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1. **Grantee Orientation**

Welcome to the New York State (NYS) Grants Gateway Vendor User Guide. The purpose of this document is to orient new users to all that the Grants Gateway has to offer. Several key pieces of functionality are available.

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 New York 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, 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.

Additional functionality includes the ability to apply for certain grants online through the Grants Gateway, manage contract development of awarded applications, and electronically sign a contract. Grantees must be registered in the Grants Gateway to apply for an opportunity, and not-for-profits must be prequalified.

For additional information see the Grants Reform Website at [www.grantsreform.ny.gov](http://www.grantsreform.ny.gov).
2. Grant Opportunity Portal

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.

- Grant Opportunity Portal Home
- Browse a list of Grant Opportunities
- Search for specific Grant Opportunities
- Download a Grant Opportunity
- Sign-up to be notified of upcoming Grant Opportunities
- Update Notification Preferences
- Learn how to become a Registered User
- Logging into the Grants Gateway

2.1. Grant Opportunity Portal – Home

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.
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:

2.1.1. Click the **Browse Now!** Link on the portal home page.
2.1.2. Click on a column header link, such as **Status**, to sort the list by that column.

2.1.3. Click the **Grant Opportunity** name to view the Grant Opportunity Profile (see 2.4. Download a Grant Opportunity in this Section for further details).

Note: Opportunities with a Status of “Anticipated” will not have a link.

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

### 2.2. Search a list of Grant Opportunities

It is also possible to search the Grant Opportunities Portal to locate specific opportunities or opportunities posted by specific funding agencies.

Search by doing the following:

2.2.1. Click the **Search Now!** Link on the portal home page.
2.2.2. Enter information in the search fields to narrow your results or click directly on search to see all opportunities in the Grants Gateway.

Select the SEARCH button.

2.2.3. Click the Grant Opportunity name to view the Grant Opportunity Profile (see 2.4. Download a Grant Opportunity in this Section for further details).
Note: Opportunities with a Status of “Anticipated” will not have a link.

2.2.4. Click the Search for Opportunities link on any page to return to the Search for Opportunities page.

2.3. Download a Grant Opportunity

The Grant Opportunity Portal allows grantees to download PDF versions of available Grant Opportunities or view a link to an Opportunity.

Download a Grant Opportunity by doing the following:

2.3.1. Search or browse for an “Available” opportunity.

2.3.2. Click the Grant Opportunity name link to view the Grant Opportunity Profile.
2.3.3. Select the **DOWNLOAD GRANT OPPORTUNITY** button.

2.3.4. The PDF file will open in a web browser window.

2.3.5. You can now save or print the PDF file on your computer.

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

2.3.7. Save by selecting the “save as” and follow the dialogue boxes.

2.3.8. 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.
2.4. 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:

2.4.1. Click the **Sign-up Now!** Link on the portal home page.

2.4.2. Enter your information in the required fields. **NOTE:** Required fields are marked with an *.

```
First Name
Last Name
Organization
Email
Confirm Email
```
2.4.3. Click the check box next to your area or areas of preference.

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

2.4.5. 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”.
2.5. 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.

2.5.1. Click the **Already Signed-up? Click here to update preferences** link on the portal home page.

2.5.2. Enter your email address and select the **LOGIN** button.
2.5.3. Make the changes to your preferences.

2.5.4. Select the **UPDATE PREFERENCES** button.

2.5.5. The message below will appear on the screen.
3. Registration

3.1. Learn How to Become a Registered User

3.1.1. Click the Request Access Now! Link on the portal home page.

3.1.2. If you have already received a Grants Gateway username and password via email click the Click here to login link. (See 3.2 Logging into the Grants Gateway) in this section for further information.

3.1.3. 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.

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.

3.1.4. If your organization has not done business with NYS click on both 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 3.2 Logging into the Grants Gateway in this section for further information.)

3.2. Logging into the Grants Gateway

3.2.1. 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.
3.2.2. The first time you login to the Grants Gateway you will be prompted to change your password.

![Password Error](image1.png)

3.2.3. 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.

![Password Input](image2.png)

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

![Save](image3.png)

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

![Save Confirmation](image4.png)
4. Delegated Administrator Tutorial

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.

