in a web browser window.
5. You can now save or print the PDF file on your computer.
6. Print by selecting the print icon in the upper left hand corner and follow the dialogue boxes.

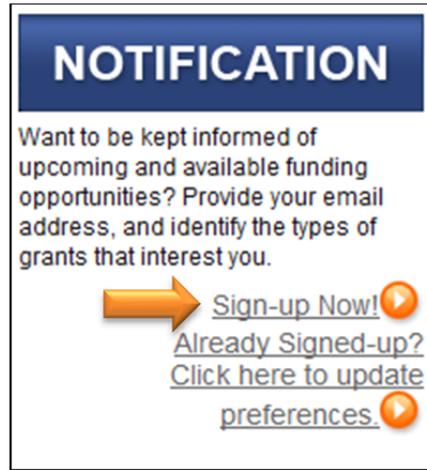


7. Save by selecting the "save as" and follow the dialogue boxes.
8. Be sure to read the information on the Grant Opportunity Profile page as well as the content of the PDF for information on eligibility, submission procedures and due dates.



E. Sign-up to be notified of upcoming Grant Opportunities

If you sign-up for notifications the Grant Opportunity Portal can keep you automatically informed about opportunities you might be interested in. Receive notifications by doing the following:



1. Click the **Sign-up Now!** link on the portal home page.
2. Enter your information in the required fields.
 - NOTE: Required fields are marked with an *.

First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Organization	<input type="text"/>	*
Email	<input type="text"/>	*
Confirm Email	<input type="text"/>	*





3. Click the check box next to your area or areas of preference.



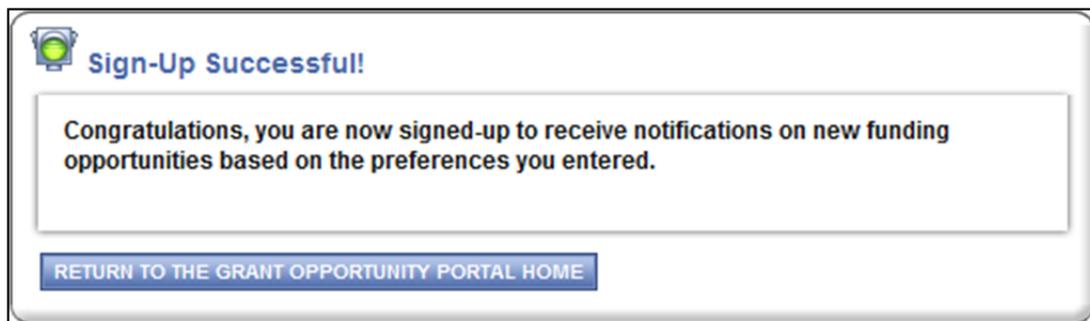
<input type="checkbox"/> Select/De-Select All	
<input type="checkbox"/> Health and Human Services	<input type="checkbox"/> Non Health and Human Services
<input type="checkbox"/> - Education Supports	<input type="checkbox"/> - Agricultural Supports
<input type="checkbox"/> - Family Supports	<input type="checkbox"/> - Environmental Supports
<input type="checkbox"/> - Health Services	<input type="checkbox"/> - Public Transportation Services
<input type="checkbox"/> - Housing and Shelter Services	<input type="checkbox"/> - Public Safety Supports
<input type="checkbox"/> - Justice Services	<input type="checkbox"/> - Government Supports
<input type="checkbox"/> - Workforce Development	

4. Select the **SIGN-UP** button.



<input type="button" value="SIGN-UP"/>	<input type="button" value="CANCEL"/>
--	---------------------------------------

5. If your registration was completed successfully, you will see the message below on the screen. You will also receive a registration email titled “Grant Opportunity Portal Notification”.



 **Sign-Up Successful!**

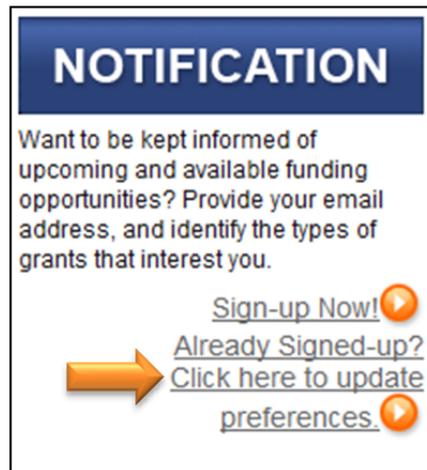
Congratulations, you are now signed-up to receive notifications on new funding opportunities based on the preferences you entered.



F. Update Notification Preferences

You may at some point want to add or remove preferences from your notifications. This is a simple task in the Grant Opportunity Portal.

