New York State
Grants Gateway

New York State Grants Gateway

Vendor User Guide

Version 1.0

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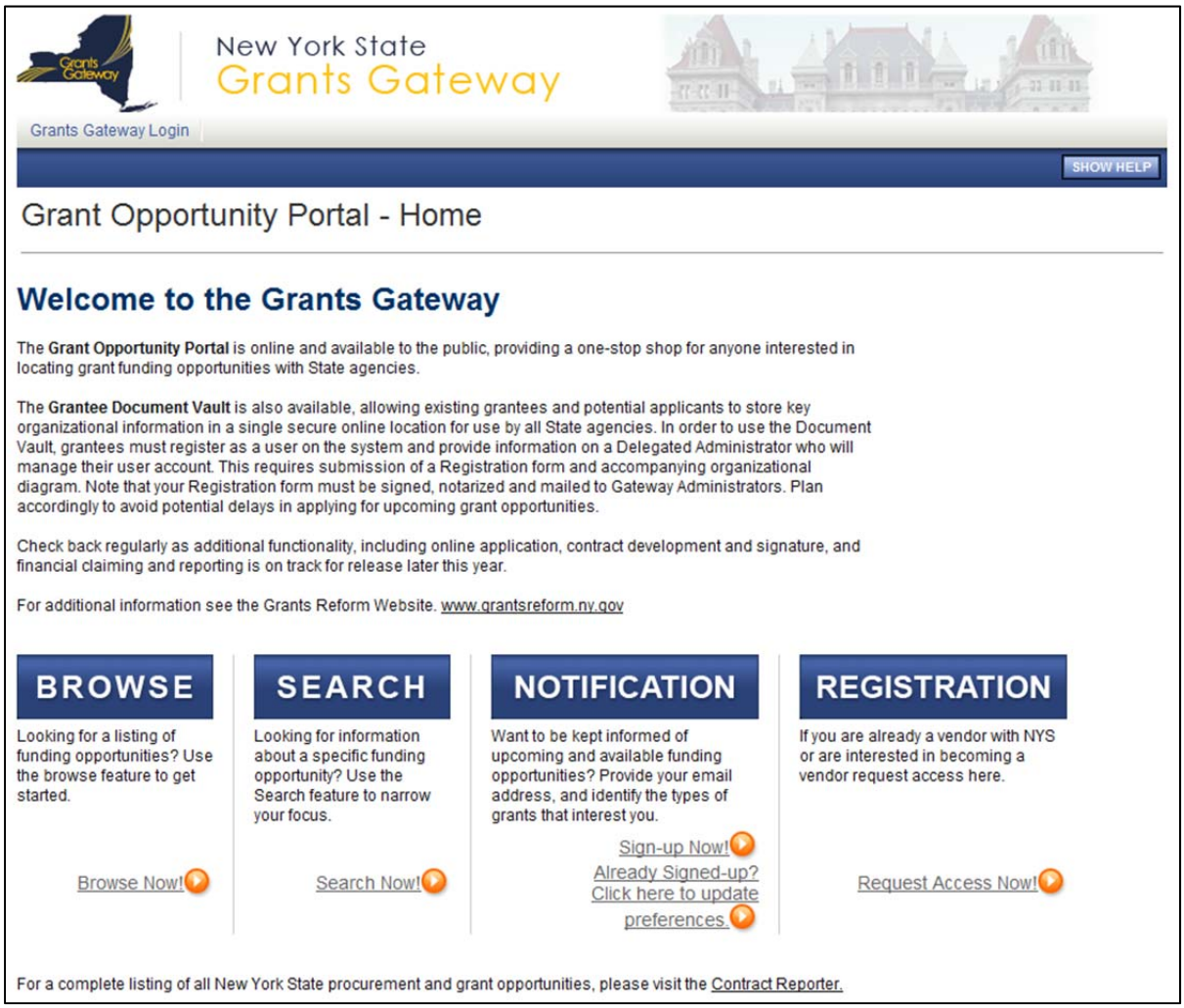
I. Grantee Orientation

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.

1. Grant Opportunity Portal
2. Registration
3. Delegated Administration
4. Grantee Profile:
    a. Organization Information
    b. Document Vault
    c. Prequalification

1. Grant Opportunity Portal

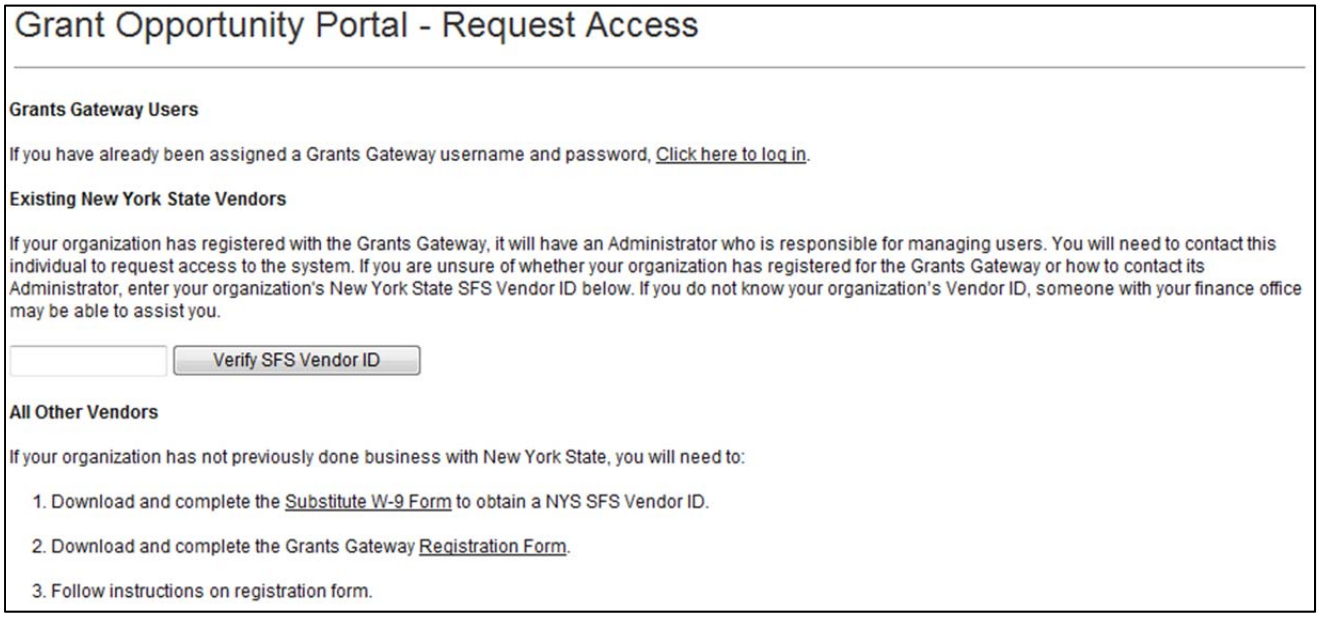
As a new user, the place you will want to start is the Grant Opportunity Portal, which is open to the public and does not require you to be a registered user. The Portal will allow you to browse, search and sign-up to receive notifications regarding State agency grant funding opportunities.



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.

2. 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.

Verify SFS Vendor ID

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.

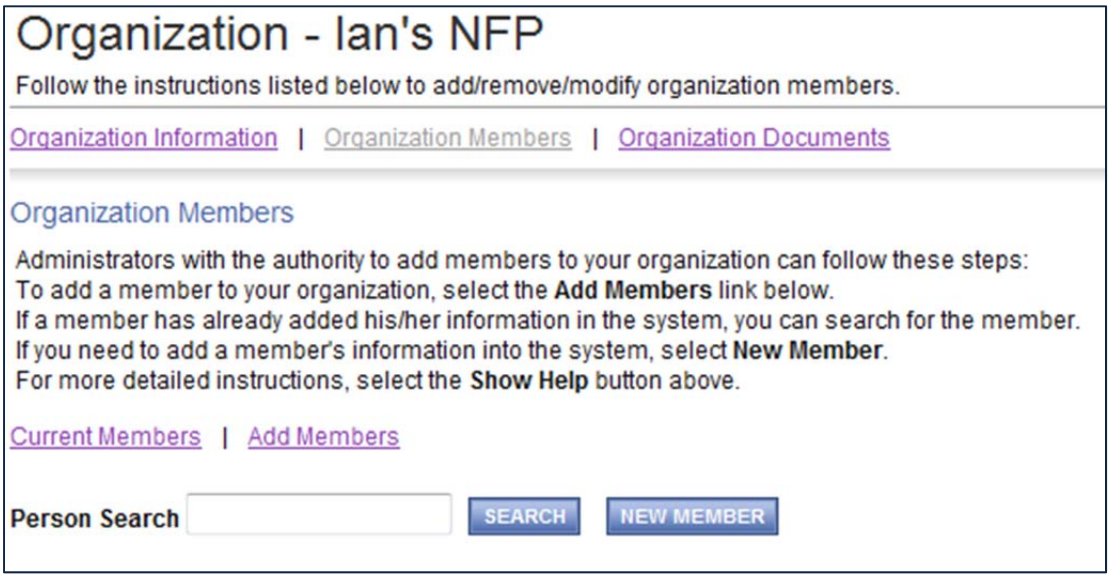
If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 Form to obtain a NYS SFS Vendor ID, in addition to the Registration Form for Administrators, in order to register.