4.1. Grantee Roles

4.1.1. **Delegated Administrator** – The Grantee Delegated Administrator is the Grantee Organization user responsible for performing user management tasks within the system. This includes but is not limited to creating and maintaining user accounts and ensuring that user accounts remain current. Activities for this role include but are not limited to:

- Creating User Accounts
- Maintaining User Accounts
- Inactivating User Accounts
- Creating, maintaining, and updating the Document Vault

4.1.2. **Grantee** – The Grantee role is the Grantee Organization user responsible for performing tasks related to applications, contracts and reporting. Activities for this role include but are not limited to:

- Initiate and complete applications
- Comply in a timely manner with Agency requests for information
- Initiate payment and modification requests
- Submit modification requests
- Initiate, complete and submit progress reports
- Creating, maintaining, and updating the Document Vault

4.1.3. **Grantee Contract Signatory** – The Grantee Contract Signatory role is the user authorized to review and sign contracts on behalf of the Grantee Organization. Activities for this role include but are not limited to:
• Initiate, complete and submit applications
• Sign contracts
• Initiate, complete and submit modification requests
• Initiate payment requests
• Initiate, edit and submit progress reports

4.1.4. **Grantee Payment Signatory** – The Grantee Payment Signatory role is the user authorized to review and submit payment requests on behalf of the Grantee Organization. Activities for this role include but are not limited to:
• Initiate and complete applications
• Initiate, complete and submit modification and payment requests
• Initiate, complete and submit progress reports

4.1.5. **Grantee System Administrator** – The Grantee System Administrator role is the user authorized to complete all the processes required of a Grantee user. Activities for this role include but are not limited to:
• Initiate, complete and submit applications
• Sign contracts
• Initiate, complete and submit modification and payment requests
• Initiate, complete and submit progress reports

4.1.6. **Grantee View Only** – The Grantee View Only role is the user authorized to view all information for the Grantee Organization. This role is assigned permission to view documents, reports and statuses.

4.2. 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.

4.2.1. Click the **Organization(s)** link on the home page.
4.2.2. Click on the **Organization Members** link.

4.2.3. Click the **Add Members** link.

4.2.4. Select the **NEW MEMBER** button.

4.2.5. Complete all required fields on the page.

   4.2.5.1. Please include Title for any User.
4.2.6. Select the appropriate role for the user you are adding.

4.2.7. 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.

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

4.2.9. Select the **SAVE & ADD TO ORGANIZATION** button to complete the process.
4.2.10. 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.

4.3. Modifying User Accounts

Note: All users in the system are able to update their profile information with the exception of their role. It is recommended that you do a periodic review of user accounts to ensure that the information within the system is accurate.

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

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

4.3.3. Current users (members) for the organization will be displayed. Click on the **user’s name** link in the Person column.
4.3.4. Modify the user’s address/contact information as appropriate and click the SAVE button.

4.3.4.1. Do not change a user’s role. Please see Section 4.5 of this document for information on managing roles.

4.4. 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.

4.4.1. Click the Organization(s) link on the home page.

4.4.2. Click on the Organization Members link.
4.4.3. Current users (members) for the organization will be displayed. Click on the **user’s name** link in the Person column.

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

4.5. Managing Roles

4.5.1. Refer to section 4.1, Grantee Roles, of this Guide for a list of Grantee system roles and their responsibilities. In order to effectively use roles to manage your business on the Gateway, each role must be assigned separately. That is, it is advised that you **do not change a user’s role** on the system.

4.5.2. Assign separate accounts for separate roles. For example, Mary Smith of Nonprofit XYZ, Inc. is registered on the Gateway initially as a Delegated Administrator. With this role she manages the Document Vault/NFP Prequalification Application. A new online grant opportunity has been posted that XYZ, Inc. wishes to apply for. Mary’s role as Delegated Administrator will not allow her to create an application online. Mary should:
- Create a new User Profile for herself using the Add Member instructions outlined in Section 4.2, Creating User Accounts.
- Set her role to Grantee
- Log in with her new Grantee username and password
- Follow the instructions in Section 6, Online Application to create and complete an application for funding

4.5.3. Only an authorized Grantee contract Signatory or Grantee System Administrator may submit an online grant application. Mary will have to follow the same process outlined above to add an authorized user to the Organization who can submit applications on its behalf.
5. Document Vault Tutorial

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 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.

This section 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.

5.1. Grantee Organization Information

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1. Some not-for-profit organizations may be exempted from Prequalification. See www.grantsreform.ny.gov/grantees for more information. For exempt not-for-profits, this step will be completed by Grants Reform at registration time.
Before you can populate your Document Vault you must complete your Grantee Organization Information*.

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

5.1.2. On the Organization Information page there are a number of data elements that are imported 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 (http://www.osc.state.ny.us/vendor_management/forms.htm) and it will be imported into the Grants Gateway the day after it is processed. 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.
5.1.3. Click the **SAVE** button.

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

5.1.5. 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.
5.2. Document Vault

Each organization type has a unique set of forms and data sets it can populate. For the example below, the “Not-for-Profit-Profit” organization type was used, so required documents and forms for a Not-for-Profit are displayed. (All organization types have a list of “Form Optional Documents” which can house any additional information you would like to upload).

5.2.1. Click each “Required Form” link and populate all required fields.

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

5.2.3. Click the SAVE button after each document is completed.
5.2.4. After confirming that your document has been saved, scroll to the bottom of the screen and click the next document in the section.

5.2.5. Repeat this process until each of the “Required Forms” is completed and saved.
5.2.6. 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.