1. Click the [Already Signed-up? Click here to update preferences.](#) link on the portal home page.



2. Enter your email address and select the **LOGIN** button.

Portal Login

Email Address

LOGIN



3. Make the changes to your preferences.

<input type="checkbox"/> Select/De-Select All	
<input type="checkbox"/> Health and Human Services	<input type="checkbox"/> Non Health and Human Services
<input type="checkbox"/> - Education Supports	<input type="checkbox"/> - Agricultural Supports
<input type="checkbox"/> - Family Supports	<input type="checkbox"/> - Environmental Supports
<input type="checkbox"/> - Health Services	<input type="checkbox"/> - Public Transportation Services
<input type="checkbox"/> - Housing and Shelter Services	<input type="checkbox"/> - Public Safety Supports
<input type="checkbox"/> - Justice Services	<input checked="" type="checkbox"/> - Government Supports
<input type="checkbox"/> - Workforce Development	

4. Select the **UPDATE PREFERENCES** button.



5. Next, the message below will appear on the screen.

 **Update Successful!**

Congratulations, you are now signed-up to receive notifications on new funding opportunities based on the preferences you entered.

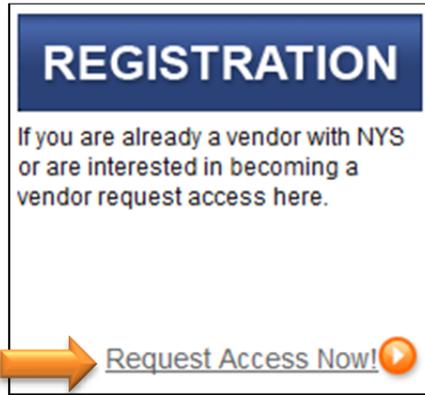
[RETURN TO THE GRANT OPPORTUNITY PORTAL HOME](#)



G. Learn how to become a Registered User

Have you done business previously with NYS or would you like to start doing business with NYS? The first thing you need to do is become a registered user of the Grants Gateway.

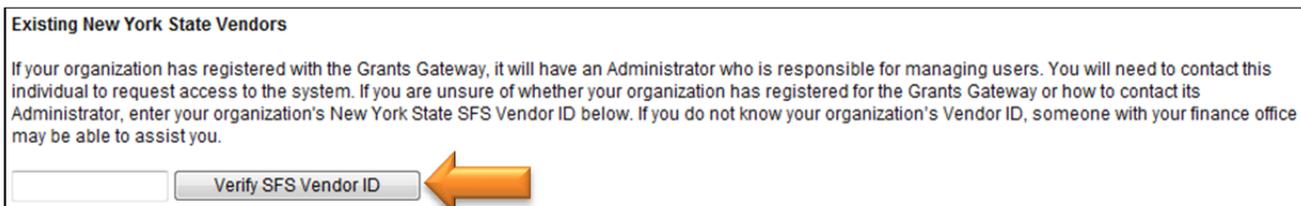
1. Click the **Request Access Now!** link on the portal home page.



2. If you have already received a Grants Gateway username and password via email click the **Click here to login** link. See **H. Logging into the Grants Gateway** in this section for further information.



3. If your organization currently or previously has had a contract with NYS then the organization may be registered with the Grants Gateway. To find out enter your organization's 10 digit SFS Vendor ID and select the **Verify SFS Vendor ID** button. If you don't know your SFS Vendor ID, check with your finance office.





If your organization has registered you will see your Organization Name and the name and email address of the person who has been assigned as the Grantee Delegated Administrator. Click on the **Email** link to contact the Grantee Delegated Administrator and request that they give you access to the Grants Gateway.

100099999

Organization Name	Delegated Admin
Vivian's Dance	Vivian lee Email: audrey.dean@budget.ny.gov

Contact the Delegated Administrator for your organization to request access.

If your organization is not listed, download and complete the [Registration Form](#).

If your Organization Name is listed, but the Grantee Delegated Administrator is not then you should click on the **Registration Form** link. Download and complete the Registration Form following the instructions included with the form.

1000000120

Organization Name	Delegated Admin
DB Enterprises	Your organization has not established a Delegated Administrator. Download and complete the Registration Form .

If your organization is not listed, download and complete the [Registration Form](#).

4. If your organization has not done business with NYS click on the **Substitute W-9 Form** and **Registration Form** links. Download and complete both forms, follow the instructions included with the Registration Form.

All Other Vendors

If your organization has not previously done business with New York State, you will need to:

1. Download and complete the [Substitute W-9 Form](#) to obtain a NYS SFS Vendor ID.
2. Download and complete the Grants Gateway [Registration Form](#).
3. Follow instructions on registration form.