3. 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.

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



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

4. Grantee Profile

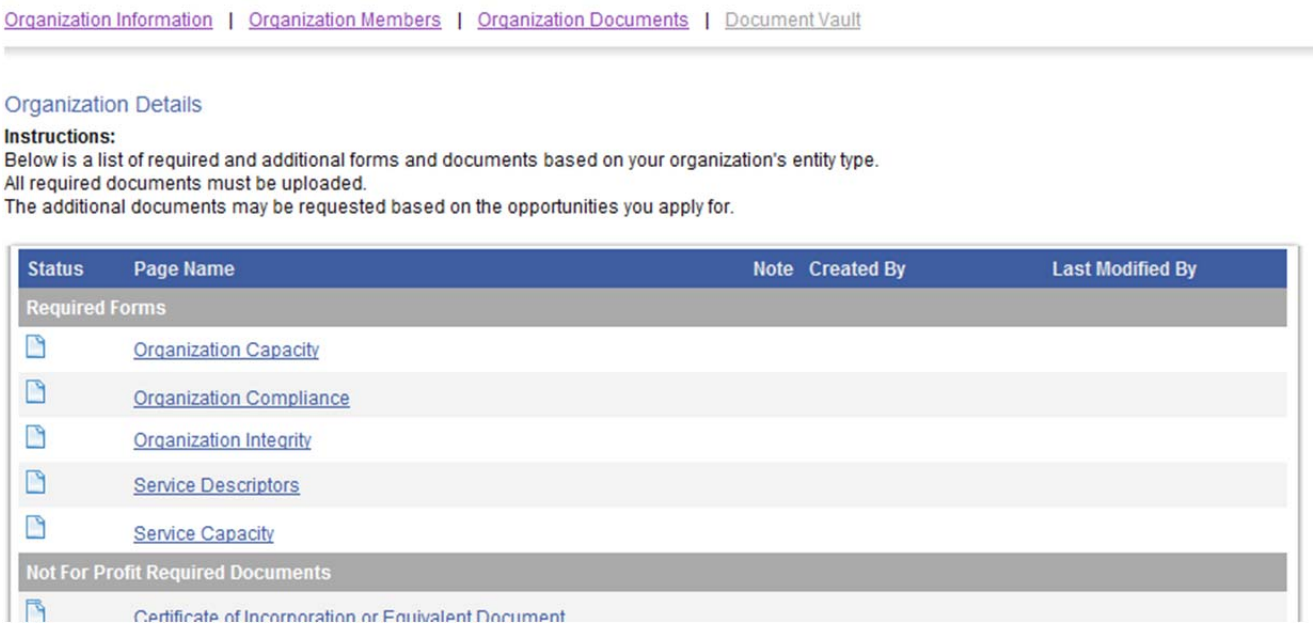
a. Organization Information Page

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.

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.

b. 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.



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.

c. 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.

1. Grant Opportunity Portal Home
2. Browse a list of Grant Opportunities
3. Search for specific Grant Opportunities
4. Download a Grant Opportunity
5. Sign-up to be notified of upcoming Grant Opportunities
6. Update Notification Preferences
7. Learn how to become a Registered User
8. Logging into the Grants Gateway

1. Grant Opportunity Portal – Home

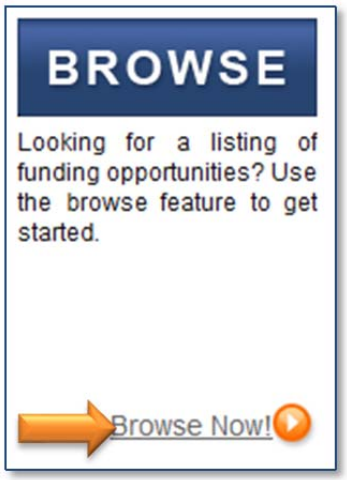
The Grant Opportunity Portal Home page is available to the public. This page offers a variety of ways for users to locate grant funding opportunities.

2. Browse a list of Grant Opportunities

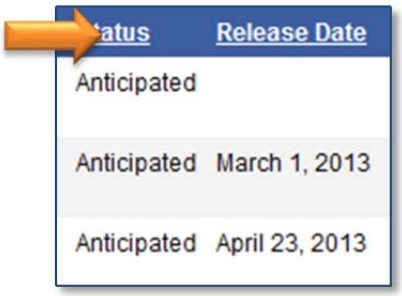
Browsing for opportunities in the Grant Opportunity Portal is a quick and easy way to see what types of available and anticipated funding opportunities have been posted by State agencies.

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.



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.

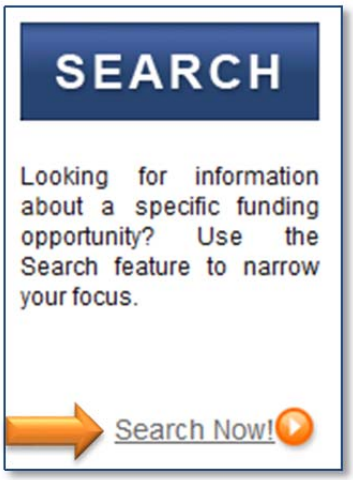
4. Click the **Browse for Opportunities** link on any page to return to the **Browse for Opportunities** page.

3. Browse a list of Grant Opportunities

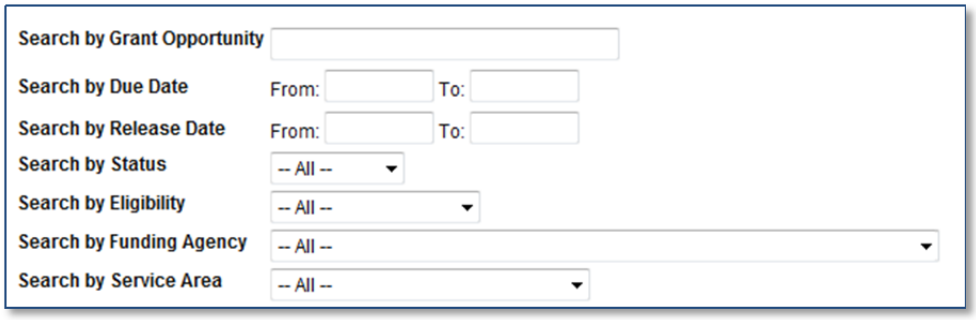
Looking for a specific Grant Opportunity or type of Grant Opportunity? Interested in what opportunities will be available in the future? Use the Grant Opportunities Portal Search functionality to locate funding opportunities.

Search by doing the following:

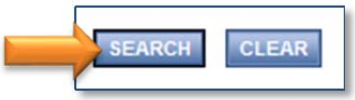
1. Click the **Search Now!** link on the portal home page.



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.



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 **<u>Search for Opportunities</u>** link on any page to return to the **Search for Opportunities** page.

4. 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.

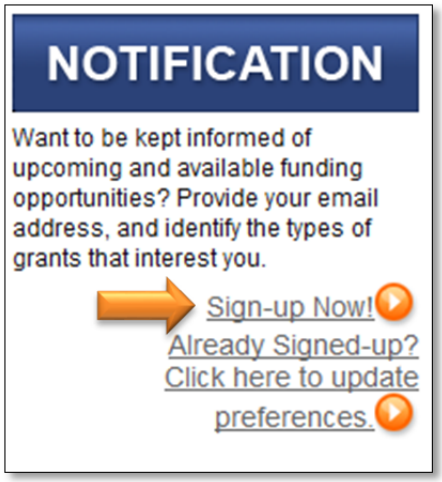
6. Print by selecting the print icon in the upper left hand corner and follow the dialogue boxes.

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.

