Grants Gateway: Vendor User Guide

NEW YORK STATE OF OPPORTUNITY. | Office of Information Technology Services

Version 2.1 11/13/18

Grants Gateway Help and Information

New York State Grants Gateway Help Desk

Phone: 518-474-5595

Email: grantsgateway@its.ny.gov

Grants Management Website: https://grantsmanagement.ny.gov

Grants Gateway Website: https://grantsgateway.ny.gov

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1. Grant Opportunity Portal

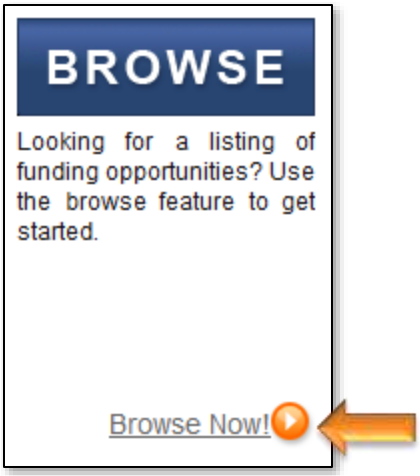
The Grant Opportunity Portal provides a one-stop shop for anyone interested in locating grant funding opportunities with State agencies. Anyone can access the Grant Opportunity Portal. You do not need to be registered with the Grants Gateway to view anticipated and available grant opportunities. The following pages provide detailed information on how to use the Grant Opportunity Portal to view grant opportunities.

1.1 Browse

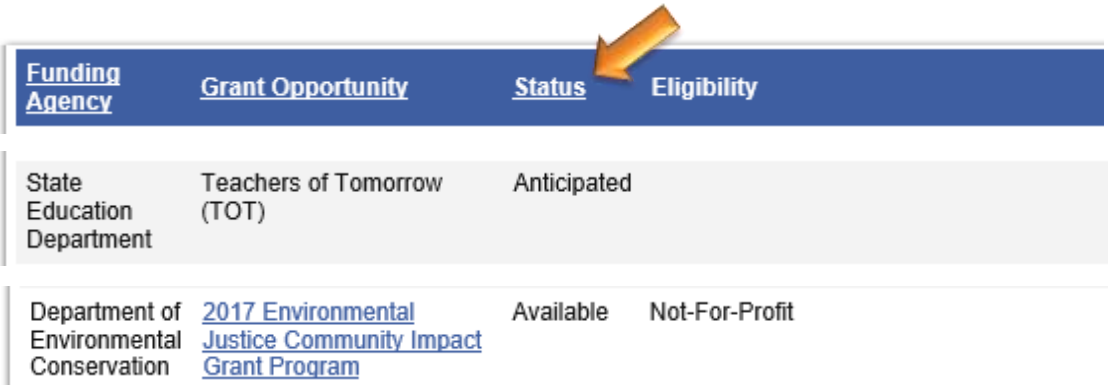
Browsing for opportunities in the Grant Opportunity Portal is a quick and easy way to see what types of available and anticipated funding opportunities have been posted by State agencies.

Browse by doing the following:

Click the Browse Now! Link on the portal home page.



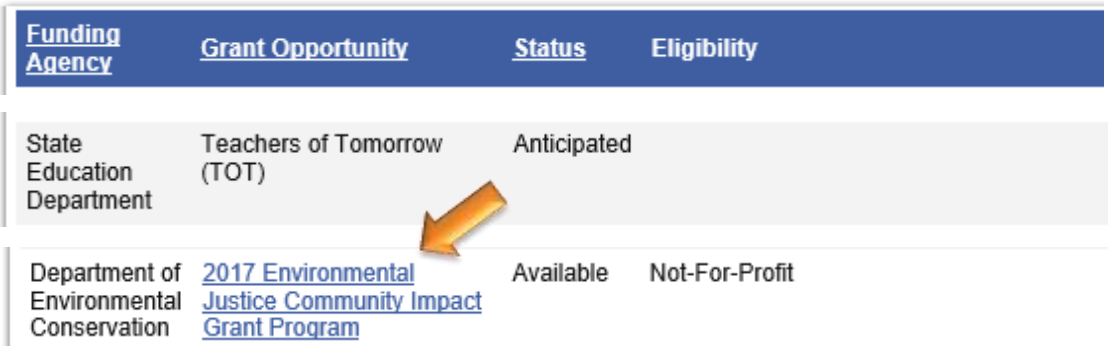
Click on a column header link, such as Status, to sort the list by that column.



Funding Agency	Grant Opportunity	Status	Eligibility
State Education Department	Teachers of Tomorrow (TOT)	Anticipated	
Department of Environmental Conservation	2017 Environmental Justice Community Impact Grant Program	Available	Not-For-Profit