Once your registration has been processed the individuals that were identified as Delegated Administrators will receive two emails, one with their username and one with their password. See **H. Logging into the Grants Gateway** in this section for further information.

H. Logging into the Grants Gateway

1. To log in to the Grants Gateway click the **Grants Gateway Login** link on the Grant Opportunity Portal Home page.

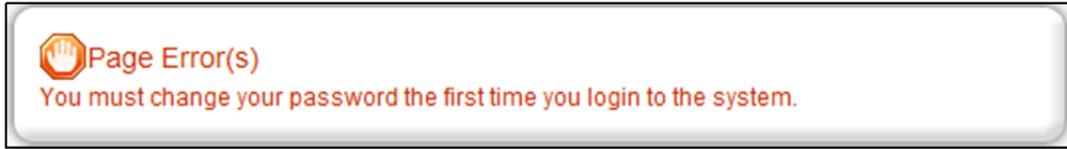


Enter your Username and Password on the front page of the Grants Gateway and click the **LOGIN** button.





2. The first time you login to the Grants Gateway you will be prompted to change your password.



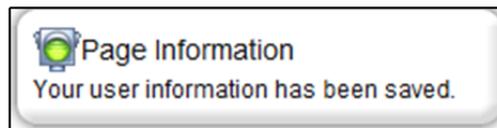
3. Enter your new Password. Enter your new Password a second time in the Confirm Password box to ensure that you have entered it correctly. Your new Password must consist of at least 8 characters/numbers. You must include at least 1 capital letter and at least 1 number.



4. Click the **SAVE** button on the menu tab.



5. You will get a "Page Information" confirmation after the save is complete.





III. Delegated Administrator Tutorial

The Delegated Administrator Tutorial provides a definition of the Roles within the system currently available for Grantees. It also provides detailed instructions for adding, modifying and inactivating users.

- A. Grantee Roles
- B. Creating User Accounts
- C. Modifying User Accounts
- D. Inactivating User Accounts



A. Grantee Roles

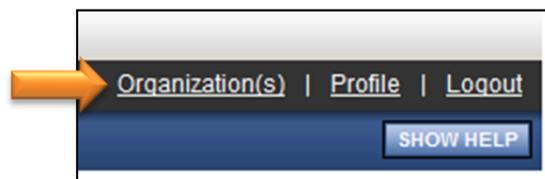
Currently there are two Grantee Roles defined within the Grants Gateway system:

1. **Grantee Delegated Administrator** – Delegated Administrators are responsible for maintaining all aspects of user accounts for their organization. In addition, they have the ability to complete forms, upload documents, and answer organizational information questions in the Document Vault (see **Section IV. Document Vault Tutorial** for additional information).
2. **Grantee** – Users assigned to this role are able to complete forms, upload documents, and answer organizational information questions in the Document Vault.
 - **Note** – More grantee roles will be made available as additional functionality is rolled out.

B. Creating User Accounts

Note: It is advisable that you develop a process within your organization for requesting and authorizing access to the Grants Gateway. You may want to develop a form for this purpose that contains an official signoff process. The method you choose for authenticating users being given access to the system is up to your organization, but it is strongly recommended that you have some type of written approval process.

1. Click the **Organization(s)** link on the home page.



2. Click on the **Organization Members** link.





- Click the **Add Members** link.

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
To add a member to your organization, select the **Add Members** link below.
If a member has already added his/her information in the system, you can search for the member.
If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#) 

- Select the **NEW MEMBER** button.

[Current Members](#) | [Add Members](#)

Person Search

- Complete all required fields on the page.

Name	Prefix	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>				
Email	<input type="text"/>				
Username	<input type="text"/>				
Date Active	<input type="text" value="5/6/2013"/>	Date Inactive	<input type="text"/>		
Role	<input type="text"/>				

- Select the appropriate role for the user you are adding.

Date Active	<input type="text" value="5/13/2013"/>	Date Inactive	<input type="text"/>
Role	<input type="text" value="Grantee"/>		
	<input type="text" value="Grantee"/>		
	<input type="text" value="Grantee Delegated Administrator"/>		



7. Notice the contact information below. The address information will be “pre-populated” with the organization information. This information can be changed here or by the user in their Profile.

The fields below are populated with the Organization information by default. However, you may edit the information in any of the fields. This information may also be edited by the person you are creating the profile for from their Profile page.