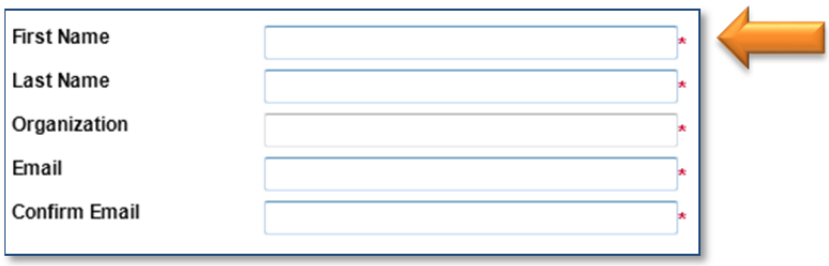
5. Sign-up to be notified of upcoming Grant Opportunities

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.

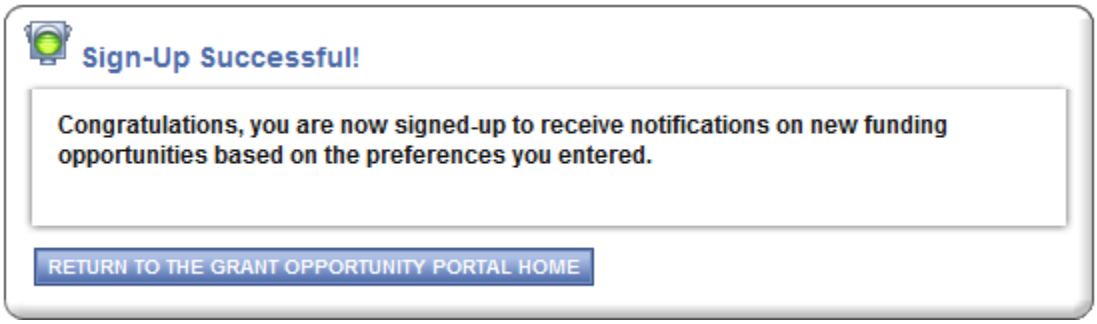
2. Enter your information in the required fields.
   - NOTE: Required fields are mark with an *.



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

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

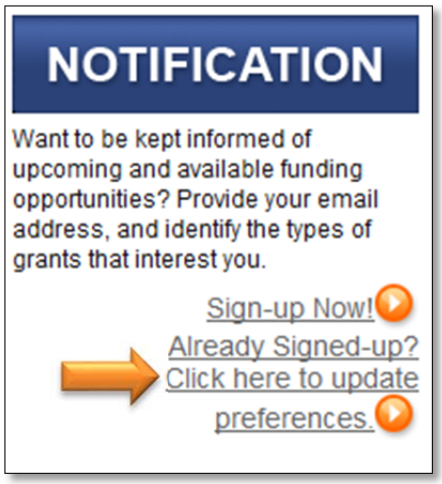
5. If your registration was completed successfully, you will see the message below on the screen. You will also receive a registration email titled "Grant Opportunity Portal Notification"



6. 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.

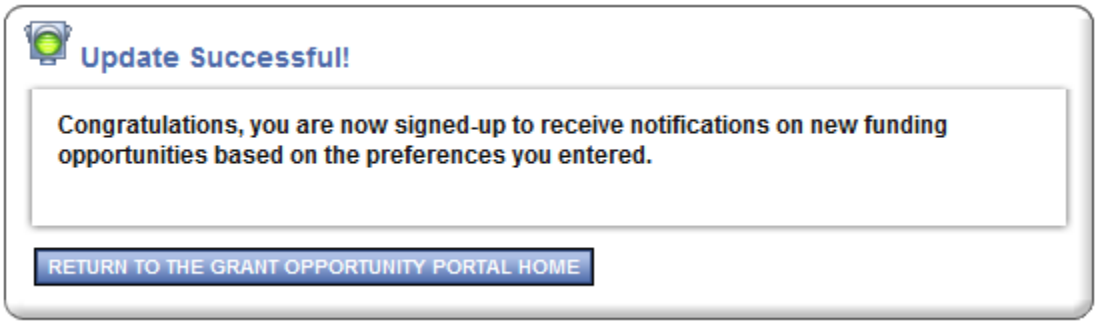


2. Enter your email address and select the **LOGIN** button.

3. Make the changes to your preferences.

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

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

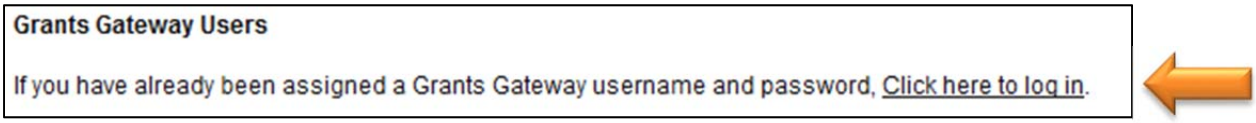


7. Learn how to become a Registered User

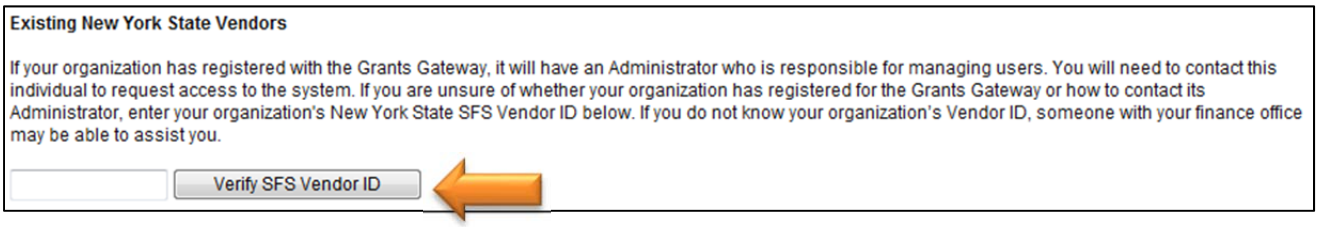
Have you done business previously with NYS or would you like to start doing business with NYS? The first thing you need to do is become a registered user of the Grants Gateway.

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

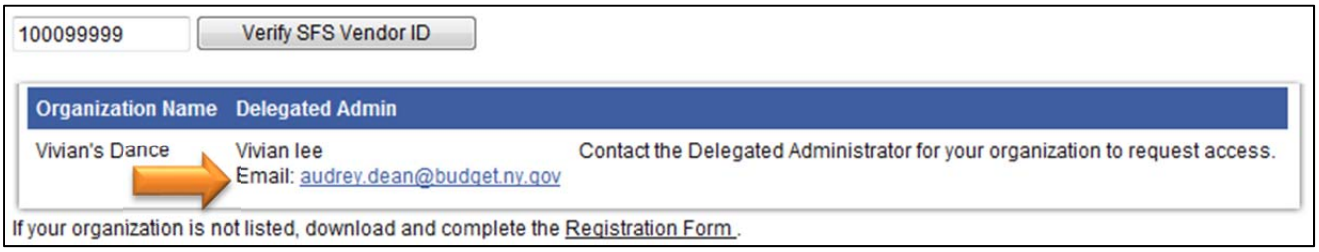
2. If you have already received a Grants Gateway username and password via email click the **Click here to login** link. See **8. Logging into the Grants Gateway** in this section for further information.



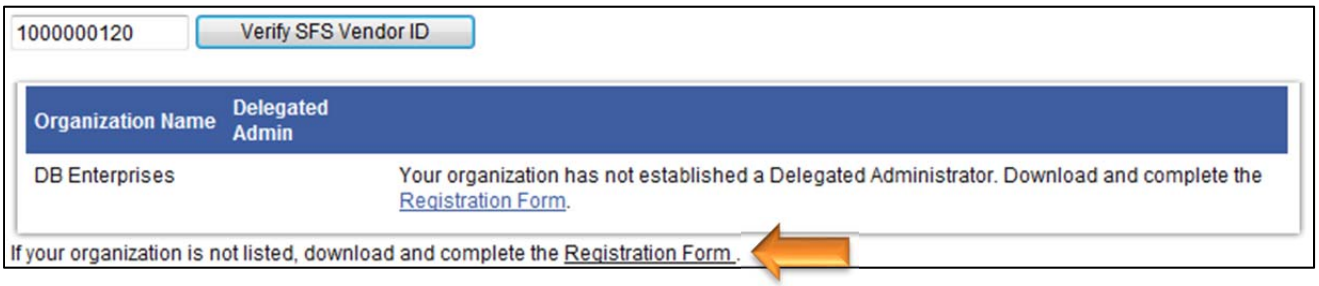
3. If your organization currently or previously has had a contract with NYS then the organization may be registered with the Grants Gateway. To find out enter your organization's 10 digit SFS Vendor ID and select the **Verify SFS Vendor ID** button. If you don't know your SFS Vendor ID, check with your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



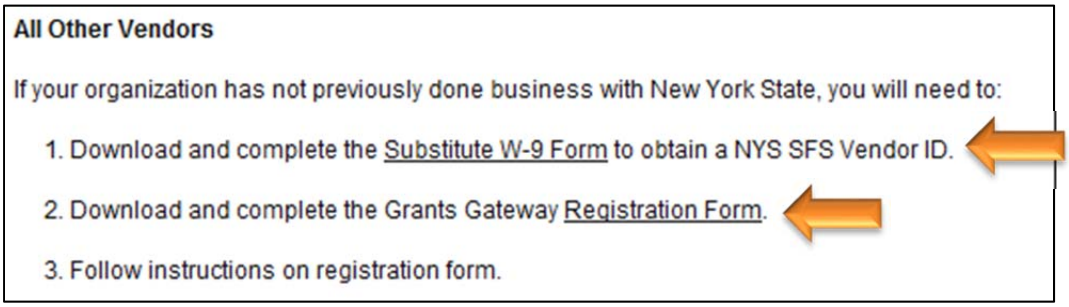
If your organization has registered you will see your Organization Name and the name and email address of the person who has been assigned as the Delegated Administrator. Click on the **Email** link to contact the Delegated Administrator and request that they give you access to the Grants Gateway.