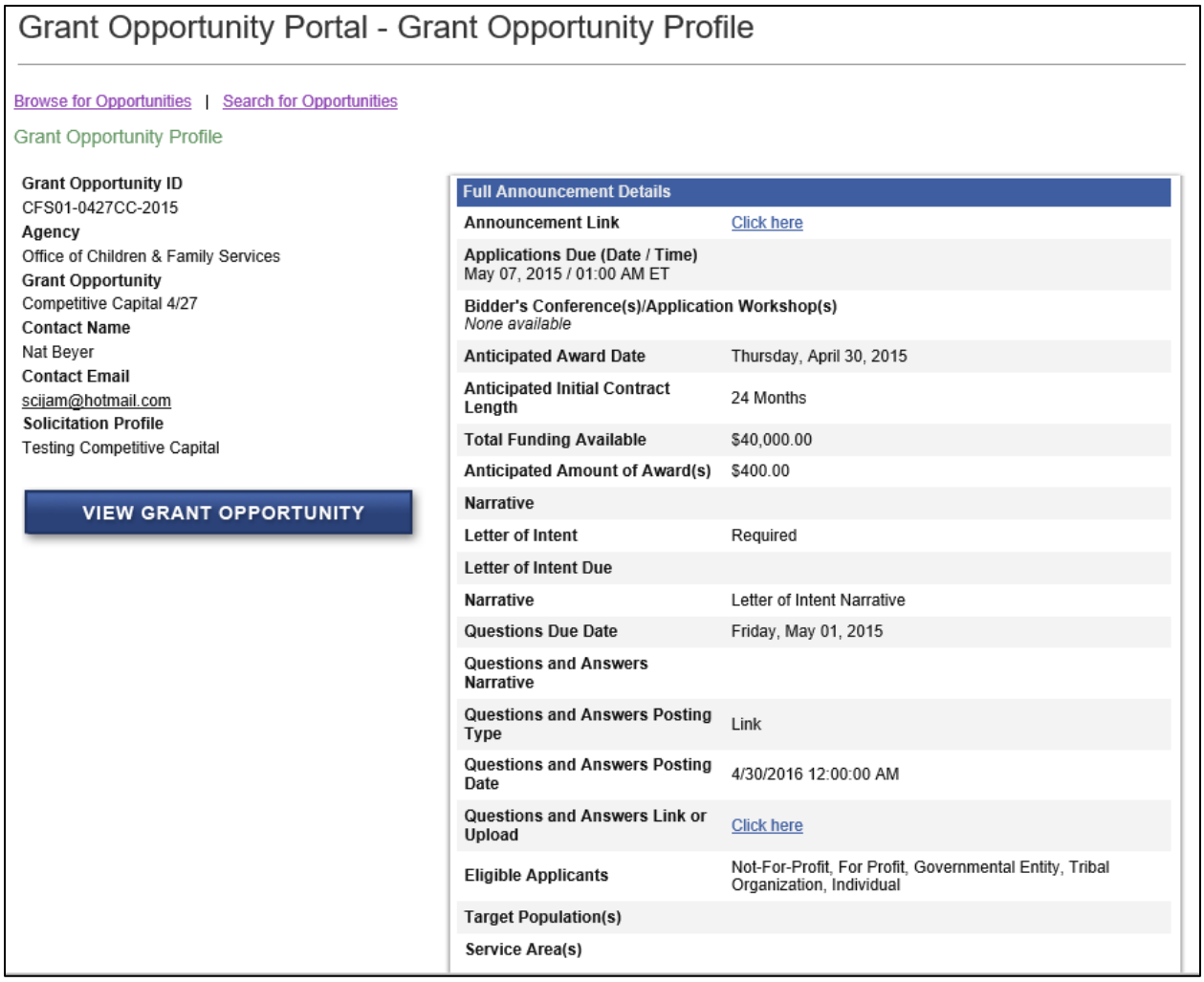
1.1.1 Grant Opportunity Profile

Click the Grant Opportunity name to view the Grant Opportunity Profile.



Funding Agency	Grant Opportunity	Status	Eligibility
State Education Department	Teachers of Tomorrow (TOT)	Anticipated	
Department of Environmental Conservation	2017 Environmental Justice Community Impact Grant Program	Available	Not-For-Profit

This displays a high-level overview of the grant opportunity. In order to see the full solicitation for the opportunity (either PDF or a link to it), click on “View Grant Opportunity.”



Grant Opportunity Portal - Grant Opportunity Profile

Browse for Opportunities | Search for Opportunities

Grant Opportunity Profile

Grant Opportunity ID
CFS01-0427CC-2015
Agency
Office of Children & Family Services
Grant Opportunity
Competitive Capital 4/27
Contact Name
Nat Beyer
Contact Email
scijam@hotmail.com
Solicitation Profile
Testing Competitive Capital

VIEW GRANT OPPORTUNITY

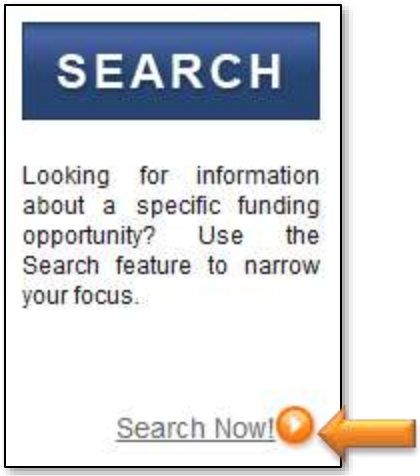
Full Announcement Details	
Announcement Link	Click here
Applications Due (Date / Time) May 07, 2015 / 01:00 AM ET	
Bidder's Conference(s)/Application Workshop(s) *None available*	
Anticipated Award Date	Thursday, April 30, 2015
Anticipated Initial Contract Length	24 Months
Total Funding Available	$40,000.00
Anticipated Amount of Award(s)	$400.00
Narrative	
Letter of Intent	Required
Letter of Intent Due	
Narrative	Letter of Intent Narrative
Questions Due Date	Friday, May 01, 2015
Questions and Answers Narrative	
Questions and Answers Posting Type	Link
Questions and Answers Posting Date	4/30/2016 12:00:00 AM
Questions and Answers Link or Upload	Click here
Eligible Applicants	Not-For-Profit, For Profit, Governmental Entity, Tribal Organization, Individual
Target Population(s)	
Service Area(s)	

1.2 Search

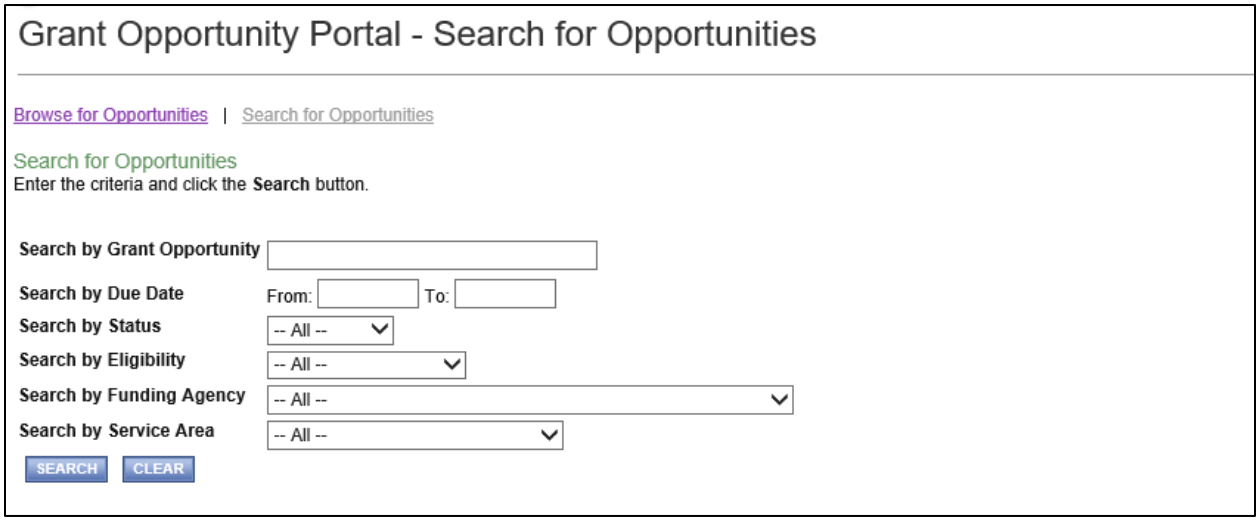
It is also possible to search the Grant Opportunities Portal to locate specific opportunities or opportunities posted by specific funding agencies.