Address	100 LADENTOWN RD		
City	POMONA *	State	New York *
		Zipcode	10970-2863 *
Phone #1	(123) 451-2345 *	Phone #2	

8. The phone number of the new user is a required field.



Phone #1	<input type="text"/>
----------	----------------------

9. Select the **SAVE & ADD TO ORGANIZATION** button to complete the process.



Organization(s) Profile Logout
SAVE & ADD TO ORGANIZATION SHOW HELP

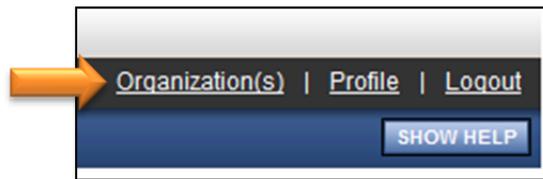
10. The new user will receive two separate emails from the Grants Gateway: One email will contain the username and the other will contain the password.



c. Modifying User Accounts

Note: All users in the system are able to update their profile information with the exception of their role. The Delegated Administrator is responsible for updating user roles when necessary. In addition, it is recommended that you do a periodic review of user accounts to ensure that the information within the system is accurate.

1. Click the **Organization(s)** link on the home page.



2. Click on the **Organization Members** link.



3. Current users (members) for the organization will be displayed. Click on the **user's name** link in the Person column.

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
 To add a member to your organization, select the **Add Members** link below.
 If a member has already added his/her information in the system, you can search for the member.
 If you need to add a member's information into the system, select **New Member**.
 For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Sort By:

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	Lee, Bruce	Grantee	5/14/2013 - <input type="text"/>		lee, Vivian 5/14/2013	lee, Vivian 5/14/2013
<input checked="" type="checkbox"/>	Lee, Robert		5/14/2013 - <input type="text"/>		lee, Vivian 5/14/2013	
<input checked="" type="checkbox"/>	lee, Vivian	Grantee Delegated Administrator	5/10/2013 - <input type="text"/>		Dean, Audrey 5/10/2013	

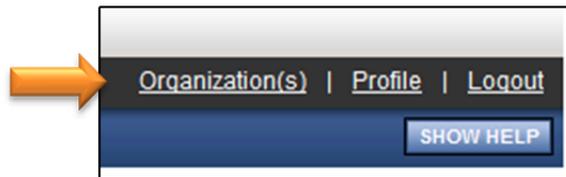


4. Modify the user's information as appropriate and click the **SAVE** button.

D. Inactivating User Accounts

Inactivating user accounts is a critical part of the Delegated Administrator's responsibilities. It is imperative that any individual that leaves the employ of your organization be inactivated in the Grants Gateway as quickly as possible. The Grants Gateway is an Internet based system which means that any active user can access the system anytime from any computer. Until a user is inactivated they can enter the system and potentially delete and/or change your organization's information.

1. Click the **Organization(s)** link on the home page.



2. Click on the **Organization Members** link.



3. Current users (members) for the organization will be displayed. Click on the **user's name** link in the Person column.



4. Inactivate the user by selecting (or entering) a Date Inactive and click the **SAVE** button.



New York State Grants Gateway



Date Active Date Inactive

Role

The fields below are populated with the Organization information by default. This information may also be edited by the person you are creating the profile.

Address

City State Zipcode

Calendar: May, 2013

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: May 14, 2013



IV. Document Vault Tutorial

The Document Vault Tutorial provides detailed information on populating your document vault and, if necessary submitting it to be reviewed for prequalification. Note: at this time prequalification is only required for not-for profit organizations.

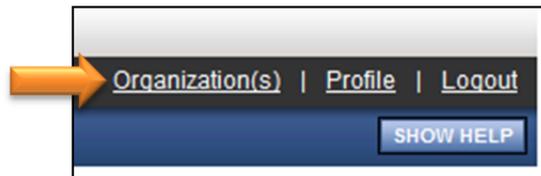
- A. Grantee Organization Information
- B. Document Vault
- C. Prequalification



A. Grantee Organization Information

Before you can populate your Document Vault you must complete your Grantee Organization Information.

1. Click the **Organization(s)** link on the home page.



2. On the Organization Information page there are a number of data elements that are pulled in from the Statewide Financial System (SFS). These data elements are grayed out and cannot be updated in the Grants Gateway. If this information is inaccurate you must change it in SFS and it will be imported into the Grants Gateway the following day. Complete all of the required fields (indicated by *).