![Example dropdown selection](image)

5.2.7. 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:

- Enter existing Contract/Grant ID number: Use State agency generated Contract ID
- Type: Enter the type of grant (Member Item, Competitive, Non-competitive)
- Funding Agency: Enter the State agency that held your contract
- Funding Source Type: Enter Funding Source (State, Federal, or Unknown)
- Funder Reference Name: Name of contact at the State agency that worked on your grant
- Funding Reference Title: Title of the funding reference
- Funding Reference Email: Email address of the funding reference
- Program Name/Description: Name or short description of the project funded
- Contract Start Date: Date the contract began
- Contract End Date: Date the contract ended
- Total Contract Amount: Dollar amount of the contract

If you choose no to question number 1: you will be asked question number 2, which is:

Do key staff members employed by your organization have experience delivering the selected Service?

If you choose yes to question number 2:

You will be asked to identify that staff member and enter key information about them.
If you choose no to question number 2: you will be asked question number 3, which is: You have indicated that your organization has not had contracts or grants within the past five years and does not currently employ staff with experience to perform the selected Service. Do you wish to submit a Capability Statement that describes current programs offered and the rationale for launching or expanding Services?

If you choose yes to question number 3:

You will be directed to upload a capability statement in the Optional Documents section of the Document Vault.

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

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 *).

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 Required Documents sub-section.

For complete instructions on prequalification forms, documents, and required dates, please see the Vendor Prequalification Manual found on the Grants Reform website.

5.2.9. 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.

<table>
<thead>
<tr>
<th>Optional Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licenses (Site or Professional)</td>
</tr>
<tr>
<td>Certificate of Assumed Name or DBA</td>
</tr>
<tr>
<td>Certificate of Insurance - Disability</td>
</tr>
<tr>
<td>Certificate of Insurance - Workman’s Compensation</td>
</tr>
<tr>
<td>Certificate of Insurance - Unemployment</td>
</tr>
<tr>
<td>Policies and Procedures</td>
</tr>
<tr>
<td>Annual Report</td>
</tr>
</tbody>
</table>

5.2.10. Return to the Document Vault main page by clicking the “**GDV-0000**” link at the top.

**5.3. 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.

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

5.3.2. Click on the button to submit your Document Vault.
5.3.3. 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).
5.3.4. You can then confirm it has been submitted by clicking on the expand Details button on your Document Vault.

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

5.3.5. 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.
- Current Status – Document Vault Prequalified. Your Prequalification Application has been accepted and no further action is required.

- 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 your Grants Gateway Inbox.

5.3.6. To retrieve the Document Vault for modifications, click on Home, My Tasks and the link for Document Vault.
5.3.7. 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.
5.3.8. When a Document Vault is returned to a Grantee in Modifications Required Status, run the State Prequalification Application Status Report to determine what action is required.

Management Screens

- State Prequalification Application Status Report
- Status History
- Process Flow Snapshot
- Modification History
- Add/Edit People

5.3.9. 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 beginning in Section 5.3.1, 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 Administrator will receive a system generated email in the Grants Gateway Mailbox indicating the Prequalified Status and will also receive a system generated message in the system Inbox.
Your Task box will no longer show a “Document Vault” Task, which also is an indication that no further work on the Document Vault is required.

5.3.9.1. To view the Document Vault status, click on the Organization(s) link, then click on the Details link on the next screen. Notice that the status has changed to Document Vault Prequalified.

To view the final Prequalification Status Report Scroll to the bottom of the Document Vault page and select State Prequalification Application Status Report. View the results of the report to confirm that the agency has approved the Document Vault.
You should print this report for your files.
5.4. Required Documents Expiration

New York State requires Grantees to annually update the organization’s IRS 990 Tax Form, the Audit Review and Findings and the CHAR 500 (Charities Registration Form) in the Grants Gateway to remain Prequalified and eligible for State grant awards.

5.4.1. The Grants Gateway will send system generated email to each Grantee Delegated Administrator for your organization 30, 20 days and 10 days in advance of the expiration of one of the Required Documents. Upon receiving this email, the Grantee should obtain all of the documents that require updating. Only the IRS 990, Audit Review and Findings and the CHAR 500 Charities Registration Form require annual updating.

5.4.2. The Grantee does not have to wait the intervening 30 days to upload the Documents. To open the Document Vault for updating, log into the Grants Gateway and click the Organization link in top blue navigation ribbon. Click the Document Vault link to open the main Document Vault page.

5.4.3. From the main Document Vault page use the Click Here to Open Document Vault link. This will change the status to Document Vault Prequalified Open and the Grantee can upload the new documents by clicking the appropriate section from the Main Document Vault page. Please note that proactively opening your vault for updates does not affect your Prequalified status.

The Grants Gateway uses the filed Date Next Filing is Due to trigger the Document Vault to change from its current status to Document Vault Expired. Once the Document Vault is in Expired Status the Grantee is
no longer Prequalified, and must upload the most current documents or the appropriate extension from the IRS and submit for review to reinstate Prequalified Status.