Search by doing the following:

Click the Search Now! Link on the portal home page.



Enter information in the search fields to narrow your results.



Select the [SEARCH] button.

The search results will then appear. Click on the Grant Opportunity Name and follow the directions in section 1.1.1 to view the Grant Opportunity Profile.

1.3 Notification

Individuals can sign up to be notified of grant opportunities that are of interest to them.

In order to sign up for notifications:

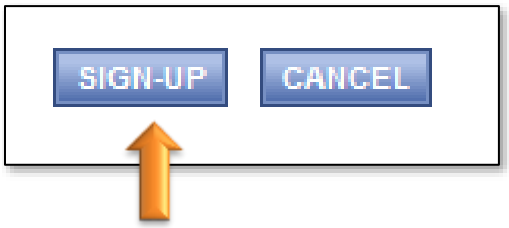
Click the Sign-up Now! Link on the portal home page.

Enter your information in the required fields.

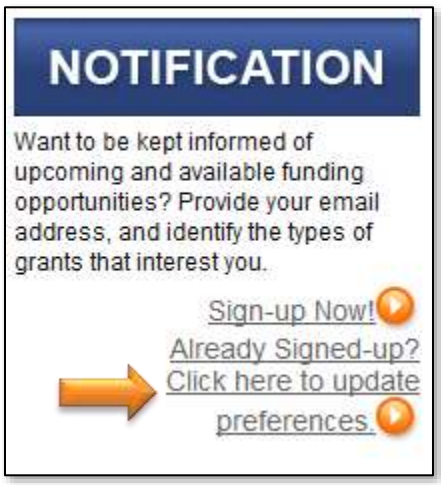
> NOTE: Required fields are marked with an *.

Click the check box next to your service area or areas of preference. Individuals will be notified via email whenever a State Agency posts a grant that falls under the chosen service area.

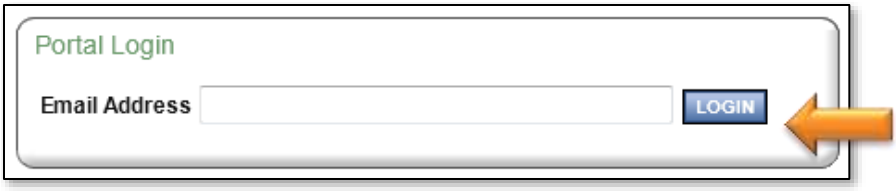
Select the [SIGN-UP] button.



To modify which service areas a user receives notification emails for, click on the “Already Signed-up? Click here to update preferences” link.



Enter your email address and select the [Login] button.

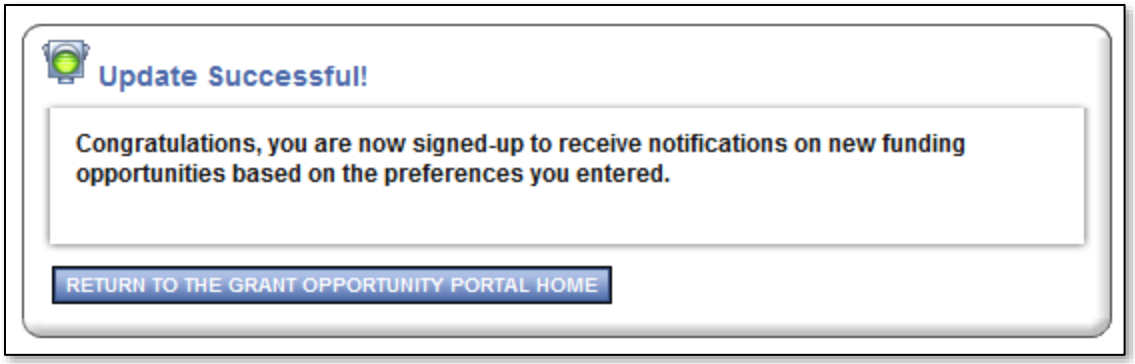


Make changes to your preferences:

Note: To unsubscribe completely and no longer received any emails, choose Un-subscribe.

Select the Update preferences button.

The message below will appear on the screen:

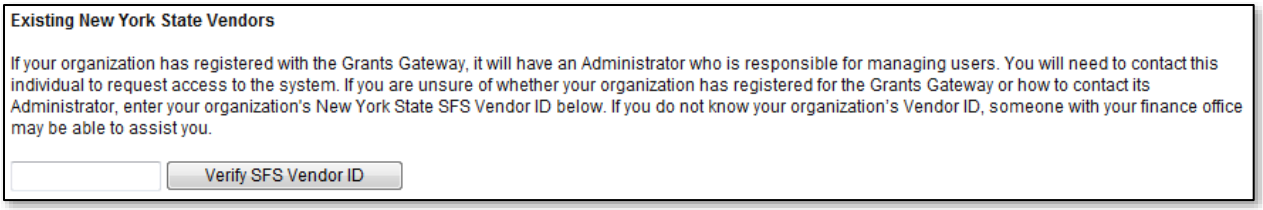


1.4 Registration

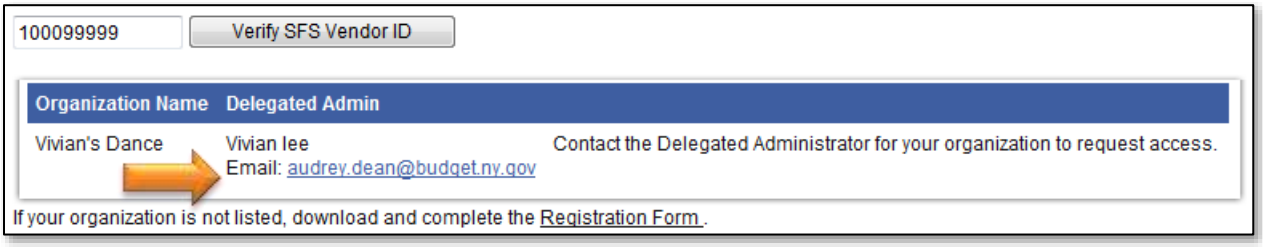
To register an organization, Click on the Request Access Now! Link:

If you have already received a Grants Gateway username and password via email click the Click here to login link. See section 1.4.1 Logging into the Grants Gateway for further information.