Organization - Capital Test Case

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Information

SFS Payee Name	<input type="text" value="SINGER PROPERTIES"/>	*
Organization Legal Name	<input type="text" value="Capital Test Case"/>	*
Organization DBA/Assumed Name	<input type="text"/>	
Payment Address	<input type="text" value="78 OLD LYME RD"/>	*
City	<input type="text" value="CHAPPAQUA"/>	*
State	<input type="text" value="New York"/>	*
Zipcode	<input type="text" value="10514-3814"/>	*
County	<input type="text"/>	
Phone Number	<input type="text"/>	*
Fax	<input type="text"/>	
Email	<input type="text" value="WmpfqxWL#aol.com"/>	
Website	<input type="text"/>	
SFS Vendor ID	<input type="text" value="1000000194"/>	*
Entity Type	<input type="text" value="Not-For Profit"/>	*

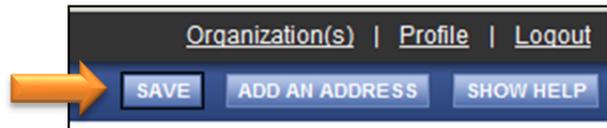


You will be asked to select the agency that your organization has done the most business with (greatest number of contracts) in the last 3 years. If your organization has not had a contract with a State agency select the one you anticipate contracting with.

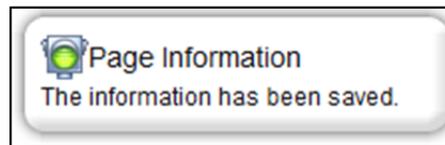
Choose the state agency from the list below that your organization has had the most contracts with in the last three years. If you have never had a contract with any of these agencies, choose the state agency you anticipate contracting with in the future.

Office of Alcoholism & Substance Abuse Services

3. Click the **SAVE** button.



4. When the information is captured correctly, you will get the “Green Light” to move forward.



5. Once you have selected the agency the Document Vault tab will be available on the menu bar. Click the Document Vault link to begin the process of submitting information for State agency review.

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Document Vault](#)



B. Document Vault

Welcome to the Document Vault. In this section, each organization type has a unique set of forms and data sets it can populate. For the example, the “Non-Profit” organization type was used. This type has the most required forms of the list. (All organization types have a list of “Form Optional Documents” which can house any additional information you would like to upload).

1. Click each “Required Forms” link and populate all required fields.

Status	Page Name	Note	Created By	Last Modified By
Required Forms				
	Organization Capacity			
	Organization Compliance			
	Organization Integrity			
	Service Descriptors			
	Service Capacity			

2. Populate all required information.
 - NOTE: Required fields are marked with an *.

ORGANIZATION CAPACITY

1. Does organization have a system whereby one staff person is authorized to receive money and someone else is authorized to disburse money?*

Yes No

2. Does the organization have an automated payroll system?*

Yes No

3. Does your organization use an electronic system for accounting?*

Yes No

3. Click the **SAVE** button after each document is completed.



4. After confirming that your document has been saved (Created By) scroll to the bottom of the screen and click the next document in the section.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Organization Capacity		DelegatedAdministrator, Grantee 5/7/2013 1:39:55 PM	
	Organization Compliance			
	Organization Integrity			
	Service Descriptors			
	Service Capacity			

5. Repeat this process until each of the “Required Forms” is completed and saved.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Organization Capacity		DelegatedAdministrator, Grantee 5/7/2013 1:39:55 PM	
	Organization Compliance		DelegatedAdministrator, Grantee 5/7/2013 1:45:33 PM	
	Organization Integrity		DelegatedAdministrator, Grantee 5/7/2013 1:46:13 PM	
	Service Descriptors		DelegatedAdministrator, Grantee 5/7/2013 1:46:41 PM	
	Service Capacity		DelegatedAdministrator, Grantee 5/7/2013 1:49:24 PM	DelegatedAdministrator, Grantee 5/7/2013 1:49:36 PM



6. When you are filling out the Service Descriptors form, please use the instructions below for Question #3.
 - a. Work left to right when selecting items in the dropdowns. In the example below on the first line you would select Age and then Children.
 - b. When you choose an item from the first dropdown (level 1) the second dropdown (level 2) will be populated with the appropriate associated values. This will continue until all pertinent selections have been populated.
 - c. Note that not all items will have corresponding selections for the third and fourth levels. For example, in the first line below there are no corresponding values for levels 3 and 4.

3. Does your organization offer specialized programs for any of the following populations? Please choose all that apply.

Age	Children		
Court Involved	Criminal Justice Involved	Paroled	
Court Involved	Juvenile Justice Involved	Arrested	Released on own recognizance/Bail

7. When you are filling out the Service Capacity form, please use the instructions below.

If you choose **yes** to question number 1:

Choose one existing or previous contract you have had with a State agency for the service area you chose, and answer the following questions:

- a. Enter existing Contract/Grant ID number: Use State agency generated Contract ID
- b. Type: Enter the type of grant (Member Item, Competitive, Non-competitive)
- c. Funding Agency: Enter the State agency that held your contract
- d. Funding Source Type: Enter Funding Source (State, Federal, or Unknown)
- e. Funder Reference Name: Name of contact at the State agency that worked on your grant
- f. Funding Reference Title: Title of the funding reference
- g. Funding Reference Email: Email address of the funding reference
- h. Program Name/Description: Name or short description of the project funded
- i. Contract Start Date: Date the contract began
- j. Contract End Date: Date the contract ended