From the main Document Vault Page click the link for each of the documents that require updating. You will see the current document that is uploaded and the Date Next Filing is Due is nearing expiration or has expired.

In the example below the CHAR 500 would expire on 9/17/2013 which will prompt the Grants Gateway to change the status of the Document Vault to Expired. Please see the Vendor Prequalification Manual for more information on expiration dates.
Next, in each of the three sections select the ADD button from the top navigation ribbon to open a new screen that allows you to enter new dates and to upload the newest, most current form. (IRS 990, Audit Review and Findings, and CHAR 500 Charities Registration Form).
5.4.4. Once the Grantee has completed the uploading process for the three updated documents the next step is to submit the Document Vault to the State for review.

To submit a Document Vault, navigate to the main Document Vault page and use the Click here to Submit Document Vault link. Just as when you first submitted the Document Vault, you will be asked to agree to an attestation before submitting the Document Vault. You will then receive a system generated email indicating that your Document Vault has been submitted successfully. The Document Vault will be assigned to a State Prequalification Specialist for review and approval of the new documents. If you have proactively updated your document vault, your status will be set to Prequalified In Review and your Prequalification status will remain intact. If, however, your document vault has been allowed to Expire, your status will be Document Vault in Review. This is not a prequalified status; you will not be prequalified until the new documents are approved and your status reset to Prequalified.
6. **Online Application**

This section of the User Guide is to provide direction for the process of applying online for a grant via Grants Gateway. It provides a brief overview of the process that a Grantee should follow in order to find a grant to apply for and follow the application process through to submission.

At this point the Grantee Organization should already be registered in the Grants Gateway, and the appropriate person should have a username and password and be assigned the role of Grantee* in the system. Not-for-profits should already have been registered and prequalified. If you have not registered or are not prequalified, please go through the related Registration (Section 3) and/or Grantee Document Vault (Section 5) section(s) of this document first.

This section will include following sub-sections:

- Search for Grants
- Create an Online Application for a Specific Grant
- Retrieve Application
- Add/Edit Users tool
- Submit an Online Application
- Tools Available

*Note that Grantee System Administrator and Grantee Contract Signatory may also initiate and edit an online application.*

6.1. **Search for Grants**

6.1.1. To begin using the Gateway, click on Grants Gateway Login at the top left corner of the Grants Gateway.
Note: If you have two usernames and roles, make sure you log in as a Grantee.

6.1.2. In the login section enter the Username and Password.

Note: If you try to login twice and you get a warning that your Password is not correct, do not attempt to log in a third time or you will be locked out for 15 minutes. After two attempts, click on “Forgot Password” just below the Login information and enter your username and email address. You will be emailed a new password within minutes.

6.1.3. Click on “View Opportunities” link on the home screen to view all available opportunities.
6.1.4. On the Available Opportunities page, a high-level list of open solicitations is presented. Funding Agency and Due date are listed along with the eligible entities that may apply for a specific grant.
6.1.5. Users can also find grant opportunity they wish to apply for by using available search criteria such as:

- Search By Grant Opportunity Name
- Search by Due Date
- Search by Eligibility
- Search by Funding Agency

6.1.6. To learn more about it or to begin the opportunity, click on the name of the Grant Opportunity.
6.2. Create an Online Application for a Specific Grant

6.2.1. By Clicking on the Grant Opportunity Name on the Opportunities Page, the system will display the main page of any particular Grant Opportunity.

6.2.2. The following details about the particular Grant opportunity will be displayed on the main page of the Grant Opportunity.
- Grant Opportunity ID
- Agency issuing the Grant Opportunity
- Contact Person Name and Email address
- The Profile of the available Grant Opportunity
- Full Announcement Details
6.2.3. Click on the “APPLY FOR GRANT OPPORTUNITY” link to begin the application process.

It is very important you do not click “Apply for Grant Opportunity” again (after your initial application has been created) in the system, as it will create duplicate applications (if the RFP allows more than one Application per grantee). Once an application has been initiated, you should continue using that one by utilizing the application search function (see section 6.3 for information).

6.2.4. The system will display the Main screen of the application. Note the Application ID assigned.
6.2.5. Click on the Forms Menu to complete the application forms to apply for
the Grant Opportunity.

6.2.6. The first section of the Forms Menu will display sample Contract
Documents, including a blank version of New York State’s Master
Contract for Grants and any Program Specific or Federal Terms and
Conditions.

6.2.7. The second section of the Forms Menu includes Application
Information. The Print Application link will allow you to print the
application as you fill in the information. This section will also have
additional Application Instructions if the State Agency has provided
them.

6.2.8. The next section in the Forms Menu is Program Information.
6.2.8.1. Click on the Project/Site Addresses to open the form and complete the information.