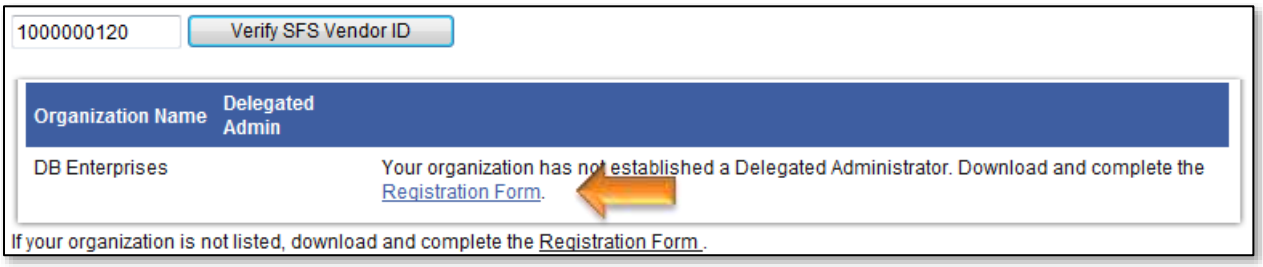
To find out if your organization is already registered in the Grants Gateway, enter your organization's 10 digit Statewide Financial System (SFS) Vendor ID and select the Verify SFS Vendor ID button. If you don't know your SFS Vendor ID, check with your finance office.



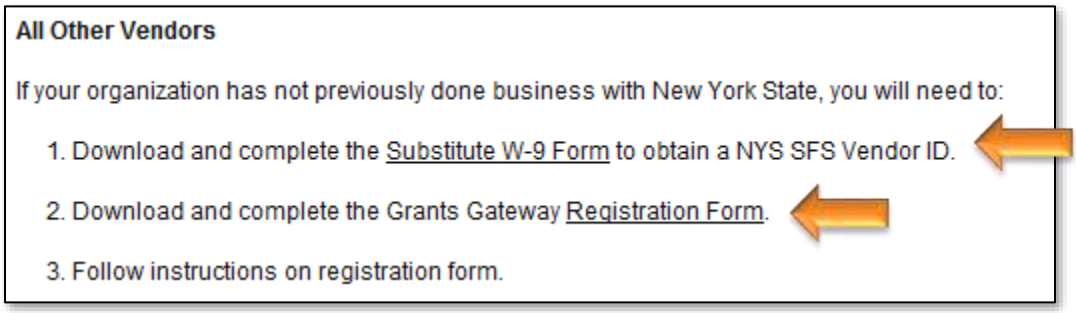
If your organization has registered you will see your Organization Name and the name and email address of the person who has been assigned as the Grantee Delegated Administrator. Click on the Email link to contact the Grantee Delegated Administrator and request that they give you access to the Grants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



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



If your organization does not have a SFS number with NYS click on both the Substitute W-9 Form and Registration Form links. Download and complete both forms and follow all instructions included on the Registration Form, including attaching an organization chart to your submission.



Once your registration has been processed the individuals that were identified as Delegated Administrators on your Registration Form will receive two emails, one with their username and one with their password. See 1.4.1 Logging into the Grants Gateway for further information.

Helpful Hints for filling out the Registration Form:

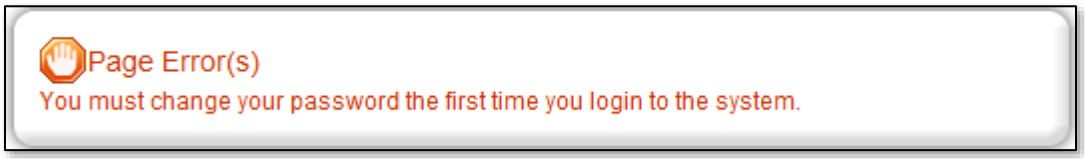
- The form must be printed out and signed by the head of the organization. Only original documents will be accepted (no copies).
- The form must be notarized. The notary must complete each box in “The Acknowledgement to be completed by a Notary Public“ section, sign and stamp it.
- The form must be accompanied by an organization chart showing the head of the organization, organization member names, and titles
- If the organization does not have an SFS ID, a substitute W-9 must accompany the form. The Grants Management staff will request a SFS ID for the organization. This process takes 3 – 5 business days.
- Please allow 5 – 10 business days for your entire registration to be complete once all completed, accurate materials have been delivered to the Grants Management office.

1.4.1 Logging into the Grants Gateway

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

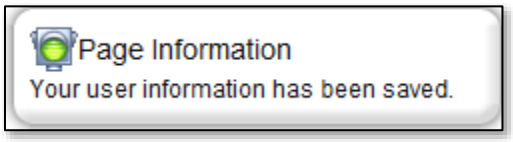
The first time you login, (and every three months thereafter) to the Grants Gateway you will be prompted to change your password.



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.

Click the [SAVE] button on the menu tab.

You will get a “Page Information” confirmation after the save is complete.