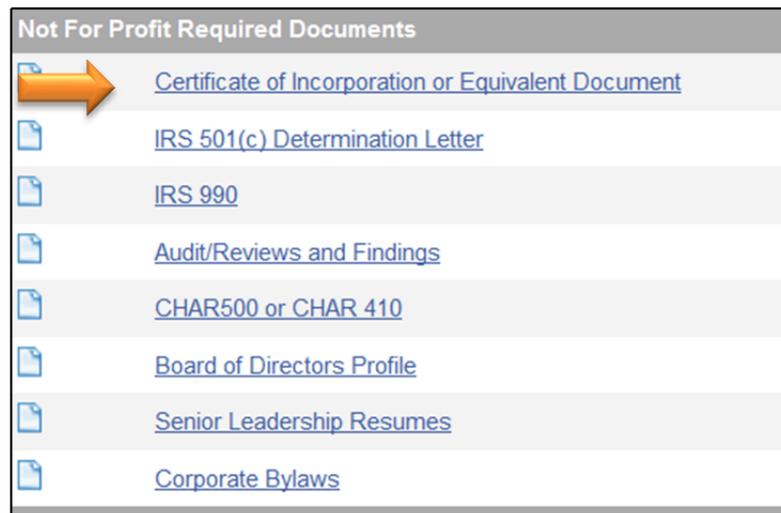


k. Total Contract Amount: Dollar amount of the contract

8. To return to the Grantee Document Vault document list, click the “Document Information” link at the top of the screen.



9. Repeat the process for the “Not-For-Profit Required Documents.” Please note that some items may require multiple parts (i.e. senior leadership resumes may include more than one resume). In that case, please create one PDF with all of the required resumes and upload that.





Each of the “Required Document” upload pages gives you the ability to select the document you want to upload by using the Browse button. Select the correct document and enter any required information (as indicated by *).

CERTIFICATE OF INCORPORATION OR EQUIVALENT DOCUMENT

Instructions:

- Select the Browse button to locate the file you wish to upload
- Complete all required fields (marked with an *)
- Select the Save button to complete the upload and save the data.

One of the most common documents needed by State Agencies is an organization’s Certificate of Incorporation and amendments. All validly formed business entities must upload relevant organizational documents that have been filed with the NY Department of State.

Upload *

Date Issued *

Click the **SAVE** button after each document is populated. After each “save”, scroll to the bottom of the page and click on the next document in the “Not-For-Profit” sub-section.

10. You can also add “Optional Documents.” Be sure to follow the same procedure as the previous sections.
 - a. Populate all required fields.
 - b. Click the **SAVE** button after each document is populated.
 - c. Scroll down and click the next document you wish to include.

Form Optional Documents	
	Licenses (Site or Professional)
	Certificate of Assumed Name or DBA
	Certificate of Insurance - Disability
	Certificate of Insurance - Workman’s Compensation
	Certificate of Insurance - Unemployment
	Policies and Procedures
	Annual Report

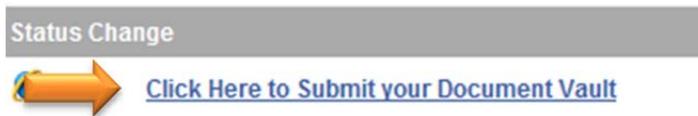


11. Return to the Document Vault main page by clicking the “[GDV-0000](#)” link at the top.

C. Prequalification

Not-for-profit organizations will use the Document Vault as tool to complete a Prequalification Application to do business with the State. Once you have completed populating your Document Vault, if your organization is a not-for-profit you must submit your Prequalification Application for State review.

1. On the Document Vault main page click the [Click Here to Submit your Document Vault](#) link.



2. Click on the button to submit your Document Vault.

Back Rectangular Snip

My Organization Information

Select a button below to execute the appropriate status push.

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Document Vault	Denise's NFP	Grantee	Document Vault Modifications Required	N/A - N/A N/A

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Document Vault](#)

Possible Statuses

SUBMIT DOCUMENT VAULT
Select the **Submit Document Vault** button below to submit your Document Vault to the State for review.

Please note: Once you submit your document vault, you will not be able to make changes until a State agency user re-opens it for modifications. Please make sure your changes are complete before pressing the **Submit Document Vault** button.

SUBMIT DOCUMENT VAULT

3. You will be asked to attest to two certifications in order to submit. Click on “I agree.” (If you click on “I do not agree,” your document vault will not be submitted).



Please make a selection below to continue.