If your Organization Name is listed, but the 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.



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.



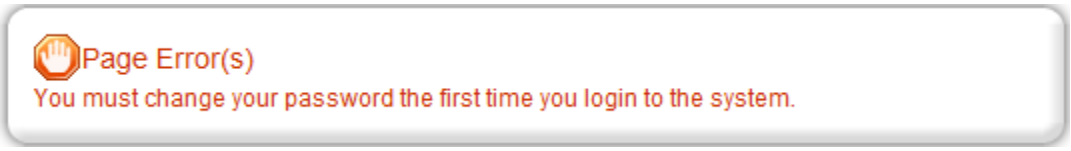
Once your registration has been processed the individuals that were identified as Delegated Administrators will receive two emails, one with their username and one with their password. See **8. Logging into the Grants Gateway** in this section for further information.

8. 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.

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

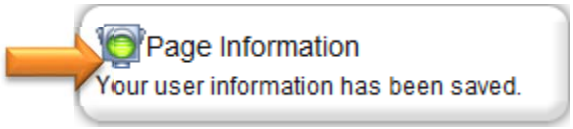
3. The first time you login to the Grants Gateway you will be prompted to change your password.



4. 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.

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

6. 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.

1. Grantee Roles
2. Creating User Accounts
3. Modifying User Accounts
4. Inactivating User Accounts

1. Grantee Roles

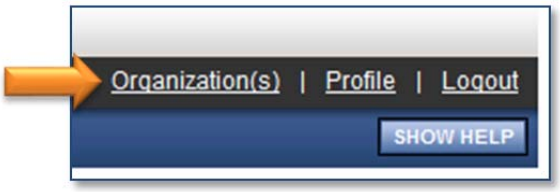
Currently there are two Grantee Roles defined within the Grants Gateway system:

- **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).
- **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.

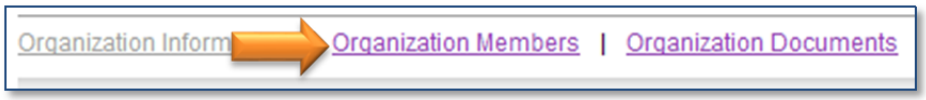
2. Creating User Accounts

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.

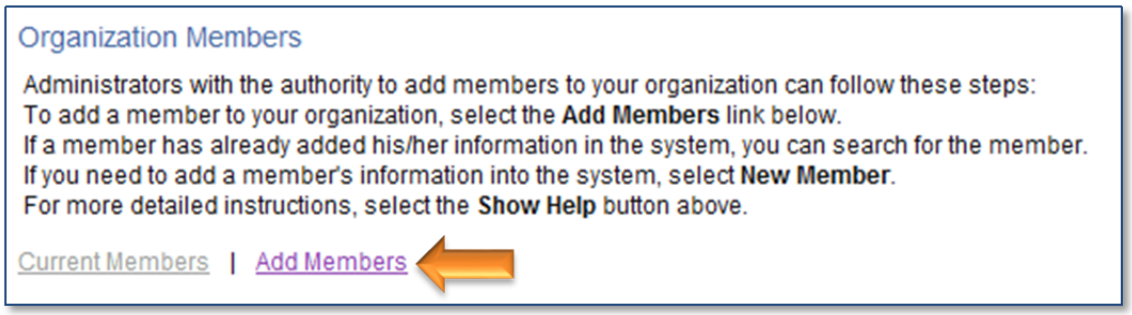
1. Click the **Organization(s)** link on the home page.



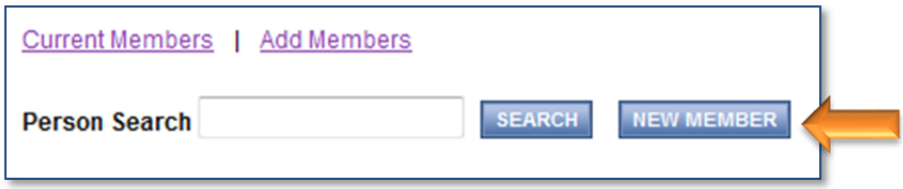
2. Click on the **Organization Members** link.



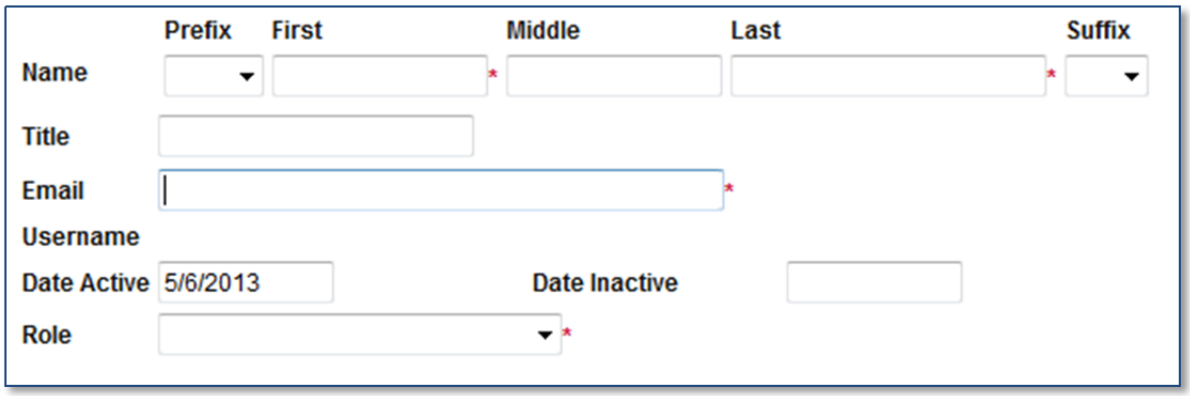
3. Click the **Add Members** link.



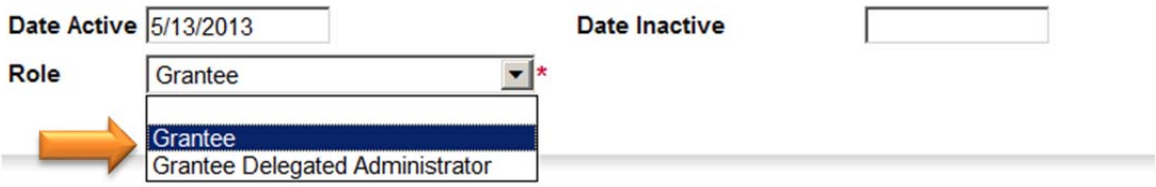
4. Select the **NEW MEMBER** button.



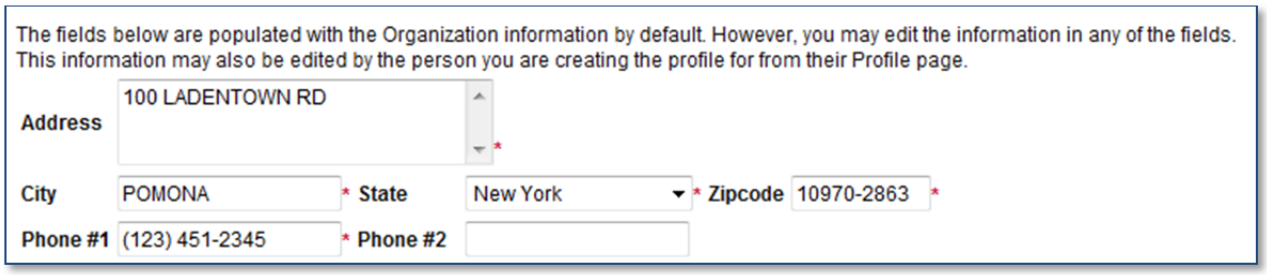
5. Complete all required fields on the page.