2. Delegated Administrator – Maintaining User Accounts

2.1 Grantee Roles

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:

- Create User Accounts
- Maintain User Accounts
- Inactivate User Accounts
- Create, maintain, update, and submit the Document Vault
- View applications, contracts, documents, reports, and statuses

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
- Complete contract development activities (updating workplan and budget)
- Initiate payment and modification requests
- Submit modification requests
- Initiate, complete and submit progress reports
- Create, maintain, and update the Document Vault

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
- Complete contract development activities (updating workplan and budget)
- Sign contracts
- Initiate, complete and submit modification requests
- Initiate payment requests

- Initiate, edit, and submit progress reports

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
- Complete contract development activities (updating workplan and budget)
- Initiate, complete, and submit payment requests
- Initiate, complete and submit progress reports

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:

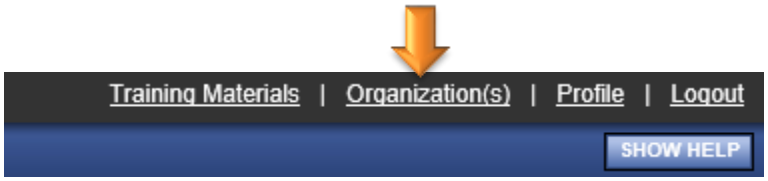
- Initiate, complete and submit applications
- Complete contract development activities (updating workplan and budget)
- Sign contracts
- Initiate, complete, and submit modification requests
- Initiate and complete payment requests
- Initiate, complete and submit progress reports

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.

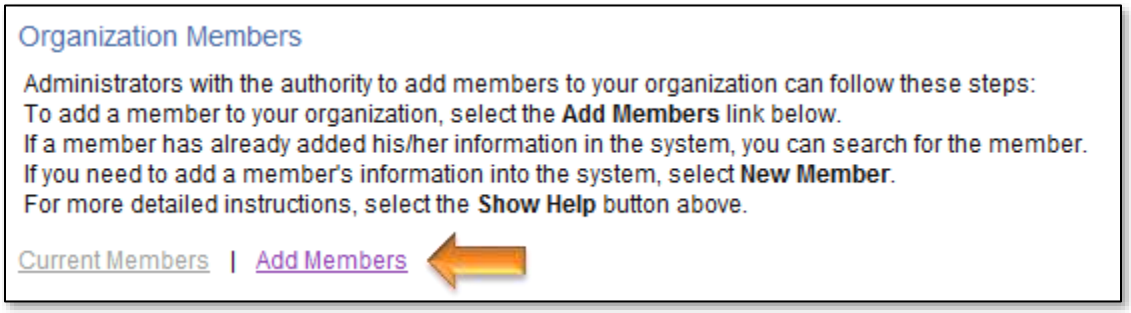
2.2 Create User Accounts

> 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.

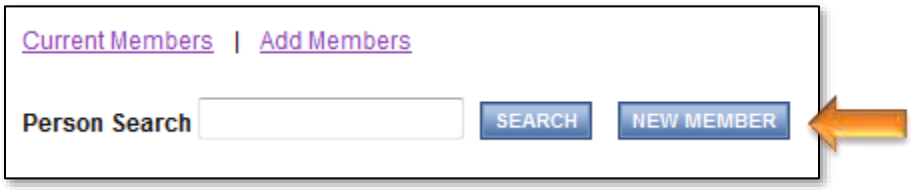
Click the Organization(s) link on the home page.



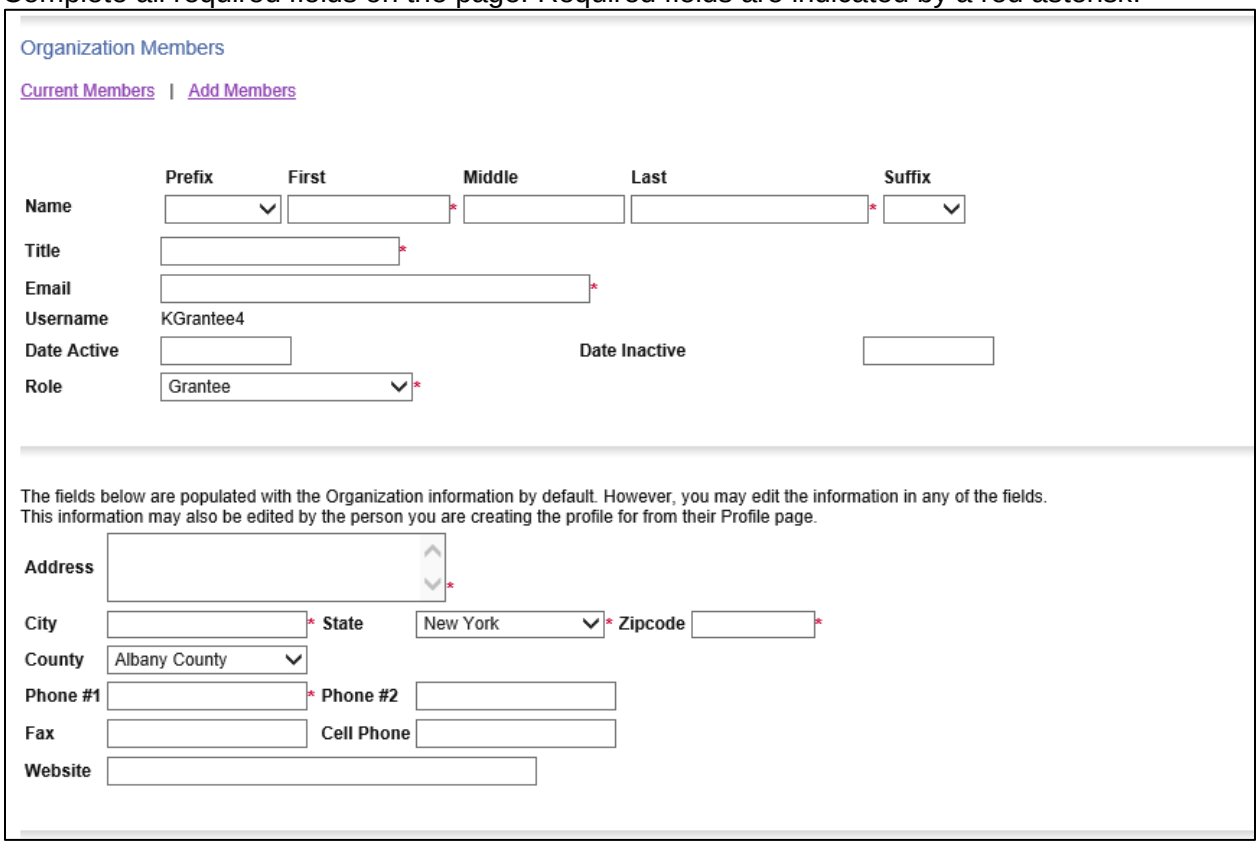
Click the Add Members link.