6.2.8.2. Click on the SAVE button to save the information on this page.

6.2.8.3. Click on the ADD button to add a second address.

Note: The add button will only appear if it was allowed by the funding agency. When more than one address is saved in the system, a pull down menu will appear which gives you an option to go to any of the previously saved addresses.
6.2.8.4. Return to the forms Menu and click on the Program Specific Questions to open the form. Follow the instructions provided in the opportunity to complete the form.

6.2.8.5. Click on the SAVE button to save the information on this page.

6.2.8.6. Click on the DELETE button if you wish to delete the information entered on the Program Specific Questions form.
6.2.9. The next section in the Forms Menu will be the Budget Section. This section will have forms based on the budget type the State Agency has chosen for this opportunity.

6.2.9.1. Expenditure Budget

- Fill all the applicable detail budget forms you need to include in your budget by clicking on the individual forms.
- After you fill the form click on the SAVE button to save the entered information on the budget category.
- The system might include a Match Worksheet, Revenue Worksheet and/or Administrative worksheet for you to complete only if the funding agency has made it a requirement.
- Once your detail pages have been completed, click on the Expenditure Summary and click save to insure everything has been entered as required.
6.2.9.2. Performance Budget

- Fill in the Performance Budget form by clicking on the form.
- After you fill the form click on the SAVE button to save the entered information on the budget category.
- Once your detail pages have been completed, click on the Performance Summary and click save to insure everything has been entered as required.

6.2.9.3. Capital Budget
a. Fill all the applicable forms you need to include in your budget by clicking on the form.
b. After you fill the form click on the SAVE button to save the entered information on the budget category.
c. Once your detail pages have been completed, click on the Capital Summary and click save to insure everything has been entered as required.

6.2.9.4. Net Deficit Budget

a. Fill in the Net Deficit Budget form by clicking on the form.
b. After you fill the form click on the SAVE button to save the entered information on the budget category.

6.2.10. The next section of the Forms Menu is the Work Plan. The Work Plan can be Grant Opportunity Defined or Grantee Defined based on the funding agency decision.

6.2.10.1. Grant Opportunity Defined Work Plan

When the funding agency defines a Work Plan, Objectives and Tasks in Grants Gateway, you will see Grant Opportunity Defined Work plan in the Forms Menu.

- Click on the Work Plan Overview Form and complete all the mandatory fields.
• Click on the SAVE button after all the required information is entered in the Work Plan Overview form.
- Click on the Objectives and Task to complete the Tasks

![Application/Contract Menu - Forms]

- Click on the View/Add link to add Performance Measures for each of the defined Tasks

![OBJECTIVES AND TASKS]

- Enter required information on the Performance Measure screen
Click on the SAVE button after all the required information is entered in the form.
6.2.10.2. Grantee Defined Work Plan

When the Grantee is instructed to define the Work Plan, Objectives and Tasks in the Grants Gateway, you will see Grantee Defined Work plan in the Forms Menu.

- Click on the Work Plan Overview Form and complete all the mandatory fields.

- Click on the SAVE button after all the required information is entered in the Work Plan Overview form.
• Click on the Objectives link to enter an Objective for this project.

• Click on the SAVE button after all the required information is entered.
Note: The system will allow adding more than one objective if not restricted by Funding Agency.

- After you save the Objective, hover over the Forms Menu and click on the Tasks link to enter task(s) for the Objective you created.
Enter all the required information and click on the save button on the Tasks screen.
- Hover over the Forms Menu and click on the Performance Measure link to enter Performance Measure(s) for the Task(s) you created.

- Enter all the required information and click on the save button on the Performance Measure screen.
Once one set of Objectives, Tasks, and Performance Measures are complete, you can add a second set. Click on the Add Button:
• Once a second set is created, you can toggle between the two to work on them by clicking the dropdown with the Go button (this will appear after the second set is created). Additional sets of Objectives, Tasks and Performance Measures are created in the same way.

6.2.11. The next Section in the Online Grant Application is Pre-Submission Uploads. Pre-Submission uploads (if present) may require you to upload documents specified by the funding agency.
6.2.11.1. Enter all the required information and click on the save button on the Pre-submission upload screen. Please note there is a 10MB maximum size for any uploads.

6.2.12. Check for Global Errors

6.2.12.1. After all the required forms are completed and saved successfully in the online application, click on the CHECK GLOBAL ERROR link, and the system will check your application for completeness.

6.2.12.2. You also can run the global error check at any time in the application process to see if any errors or omissions exist.

6.2.12.3. The system will display an error if you have missed one or more required section in your application.

6.2.12.4. Once there are no Global Errors found in the online application, it is ready to be submitted.
6.2.12.5. The global error check will also alert you to any pages that may need to be reviewed if you changed a page that is related to it.

6.3. Retrieve Application

6.3.1. The grantee organization can retrieve the application they have already started. Start by logging in to Grants Gateway using your Gateway credentials.