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

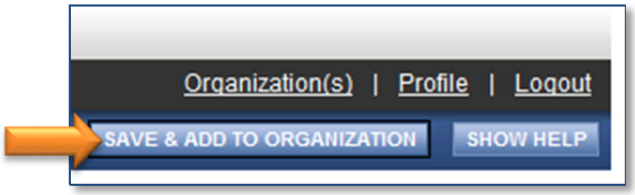


7. Notice the contact information below. The address information will be “pre-populated” with the organization information. This information can be changed here or by the user in their Profile.



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

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

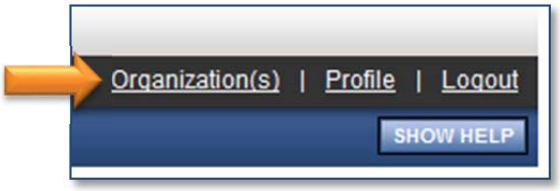


10. The new user will receive two separate emails from the Grants Gateway: One email will contain the username and the other will contain the password.

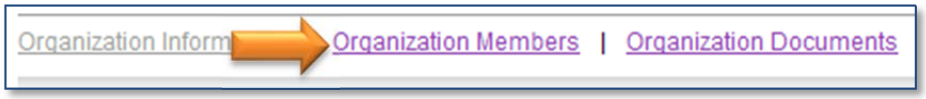
2. Modifying User Accounts

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.

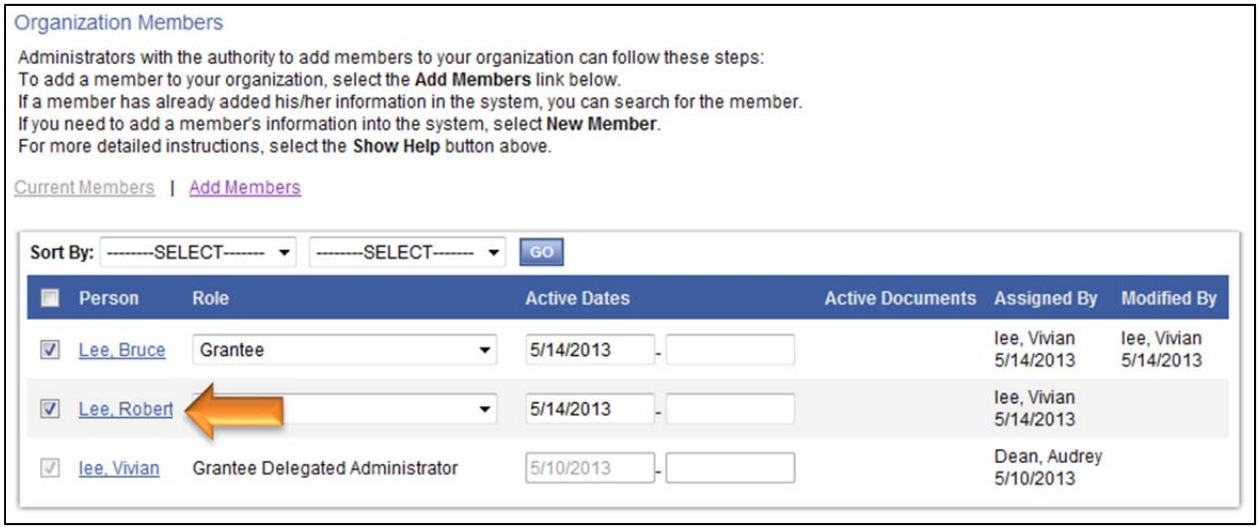
1. Click the **Organization(s)** link on the home page.



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.

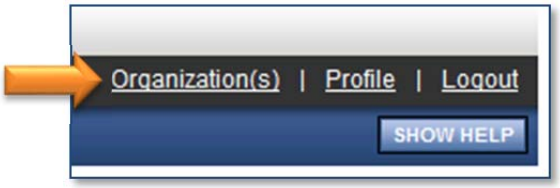


4. Modify the user's information as appropriate and click the **SAVE** button.

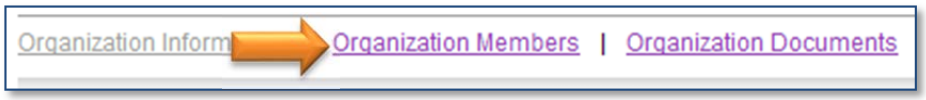
3. Inactivating User Accounts

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.

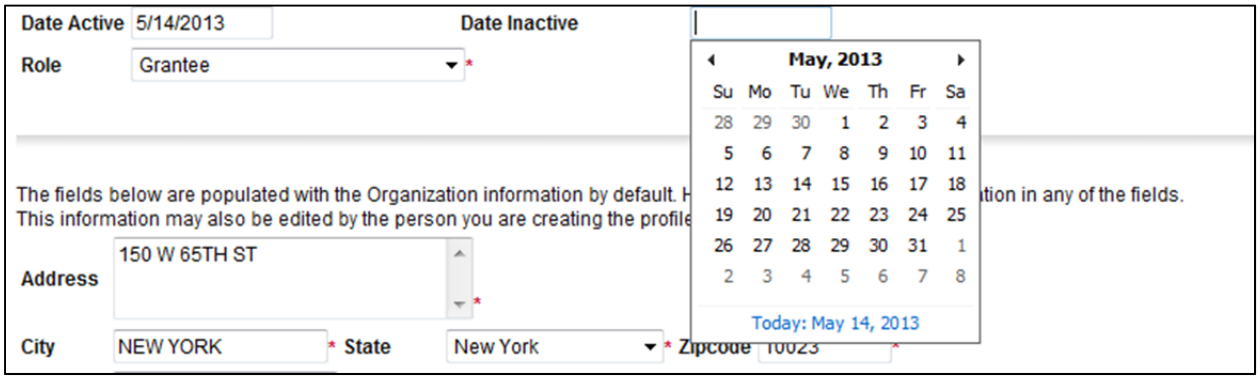


2. Click on the **Organization Members** link.



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.



IV. Document Vault Tutorial

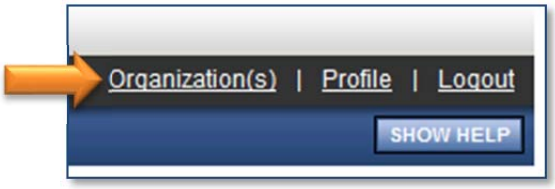
The Document Vault Tutorial provides detailed information on populating your document vault and, if necessary submitting it to be reviewed for prequalification. Note: at this time prequalification is only required for not-for profit organizations.