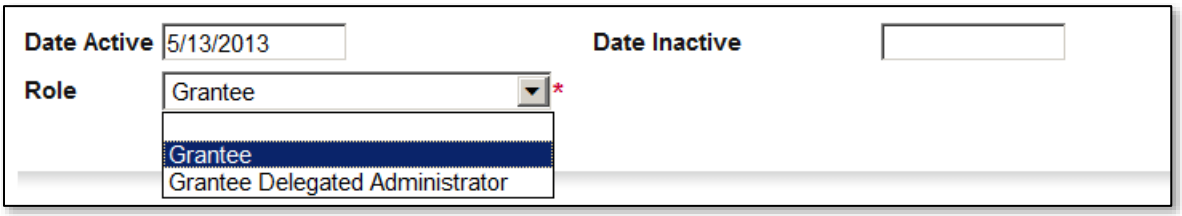
Select the [NEW MEMBER] button.



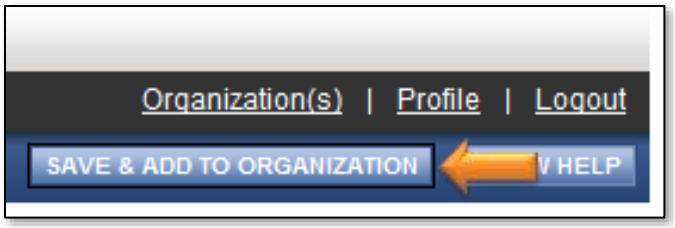
Complete all required fields on the page. Required fields are indicated by a red asterisk.



Select the appropriate role for the user you are adding. The Date Active will be prepopulated with the date you are completing the form. Do not complete the Date Inactive unless you want to have an end date for the person's access.



Select the [SAVE & ADD TO ORGANIZATION] button to complete the process.

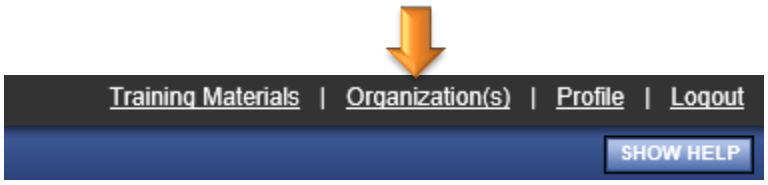


The new user will receive two separate emails from the Grants Gateway: One email will contain the username and the other will contain the password.

2.3 Modify User Accounts

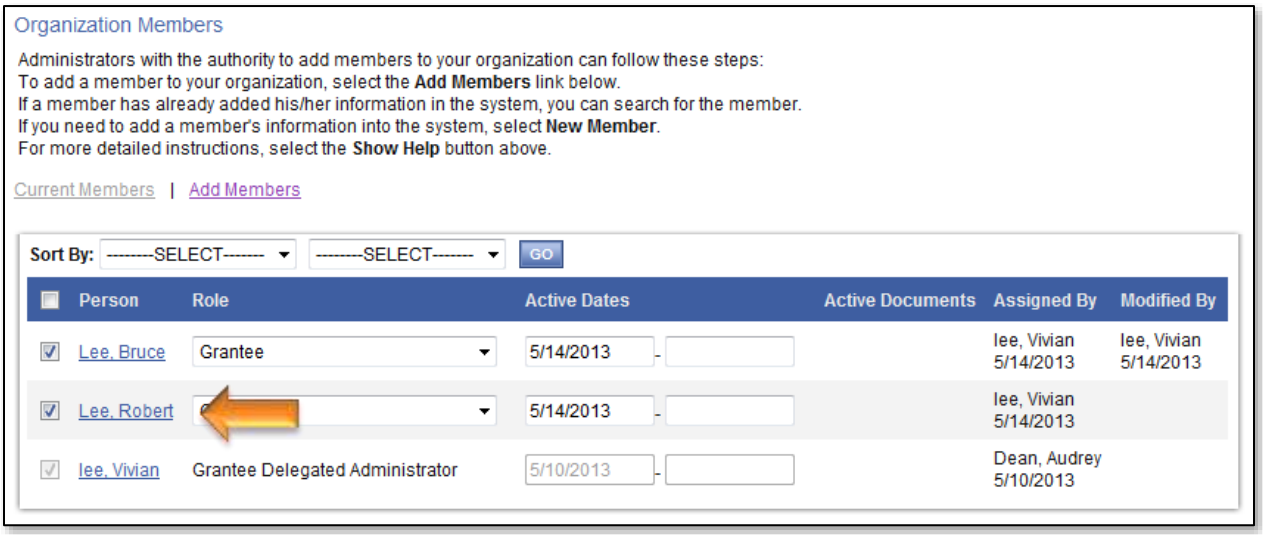
> Note: All users in the system are able to update their profile information with the exception of their role. It is recommended that the Delegated Administrator do a periodic review of user accounts to ensure that the information within the system is accurate.

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



Click on the Organization Members link.

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



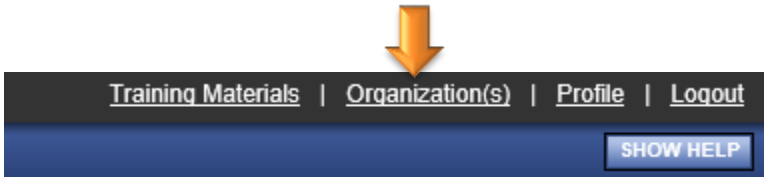
Modify the user's address/contact information as appropriate and click the SAVE button.

Do not change a user's role. Please see Section 2.5 of this document for information on managing roles.