6.3.2. Once you are logged in to Grants Gateway, click on the Applications link located on top of your home screen.
6.3.3. Enter information in the search fields to narrow your results or click directly on search to see all the online applications in the Grants Gateway.

6.3.4. Select the **SEARCH** button.

6.3.5. Click the **Application Number** to retrieve the application and start working on it.
6.3.6. It is very important you do not click “Apply for Grant Opportunity” again in the system when looking for an existing application, as it will create duplicate applications (if the RFP allows more than one Application per grantee). Once an application has been initiated, you should continue using that one by utilizing the application search function.

6.4. Cancel Application

In the Grants Gateway system, any application which is in “Application in Process” status can be cancelled. Roles mentioned below can change the application status to “Application Cancelled”:

- Grantee Contract Signatory
- Grantee System Administrator

6.4.1. Start by logging in to Grants Gateway.

6.4.2. Retrieve the application you would like to cancel.

*Note: Please refer section 6.3 on how to Retrieve an Application.*

6.4.3. Click on the Status Changes link.
6.4.4. Click on the **APPLY STATUS** button located under **APPLICATION CANCELLED**.

6.4.5. To confirm the status of your Application click on the Details link. The current Status of the application would be “Application Cancelled”.
6.5. Add/Edit People tool

The Grantee can add other people from his/her organization to the application they are working on using the Add/Edit People tool located in Management Tools in the application. If you add someone to your application either to Review the Application or to Submit the Application, the moment you add them, it will become a task for that person and will be displayed in their task box.
6.5.1. A list of users in your organization will appear. You can select the system role for the person to whom you want to assign that particular role.

![Image of user roles](image1.png)

6.5.2. You can add users by selecting the check box next to their name and selecting the Save button at the top of the page.

![Image of user selection](image2.png)

6.6. Submit an Online Application

**Note:** Please refer to Section 4.1 – “Grantee Roles” to determine which Grantee roles can submit the application.

6.6.1. In order to submit your online application, click on the Status Changes link located top of your application main page.
6.6.2. Click on the **APPLY STATUS** button located under **APPLICATION SUBMITTED**.

6.6.3. Prior to final submission, you will need to certify the agreement as stated. Please read the paragraph closely and click on **I agree**. If you select **I DO NOT AGREE**, your application will not be submitted. Click **I AGREE** to submit the application.
6.6.4. Once your application is submitted you are returned to the Application main page. If you hover over the status changes link you will see that there are no available status options at this time.
6.6.5. To check the current status of your Application click on the Details link. When you are working on your Application, the application status would say “Application in Process”.

6.6.6. After you Submit your application, the application status in the Details grid would say “Assignment of Reviewers.” Congratulations! This status means you have successfully submitted an application.

6.6.7. If the funding agency has decided to have Bid Lock on the application, after you submit your application, the application status in the Details
grid would say “Lock Bid Assignment of Reviewers.” Congratulations! This status means you have successfully submitted an application.
7. **Contract Development Process**

7.1. **Editing Contract Information**

Once the Program Manager reviews the contract related information in the Grants Gateway, they may send it to grantee for any needed changes. This section explains how to make those changes.

7.1.1. Log in to Grants Gateway using your credentials.

7.1.2. Click on the Open Tasks button located under My Tasks to view available task(s) on the Grants Gateway Home screen (This might take few seconds to open up).

Note: When the contract is in the status of “Contract Information Requested (PM),” the user who initiated the application will get a Task in their Task box in the Grants Gateway. This could be any person in your organization with the role of Grantee, Grantee Contract Signatory, or Grantee System Administrator.
7.1.3. Select the Name of the contract in the status of “Contract Info Requested (PM)” from the Tasks list.

**Important Note:** You can work on any contract within your organization (even ones not specifically assigned to you) if you have the Grantee, Grantee System Administrator or Grantee Contract Signatory role in the Grants Gateway System. Please see Section 11 of this document which describes how to search for a contract.

The system will display the **Contract Main Page** where you can review contract related information such as:
- Contract Properties
- Period Financial Summary
- Period Reports
Note: Please refer to Section: 13 of this document to understand the Period Schedule Report.
Application Reports (only for competitive grant opportunities)
7.1.4. Edit the required contract information by selecting the appropriate option in the Forms Menu and adding/editing the forms as requested by the State Agency user. Items that can be edited include:

- Program Information
- Budget Forms
- Work Plan
- Post-Submission Uploads

7.1.5. The Grantee Document Folder (located at the bottom of the Forms Menu in File Folder(s) section) can be used to upload any contract related document(s), if requested by the State.

7.1.5.1. Follow the instructions on the screen to upload a document to this folder.
7.1.5.2. To upload more than one document to this folder, click on the ADD button located in the blue ribbon at top of the screen.