MWBE CERTIFICATION

By selecting the agree button below, I certify and agree that I am authorized on behalf of the applicant and its governing body to commit the applicant, its subsidiaries, and any of its subcontractors, to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for MBE/WBE participation. I further certify that the applicant, its subsidiaries, and any of its subcontractors will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project. Furthermore, I understand that, should the project receive a funding award, the applicant shall be required to use good faith efforts to achieve prescribed MWBE goals assigned to the project.

MANDATORY CERTIFICATION

By selecting the agree button below, I certify:

- I am authorized on behalf of the applicant and its governing body to submit this information.
- All of the information contained herein and all statements, data and supporting documents which have been made or furnished, are true and correct and complete to the best of my knowledge and belief.
- I recognize that this questionnaire is submitted for the express purpose of assisting New York State in making responsibility determinations regarding an award of contracts or grants or approval of a subcontract.
- I acknowledge that New York State will rely on such information disclosed by me.
- I acknowledge that New York State may, in its discretion, by means which it may so choose, verify the truth and accuracy of all statements made herein.
- I understand that if any change occurs in the information I have provided, that I will promptly notify the State of such changes and that failure to notify the State of such changes will constitute cause of disapproval of any application or revocation of any agreement made with the State.
- I understand that any false statement or misrepresentation will constitute cause for disapproval of any application or revocation of any agreement made with the State upon which such information was relied.
- I further acknowledge that my submission of this document, knowing that it contains a false statement or false information, constitutes a crime under New York State law, and that I may prosecuted and subject to a fine and/or a term of imprisonment if so convicted of such a crime.

4. You can then confirm it has been submitted by clicking on the expand Details button on your Document Vault.

[Back](#)

My Organization Information

Please complete all required forms below.

[Details](#)

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Document Vault](#)

Organization Details

Instructions:
Below is a list of required and additional forms and documents based on your organization's entity type. All required documents must be uploaded. The additional documents may be requested based on the opportunities you apply for.

Once you submit your Document Vault you will not be able to make any changes to it until a State agency user has reviewed it and reopened it for you.



Once the Document Vault has been submitted the Grantee Delegate Admin and/or Grantee that submitted the Document Vault will receive an email indicating that the Document Vault has been submitted. Within the Grants Portal, a system generated message will also be delivered to the Grants Gateway Inbox.

[Back](#)

My Organization Information

Please complete all required forms below.

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Document Vault	Jimmy's Jelly Beans	System Administrator (E)	Document Vault in Review	N/A - N/A N/A

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Document Vault](#)

5. Once a Prequalification Specialist from a State agency reviews your Prequalification file, the Document Vault status will change. You can check back to see the status at any time.
 - a. Current Status – Document Vault Prequalified. Your Prequalification Application has been accepted and no further action is required.

Role	Current Status	Period Date / Date Due
System Administrator (ENT)	Document Vault Prequalified	N/A - N/A N/A



- b. Current Status – Document Vault Modifications Required. You will receive an email from the Gateway if your Document Vault needs modifications. You will also receive a system generated message in the Grants Portal Inbox.

My Tasks

Export Results to Screen Sort by: -- Select -- GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Document Vault	Paige Test Emails NFP	GDV-DCJS-00182	Document Vault Modifications Required	6/21/2013	

CLOSE TASKS

- 6. To retrieve the Document Vault for modifications click on Home, My Tasks and the link for Document Vault.

Back Drag Here

Priority	Sender	Subject	Date/Time
	Grant System	Document Vault	6/21/2013 9:12:30 AM

Recipients
EmailIDA, Test; EmailsGR, Test;

Your Document Vault GDV-DCJS-00182 has been reviewed and modifications are required. Please see the Prequalification Report in your Data Vault for an explanation of the required modifications.

Related Document: [GDV-DCJS-00182](#)

CLOSE PRINT ARCHIVE

	Status
5:26 AM	Unread
5:26 AM	Unread
6:02 AM	Read
15:36 AM	Read
6/21/2013 9:12:30 AM	Read



- As the State agency reviews the Document Vault they will add questions or comments for the particular section of the Document Vault that requires further information or clarification. This will be indicated by an orange arrow in the first status column of the Document Vault.

Status	Page Name	N
	PQ Number History	
Required Forms		
	Organization Capacity	
	Organization Compliance	
	Organization Integrity	
	Service Descriptors	

- When a Document Vault is returned to a Grantee in Modification Required Status, run the Application Status Report to determine what action is required.