2.4 Inactivate 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.

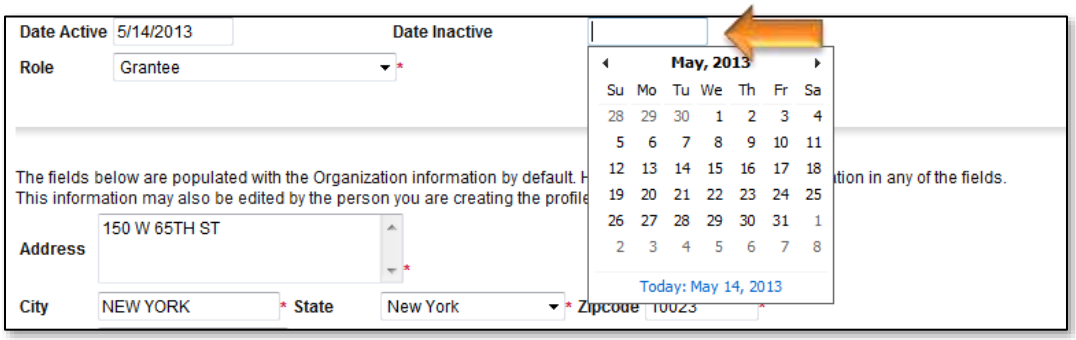
Click the Organization(s) link on the home page



Click on the Organization Members link.

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

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



2.5 Manage Roles

Refer to section 2.1 Grantee Roles of this manual for a list of Grantee 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. This means users may have more than one role in the Grants Gateway for different functions.

Delegated Administrators should create new roles for users when they need one in order to do different functions in the system. Please refer to section 2.2 for instruction on how to create new roles.

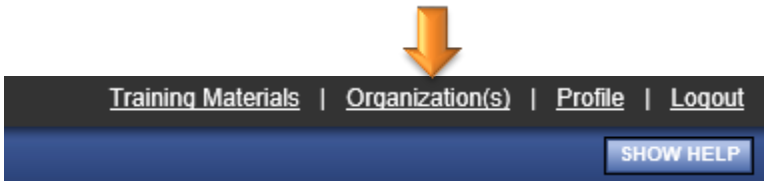
3. Creating and Maintaining Organization Information

Once users are added in the system, the Organization Information page should be completed.

3.1 Organization Information Page

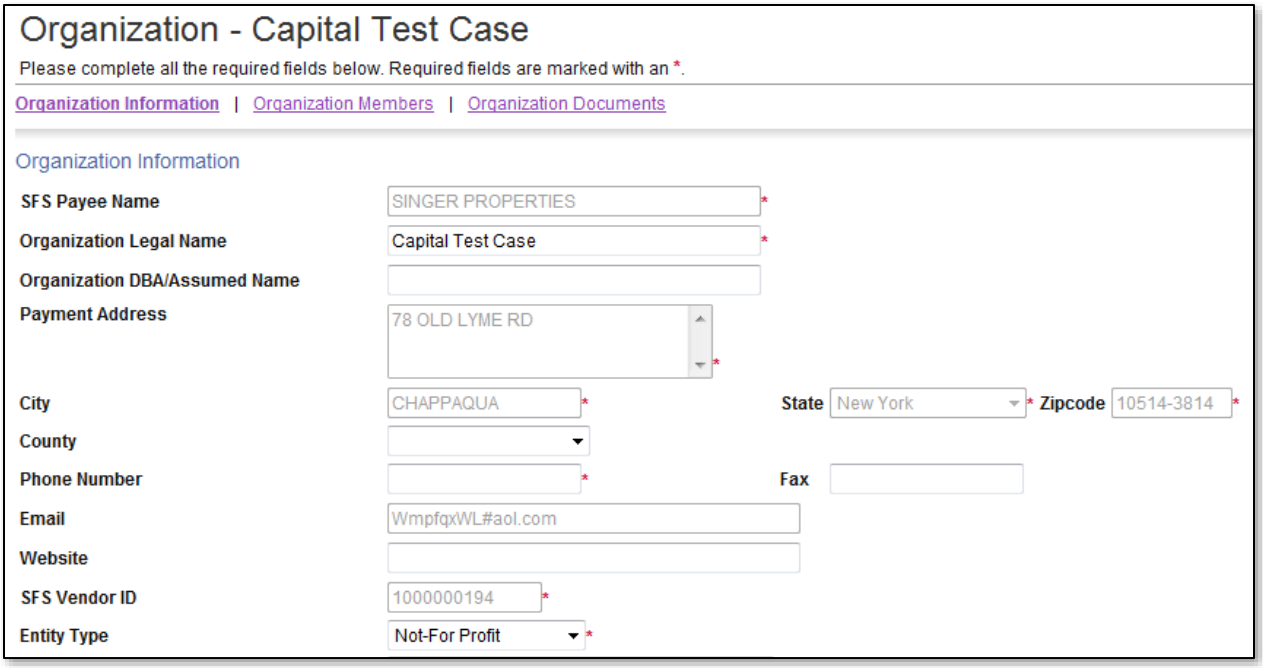
To populate the Organization Information page:

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

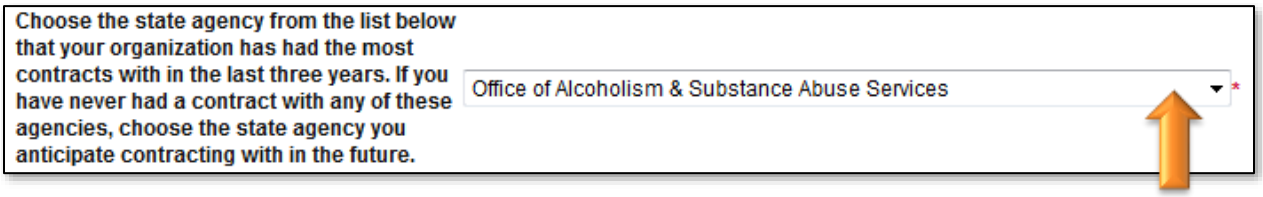


On the Organization Information page there are a number of data elements that are imported from the Statewide Financial System (SFS). These data elements are grayed out and cannot be updated in the Grants Gateway. If this information is inaccurate you must change it in SFS and it will be imported into the Grants Gateway after it is processed.

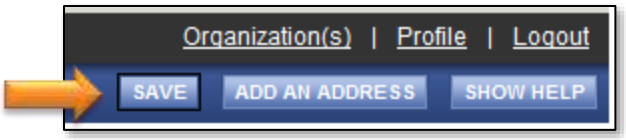
Complete the blank fields (required fields are indicated by *).



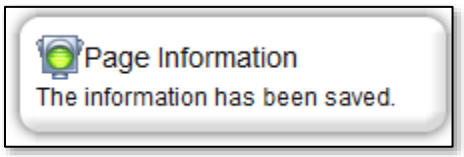
You will be asked to select the agency that your organization has done the most business with (greatest number of contracts) in the last 3 years. If your organization has not had a contract with a State agency select the one you anticipate contracting with.