1. Grantee Organization Information
2. Document Vault
3. Prequalification

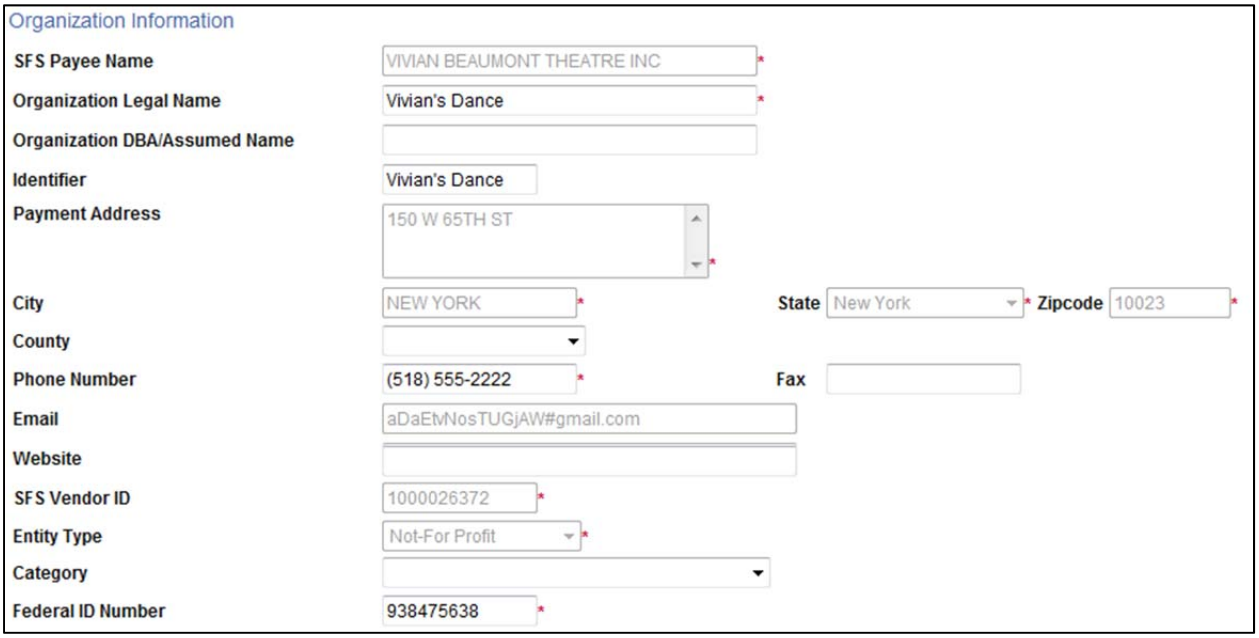
1. Grantee Organization Information

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

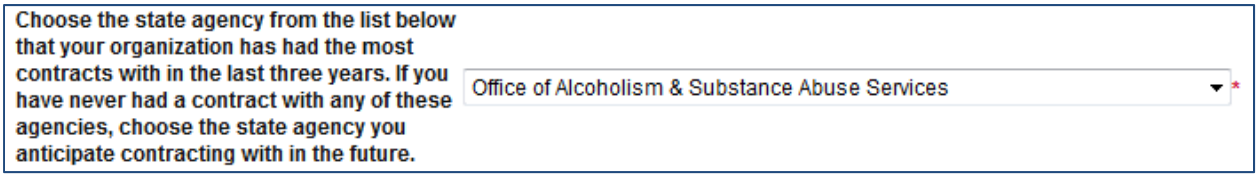
1. Click the **Organization(s)** link on the home page.



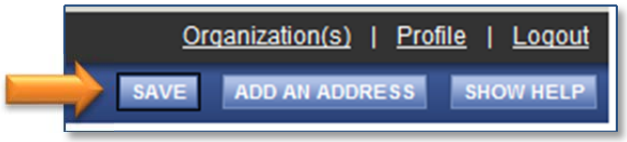
2. On the Organization Information page there are a number of data elements that are pulled in from the Statewide Financial System (SFS). These data elements are 'grayed out' and cannot be updated in the Grants Gateway. If this information is inaccurate you must change it in SFS and it will be imported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



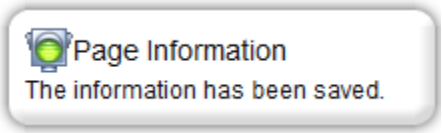
You will be asked to select the agency that your organization has done the most business with (greatest number of contracts) in the last 3 years. If your organization has not had a contract with a State agency select the one you anticipate contracting with.



3. Click the **SAVE** button.



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

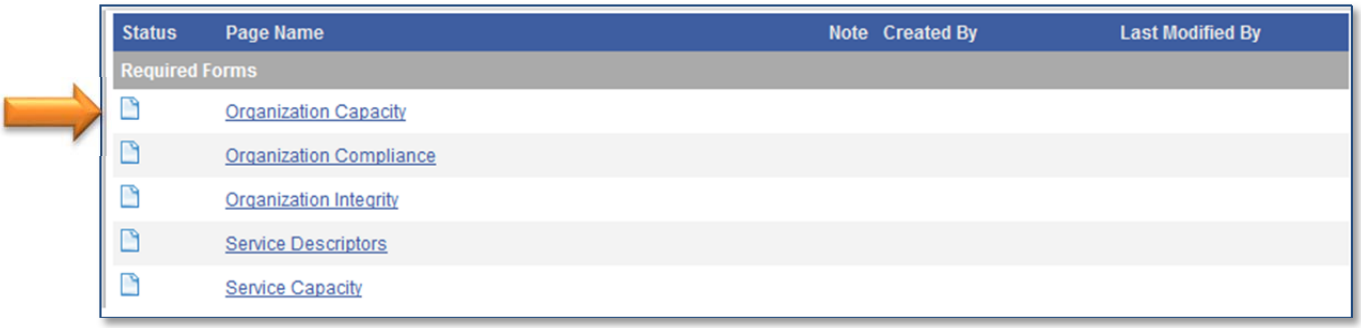


5. On the menu bar of this page, click the **Document Vault** link.

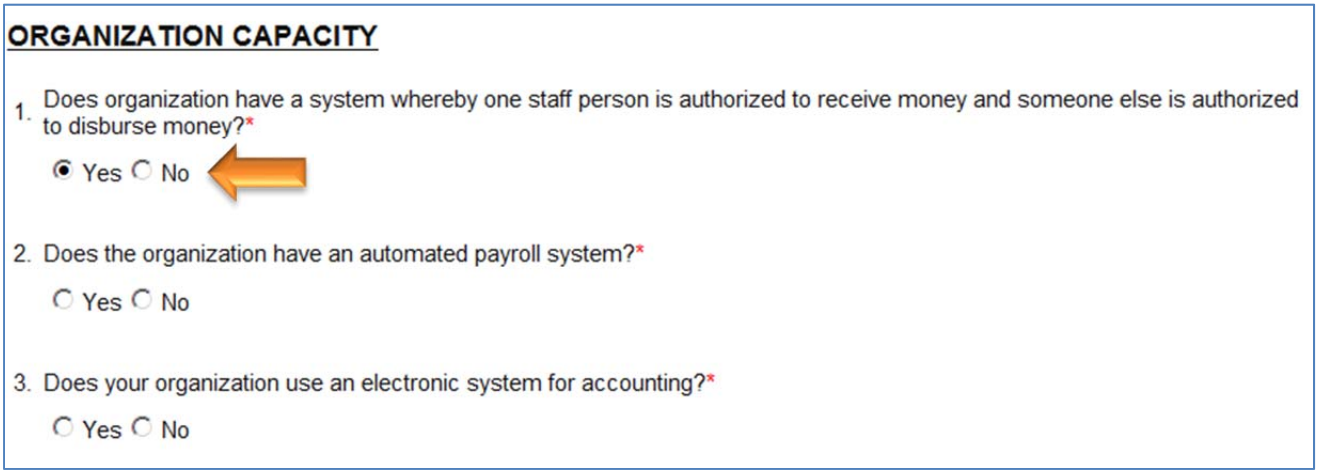
2. Document Vault

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 the grantee would like to upload)