	Vendor Responsibility Questionnaire
	Organization Chart
	Board of Directors Meeting Minutes
	Other (Specify)
Management Screens	
	Prequalification Application Status Report
	Status History
	Process Flow Snapshot
	Add/Edit People



Prequalification Application Status Report

Status: Document Vault Modifications Required

Submission Date: 06/10/2013 07:29:33AM

Name of Roles Assigned: Karen Pierino

Email of Roles Assigned: karen.pierino@otda.ny.gov

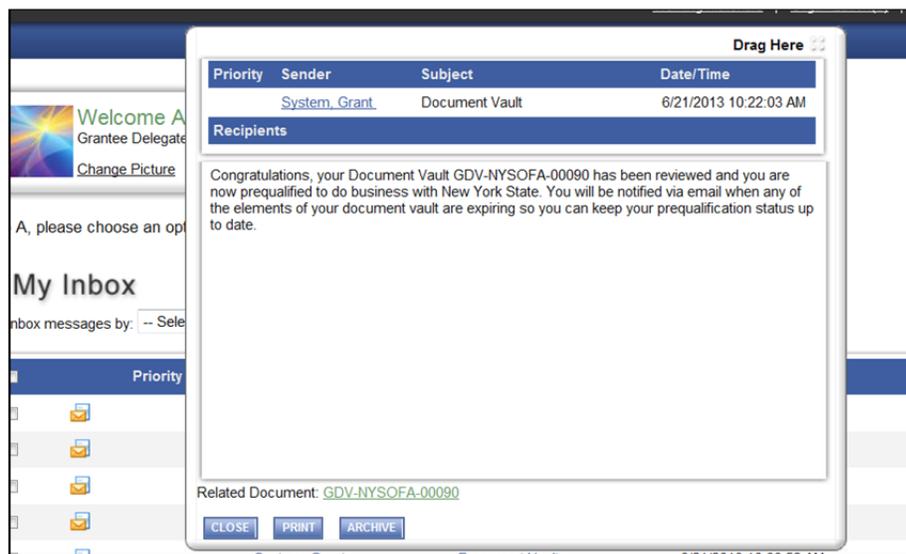
Legal Name: FAMILY OF WOODSTOCK INC
Payee Name: FAMILY OF WOODSTOCK INC
SFS Vendor ID: 1000027410

Prequalification Element	Date Modified	Prequalification Status	Date Of Status	Internal Comments	Comments for Vendor
Organization Capacity	06/03/2013 08:13:51AM	Approved	06/19/2013 09:39:35AM		
Organization Compliance	06/03/2013 08:20:19AM	Pending	06/19/2013 10:37:15AM	Question 11 requires an Anti-Nepotism policy	Question 11- Agency is requi
Organization Integrity	06/03/2013 08:31:36AM	Approved	06/19/2013 09:53:22AM		

- Unless otherwise instructed by the State agency you should make the necessary corrections where indicated on the Prequalification Status Report , then follow the instructions for submitting a Document Vault as outlined above in Section 3 Submitting a Document Vault.

Once the corrected Document Vault has been resubmitted the State agency will complete its review. When the Vault in its entirety is considered acceptable, the reviewer will change the status to Document Vault Prequalified.

The Grantee Delegated Admin will received an email indicated the Prequalified Status and will also receive a system generated message in the system Inbox.





Your Task box will no longer be available, which also is an indication that no further work on the Document Vault is required.

10. To view the final Prequalification Status Report. click on the Organization(s) link, then click on Document Vault on the next screen
Notice that the status has changed to Document Vault Prequalified.

My Organization Information

Please complete all required forms below.

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Document Vault	Adirondack Historical Association	System Administrator (ENT)	Document Vault Prequalified	N/A - N/A N/A

To view the final Prequalification Status Report Scroll to the bottom of the Document Vault page and select Prequalification Status Report.

View the results of the report to confirm that the agency has approved the Document Vault.

- [Vendor Responsibility Questionnaire](#)
- [Organization Chart](#)
- [Board of Directors Meeting Minutes](#)
- [Other \(Specify\)](#)
- Management Screens
 - [Prequalification Application Status Report](#)
 - [Status History](#)
 - [Process Flow Snapshot](#)
 - [Add/Edit People](#)



Prequalification Application Status Report

Status: Document Vault Prequalified
Submission Date: 06/19/2013 11:13:30AM
Name of Roles Assigned: Emma PQL Graham, Randal Palmer
Email of Roles Assigned: emma.graham@ovs.ny.gov, frank.hughes@budget.ny.gov
Legal Name: Adirondack Historical Association
Payee Name: ADIRONDACK HISTORICAL ASSOC

You should print this report for your files.

The Document Vault Submission and Approval process is now complete.

- 11.** If you are required to update a document (such as a license) in an approved Document Vault you will be instructed to re-open this Document Vault by selecting “Open Your Document Vault” link in the middle of the page. **The grantee should not select this link without permission from a State agency.**