7.1.5.3. To delete a document from Grantee Document Folder, select the DELETE checkbox next to the file and click on the SAVE button located in the blue ribbon at top of the screen.
7.1.6. At the bottom of the Forms Menu, you will be able to see contract related forms such as:

Contract Versions: This section will be updated once the approval process begins in the Grants Gateway. For instance, a version that is signed by the Grantee Contract Signatory will be stored as a PDF file and displayed here.

Contract Preview: In this section, the system will display all the current (real time) contract related information in a preview of the Master Grant Contract.
7.1.7. The Add Notes tool in the grants gateway is a very useful tool. You can use this tool to attach a note to any of the forms for your own use (think of it as a “post-it” note). Please refer to Section 9 of this document for instructions on how to add a note to forms.

7.1.8. Once the contract is ready to be reviewed, the Grantee, Grantee Contract Signatory or Grantee System Administrator can submit the contract back to the Program Manager for review by changing the contract status to “Contract Information Submitted” located in the Status Changes.
8. **Contract Approval Process**

Once the contract has passed through the Contract Development loop (Program Manager Review, Contract Manager Review, and Internal Review, if applicable) in the Grants Gateway, the contract approval process can begin. The Contract Manager has reviewed the contract and has determined that there are no more changes needed. The Contract Manager has changed the status to “**Grantee Contract Signature Required**” to obtain the grantee’s signature.

8.1. Log in to the Grants Gateway with your Grantee Contract Signatory or Grantee System Administrator credentials.

(Note: To add a Grantee Contract Signatory or Grantee System Administrator for the contract please follow the Add/Edit People process shown in Section 10.)
8.2. Click on Open Tasks button located under My Tasks to view available task(s).

8.2.1. Select the name of the contract in the status of “Grantee Contract Signature Required” in the tasks list.

**Important Note:** You can sign any contract within your organization if you have the role of Grantee System Administrator or Grantee Contract Signatory in the Grants Gateway System, even if it’s not assigned to you. Please see Section 11 of this document on how to search for a contract.
8.3. The system will display the Contract Main Page where you can see contract related information such as:

- Contract Properties
- Period Financial Summary
- Period Reports
- Application Reports (only for competitive grant opportunities)
8.3.1. Before signing the contract make sure to review all the forms on the forms menu.
Note: During the “Grantee Contract Signature Required” stage, you will not be able to edit any information on any of the forms listed on forms menu. If you need to make any changes to the contract at this stage, you will have to change the contract status to “Contract Manager Review” using the Status Changes Tool. This will push the contract back into the Contract Development loop.

8.3.2. To preview the unsigned version of the contract, go to Forms Menu -> Contract -> Contract Versions.

8.3.3. Click on the File Link next to Unsigned Contract to review the contract.
Note: It is the grantee’s responsibility to review the entire contract before signing it as it might have changed during the contract development process.
8.4. You can sign the contract by going to Status Changes and applying the status of “Grantee Contract Signature Complete”.
8.4.1. Prior to final submission, you will need to certify the agreement as stated. Please read the paragraph closely and click on I AGREE. If you select I DO NOT AGREE, your contract will not be signed and submitted back to the granting State agency. Click I AGREE to sign the contract. This will change the contract status to “Contract Package Validation” and will create a task for Contract Manager.

8.4.2. To view the signed copy of the contract, go to Forms Menu -> Contract -> Contract Versions.
8.4.2.1. Click on the File Link next to Grantee Signed Contract to view the signed contract.
9. Notes Tool

The Notes Tool is a convenient way to manage discussion or direction regarding changes to contract information during the development process.

9.1. To add a note to any of the contract forms, click on the form name, for example, if you want to add a note to the Personal Services – Salary form in the budget section, click on that form.

9.1.1. The system will display the Personal Services – Salary screen. Click on the Add Note button located at top of the screen in the blue ribbon.
9.1.2. The system will display a dialog box. Click on the Add A New Note button to add a note to this form.

9.1.3. Enter a Subject and Message. At the bottom of this box you can select All/None to indicate who should be allowed to see this note. **Please be aware, if a user’s name is not listed here they will NOT be able to see your note.** In that case, please contact the person directly via email or phone.

9.1.4. Save your note to allow it to be seen by selected users; Cancel the note if you have decided not to keep it. When finished, click on the Close Notes button located at the bottom of the note box.
9.1.4.1. Any form which has note attached to it will show a pad and pen symbol next to that form in the Forms Menu.

9.1.5. To see an existing note on any form in the Forms Menu, click on the name of the form in the Forms Menu, and click on the Show Notes button located on at top of the page in the blue ribbon. The system will display the notes box. Click on the Subject of the note to view that particular note.

9.1.5.1. If you have created the note, the system will give you an option to edit it. Click on the Edit button to edit any particular note. Once you are done editing click the Save button to save the changes.
9.1.6. You can add more than one note to a form by clicking Add A New Note and saving it.
10. Add/Edit People Tool

The Grantee can add other people from his/her organization to the contract to sign or review it by using the Add/Edit People tool located in Management Tools on the Contract Main Page. If you add a Contract Signatory to Sign a Contract, the moment you add them, it will become a task for that person and will be displayed in their task box.