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

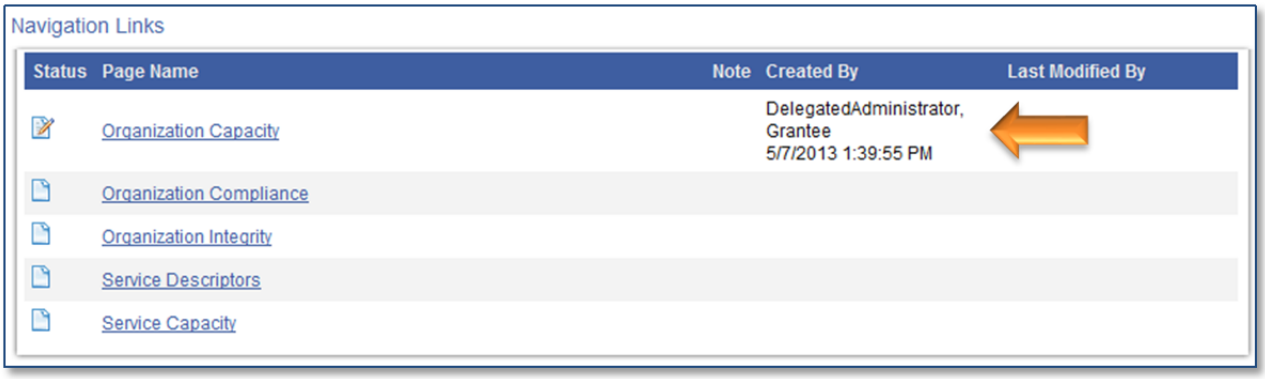


2. Populate all required information.

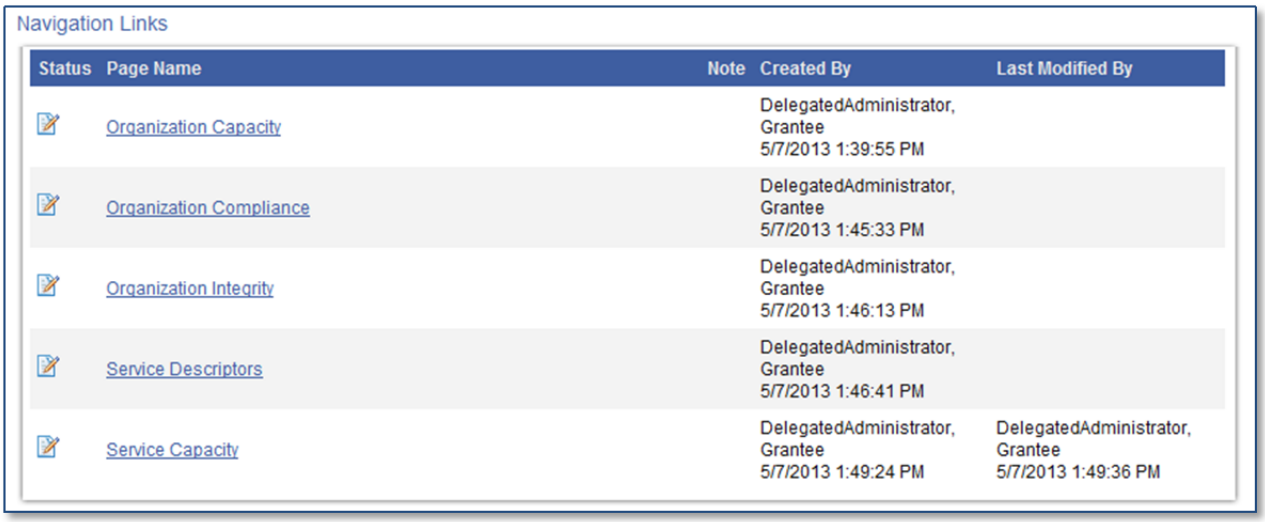


3. Click the **SAVE** button after each document is populated.

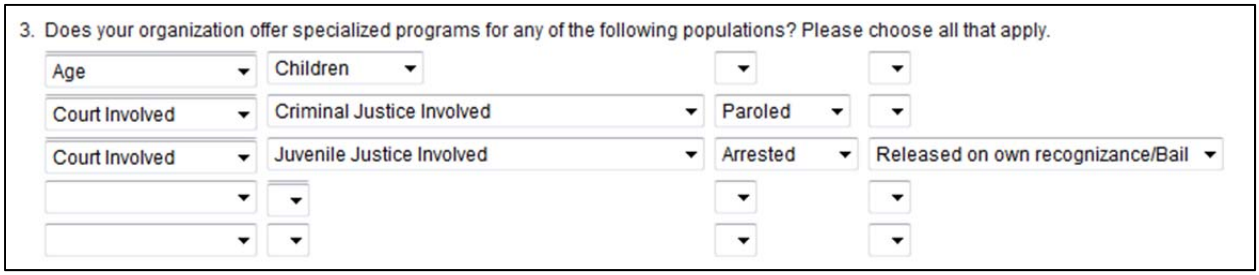
4. After confirming that your document has been saved (Created By) scroll to the bottom of the screen and click the next document in the section.



5. Repeat this operation until each of the "Required Forms" is populated and saved.



6. When you are filling out the Service Descriptors form, please use the instructions below for Question #3.
   - 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.
   - 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.
   - 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.



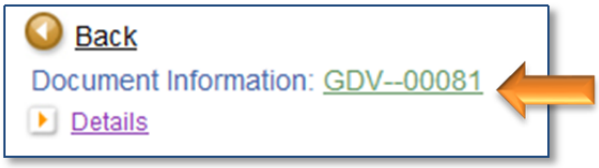
7. When you are filling out the Service Capacity form, please use the instructions below.

   If you choose yes to question number 1:

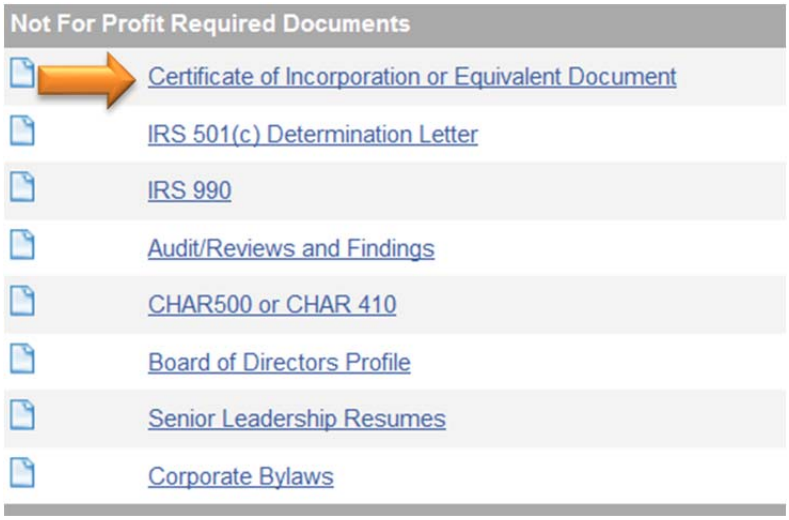
   Choose one existing or previous contract you have had with a State agency for the service area you chose, and answer the following questions:

   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 Browse... *

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.
    - Populate all required fields.
    - Click the **SAVE** button after each document is populated.
    - Scroll down and click the next document you wish to include.

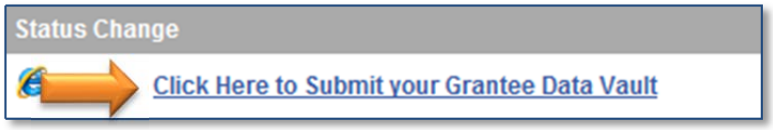
Form Optional Documents
Licenses (Site or Professional)
Certificate of Assumed Name or DBA
Certificate of Insurance - Disability
Certificate of Insurance - Workman's Compensation
Certificate of Insurance - Unemployment
Policies and Procedures
Annual Report

11. Return to the Document Vault main page by clicking the '**GDV-0000'** link at the top.

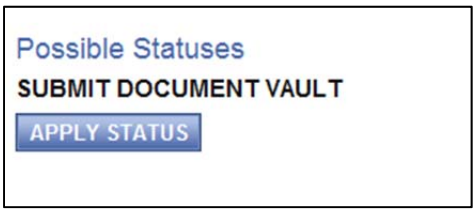
3. Prequalification

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.

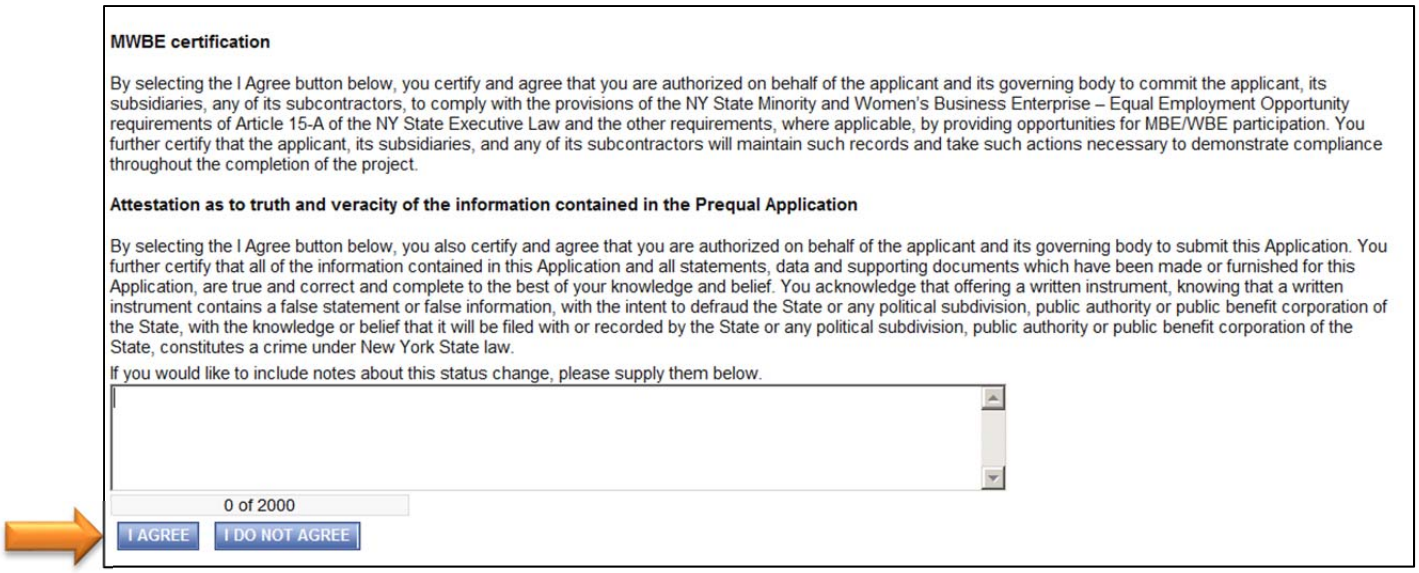
1. On the Document Vault main page click the **Click Here to Submit your Grantee Document Vault** link.



