

FISCAL OFFICER TRAINING MANUAL

NYS GRANTS GATEWAY

Business Process: (*what is it?*)

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.

Beginning January 1, 2014, State agency funding opportunities will be posted on the Grants Gateway for online application. The New York State Grants Gateway will serve as the primary outlet for State agencies to post upcoming and available funding opportunities. The Portal offers a simple way to search for available and anticipated grant opportunities, download grant opportunities, and register to receive email notifications when specific types of grant opportunities are posted. It was created to simplify grants management, streamline contract processes and standardize terms, facilitate more timely payments to Not-for-Profits, improve the effectiveness and accelerate performance of local grant programs, and improve compliance with State and Federal legal and audit requirements.

Brief Description of Process: (*how does it work?*)

Just simply register and get access. County Departments can register for their Department and do not have to register as the whole County. (NOTE: Check with your County Executive / Finance / Treasurer's office to avoid duplicative registrations)

You can find the home page of Grants Gateway including registration information at the following address:

https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx

For general information and to review the NYS Master Contract for Grants, also visit: <http://www.grantsreform.ny.gov/>

Frequency:

One time registration.

Instructions:

Once you arrive to the webpage you have several options:

- **BROWSE:** This feature allows you to browse a list of funding opportunities. **Click 'Browse Now!'**
- **SEARCH:** Allows you to narrow your focus to specific funding opportunities. **Click 'Search Now!'**
- **NOTIFICATION:** This function allows you to sign up for Grant Gateway's e-mail list where you will specify the types of grants you are interested in, then you will receive an e-mail every time new information is posted onto the website relating to your particular grant interest. (Your grant interest can also always be updated in this same section of the website) **Click 'Sign-Up Now!'**
- **REGISTRATION:** If you are already a vendor with NYS or are interested in becoming a vendor request access here. **Click 'Request Access Now!'**
 - **Existing NYS Vendors:** If your organization is already registered with Grants Gateway, you will already have an Administrator who is responsible for managing users. You will need to request access from this Administrator. If you are unsure whether or not your organization is registered you will need your New York State 'SFS Vendor ID' (Statewide Financial System). If you do not know your organization's Vendor ID, someone within your finance office may be able to assist you or you may call the help desk (see below) for assistance. www.sfsny.gov
 - **All Other Vendors:** If your organization has not previously done business with New York State you will need to complete:
 - The [Substitute W-9 Form](#) to obtain a NYS SFS Vendor ID
 - The Grants Gateway [Registration Form](#) (Instructions are included)
 - Prequalification

- Effective August 1, 2013, not-for-profit organizations must be prequalified in order to do business with New York State. In order to prequalify, not-for-profit organizations must submit an online Prequalification Application through the Grants Gateway. The Prequalification Application is comprised of five components to gauge organizational structure and the types of services provided. The required forms and document uploads are all part of the Document Vault. Resources to complete the application and associated document vault can be found in the Quick Links Section.

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, a grantee 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. Vendors should always check with their contracting agency for guidance about the proper methods for submission and paperwork needed.

Check back regularly as additional functionality, including online application, contract development and signature, and financial claiming and reporting is on track for expected release in 2014.

For login assistance, please contact the Help Desk.

Grants Gateway Help Desk Availability
Hours: Monday thru Friday 8am to 8pm
Phone: 1-800-820-1890

Email: helpdesk@agatesoftware.com

Statewide Financial System Help Desk
Hours: Mon-Fri, 8:00 AM - 5:00 PM
Phone: (518) 457-7737
(877) 737-4185 (toll-free)

Email: HelpDesk@sfs.ny.gov

Resources:

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

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

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