10.1. Click the Add/Edit People Link in the Management Tools Menu.

10.2. A list of users in your organization will appear. You can add users by selecting the check box next to their name and selecting the Save button at the top of the page.
11. Search Contracts Tool

You can search the online contract(s) for your organization at any time, even if you are not assigned to them.

11.1. Log in to the Grants Gateway using your Credentials.

11.2. Click on the Contracts link located at the top of Home screen.

11.2.1. You can search the contract by using one or more search criteria on the Contract screen.
Contracts

Use the search functionality below to locate a contract(s)

Search Contracts
Use the search criteria below, then select the Search button:

Grant Opportunity Name
Grant Opportunity ID

Current Contract Status
- SELECT -
-OR -

Contract Status
- SELECT -

Contract Type
- SELECT -

Type of Vendor
- SELECT -

Contract Number

Contract Term
- From
- To

Contract Period Number

Contract Period
- From
- To

Search  Clear
12. Tasks Tool

You can use this tool to generate a list of tasks within your organization at any point in time. This tool is very helpful when you have to work on tasks that were not assigned to you originally. You can also use this tool to monitor contracts and who they are assigned to at any time during the contract development and approval process.

12.1. Log in to Grants Gateway using your Credentials.

12.2. Click on the Tasks link located at the top of Home screen.
12.3. You can search the task(s) by using one or more search criteria on the Task List screen.
13. Understanding the Period Schedule Report

The Schedule Reports are tools in the Grants Gateway designed to assist with timely completion of contracting tasks. The Schedule Report details the contract’s progress through contract development and approval. Users can review the extent to which the overall schedule is on track (Remaining Scheduled Days). Users can review overall progress against each schedule stage (Remaining Days). Users can also review a step-by-step status history for the transaction.

![Schedule Report Image]

1. Current Contract Status: The status of the contract when report was run
2. Current Contract Period: The contract period when the report was run
3. Remaining Schedule days: Days remaining for the overall schedule (Total Schedule Days minus Total Actual Days)
4. Remaining Days: Days remaining for each individual status
5. Total Actual Days: Total actual days in which Contract Development and Approval process was complete
6. Total Schedule Days: Total days scheduled for the Contract Development and Approval Process
7. Grants Gateway role responsible for each corresponding status

Example: In the report above, the status of Program Manager Review was scheduled to be completed by the Program Manager in 7 days. However the Program Manager completed their work in 5 days and had 2 days remaining. Similarly, the Grantee was scheduled to complete their work in the status of Contract Information Requested (PM) in 5 days. However, they completed their work in 6 days which means they were 1 day behind. From an individual standpoint, one status was over in days, and one was under. From an overall standpoint, for those two statuses, the net result is one day ahead. In order for the schedule report to be effective, users must consider both the number of days assigned to their individual status (task) and the number of days provided by the overall schedule.

Where one or more users exceed the number of days assigned to their individual status, the contract will be late if others do not recover the balance.

For this reason, the Schedule Report tracks both Status Remaining Days and Remaining (Total) Scheduled Days.
## Period 1  Current Status: Grantee Signature Required

### Remaining Schedule Days: 37

#### Contract Development:

<table>
<thead>
<tr>
<th>Status</th>
<th>Role</th>
<th>Scheduled Days</th>
<th>Actual Days</th>
<th>Remaining Days</th>
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<td>0</td>
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<td>Program Manager</td>
<td>2</td>
<td>2</td>
<td>0</td>
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<td></td>
<td><strong>13</strong></td>
<td><strong>17</strong></td>
<td></td>
</tr>
</tbody>
</table>
14. Tools Available

14.1. Grants Reform Website

The Grants Reform Initiative website can be found at www.grantsreform.ny.gov

14.1.1. By clicking on the “Grantees” tab at the top of the page you can find numerous Quick Links on the left side of the page for information and samples that you will need to complete the process.
14.1.2. Video tutorials showing step by step directions for completing a document vault and completing and submitting an application are available on the Videos tab and on our YouTube channel.

14.2. You will also find several training materials within the Grants Gateway itself. Log in to Grants Gateway and click on the Training Materials link in the top black ribbon.
15. Helpful Information/Links

- Manuals, guides, FAQs, policies, and more:  
  www.grantsreform.ny.gov/grantees

- Grants Reform on YouTube:  
  http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA

- Grants Reform Team  
  Grantsreform@budget.ny.gov  
  (Application, Policy, and Registration questions)

- www.grantsgateway.ny.gov

  Within the Grants Gateway:
  - Training materials
  - Show help

- For technical assistance, you can contact our Grants Gateway’s Help Desk at  
  1-800-820-1890, or via Email at helpdesk@agatesoftware.com, Monday thru Friday 8am to 8pm.

- Questions regarding specific opportunities or applications should be directed to your funding agency.