2. Click on the **APPLY STATUS** button to submit your Document Vault.

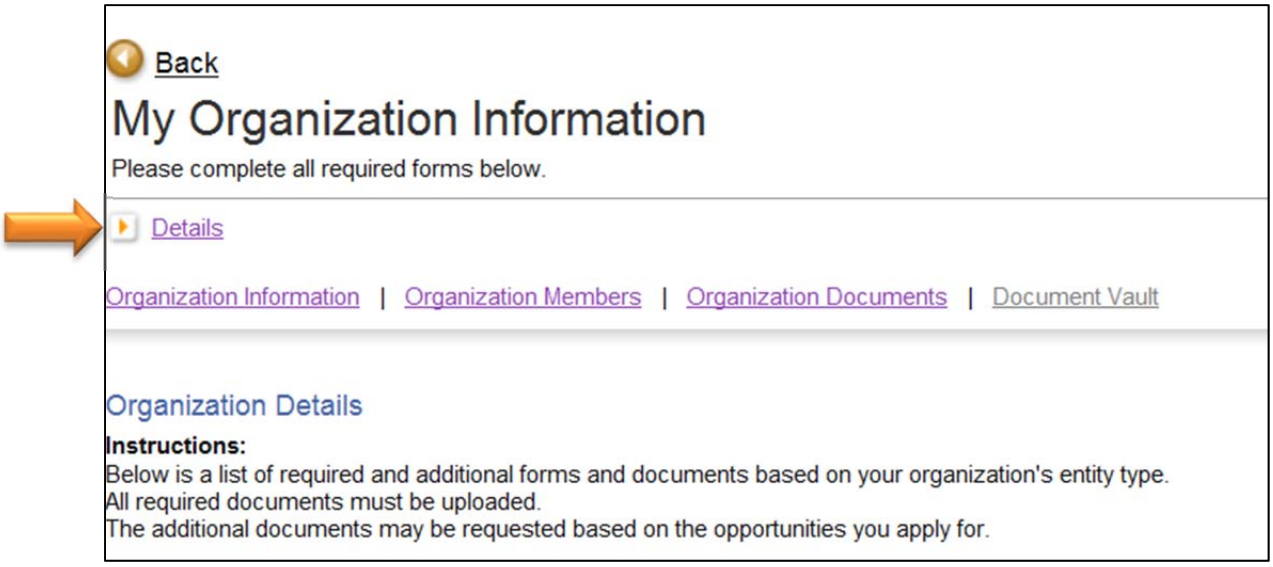


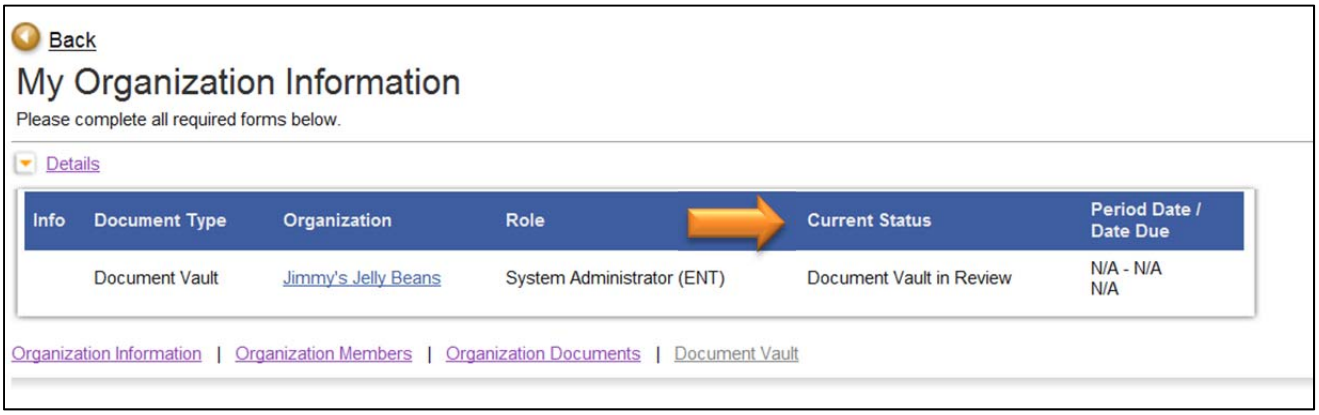
3. You will be asked to attest to two certifications in order to submit. You can type in any notes you would like, and then click on "I agree." (If you click on "I do not agree," your document vault will not be submitted).



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

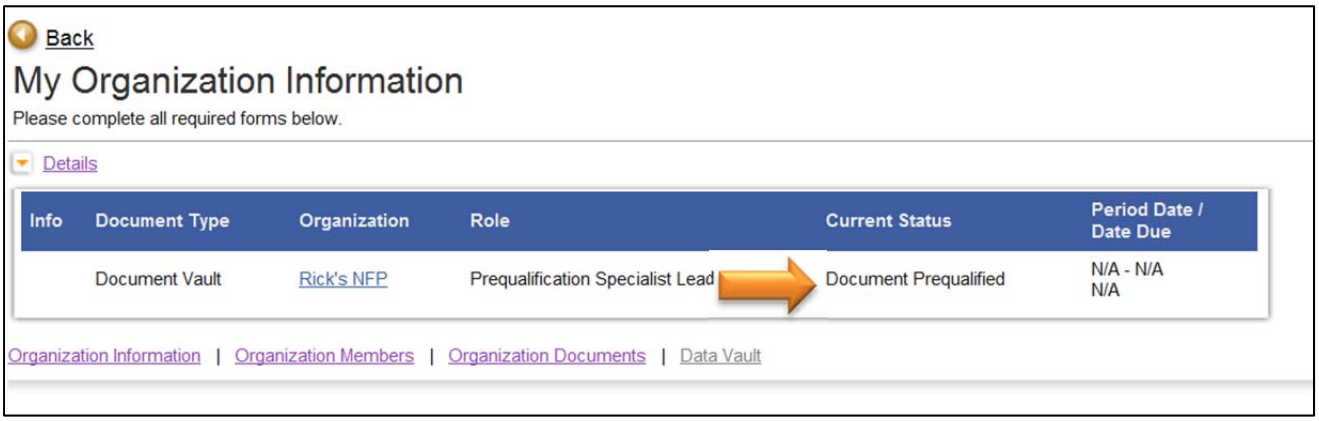
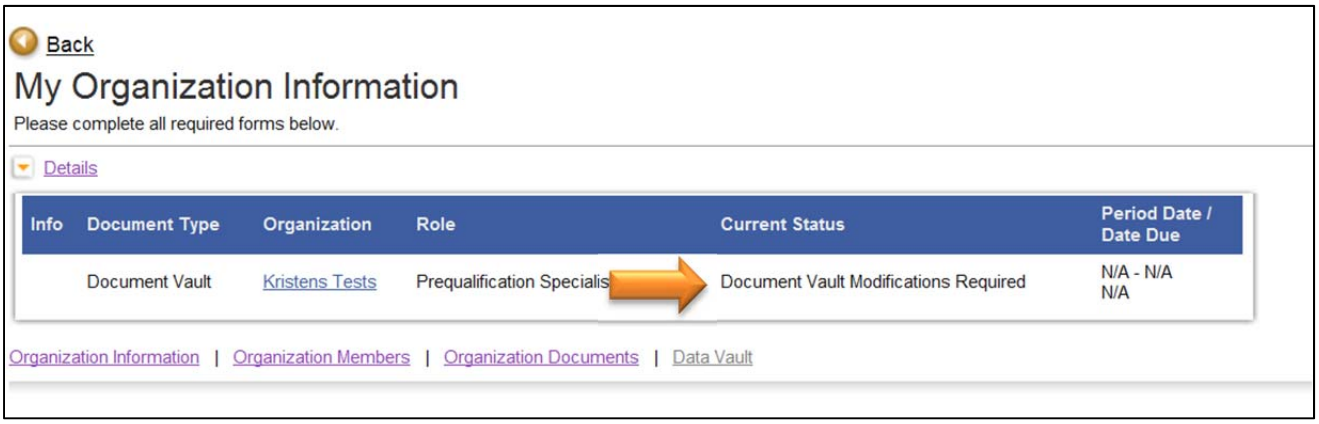
   Note: Once you submit your Document Vault you will not be able to make any changes to it until a State agency user has reviewed it and reopened it for you.





5. Once a Prequalification Specialist from a State agency reviews your Prequalification file, your status will change. You can check back to see the status at any time.

   Current Status – Document Prequalified. Your Prequalification Application has been accepted.



   Current Status – Document Vault Modifications Required. You will receive an email from your Prequalification Specialist if your Document Vault needs modifications.