Click the [SAVE] button.



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

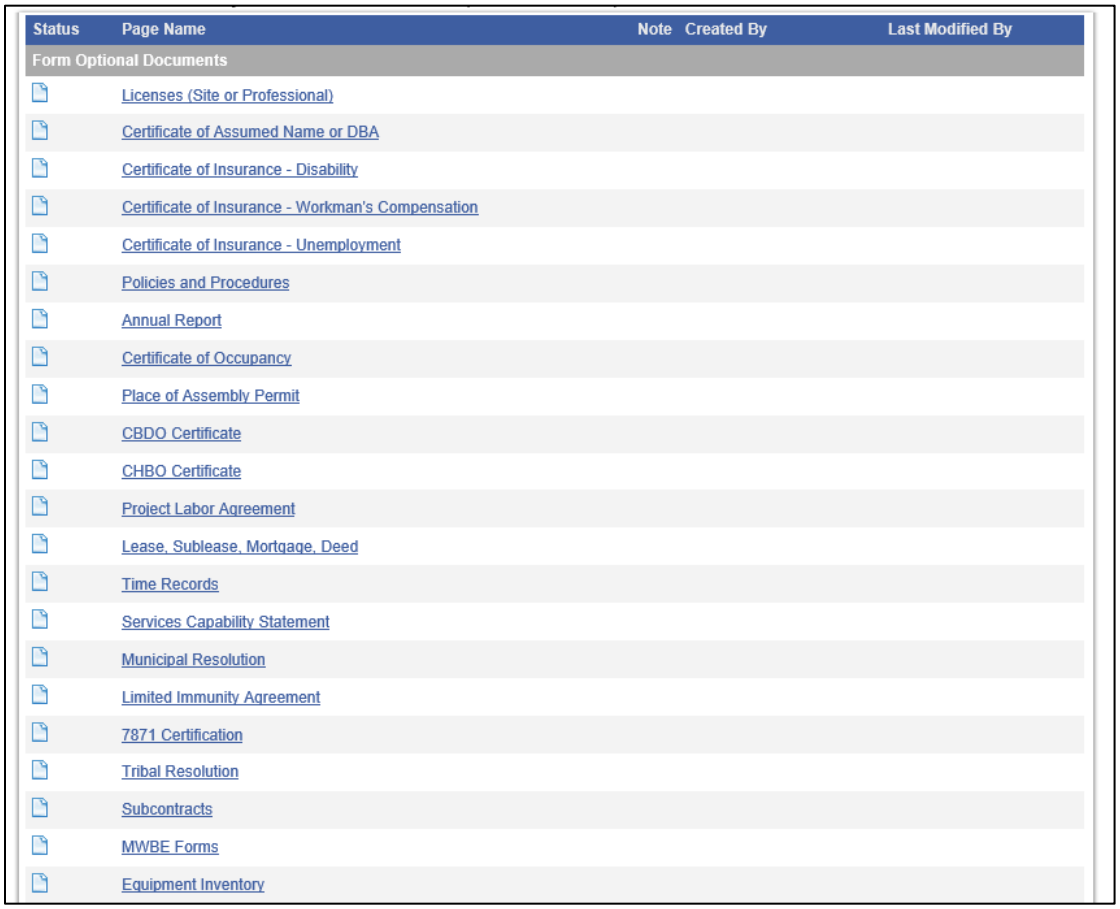


Once you have selected the State agency the Document Vault tab will be available on the menu bar. Click the Document Vault link to begin the process of submitting information for State Agency review.

3.2 Create a Document Vault

3.2.1 Government, Individual, Tribal Nation, and For-Profit Organizations

For Government, Individual, Tribal Nation, and For-profit organizations, the document vault consists of a number of optional documents. This is where organizations can upload any documents they would like to store in the Document Vault.



Status	Page Name	Note	Created By	Last Modified By
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			
	Certificate of Occupancy			
	Place of Assembly Permit			
	CBDO Certificate			
	CHBO Certificate			
	Project Labor Agreement			
	Lease, Sublease, Mortgage, Deed			
	Time Records			
	Services Capability Statement			
	Municipal Resolution			
	Limited Immunity Agreement			
	7871 Certification			
	Tribal Resolution			
	Subcontracts			
	MWBE Forms			
	Equipment Inventory			

Once a document vault has been established for a Government, Individual, Tribal Nation, or For-profit organization, users can upload documents that they want to store in their document vaults.

3.2.2 Nonprofit Organizations

For nonprofit organizations, the document vault consists of a number of required forms and required documents, as well as a section for optional documents. This is where organizations will complete their prequalification application.

4. Nonprofit Prequalification

4.1 Document Vault Statuses

NFP Prequalification Exempt

The Nonprofit vendor is exempt from the prequalification requirement. See section 4.2 for more information about prequalification exemption.

Document Vault Initialized

The Document Vault has been created. This is the status the document vault is in both prior to completing the organization information page and when it is ready for a Not-for-Profit grantee to complete the prequalification application for the first time.

Document Vault Available

The Document Vault has been created. This is the status the document vault is in for Government, For-Profit, Individual, and Tribal Nation Organizations once it has been created. It will remain in this status. No other changes will occur.

Document Vault in Review

The Document Vault has been filled out (or updated) and submitted by the vendor. This is the status where the state is reviewing the prequalification application.

Document Vault Modifications Required

The Document Vault has been reviewed by the State Prequalification Specialist and has been returned to the vendor for additional, information and/or changes.

Document Vault Open

The Document Vault is open for editing by the Vendor. This is a not prequalified status. Vendors are not able to compete for grants.

Document Vault Open for PQS Edits

The Document Vault has been opened by the Prequalification Specialist for editing (usually for fixing an incorrect date).

Document Vault Prequalified Open

The Document Vault is open for editing and is also in a prequalified status. This means that the vendor was proactive in opening their Document Vault to update the yearly expiring documents.

Document Vault Prequalified/In Review

The Document Vault is being reviewed by the State Prequalification Specialist and is also in a prequalified status. This means that the vendor was proactive in opening their Document Vault to update the yearly expiring document.

Document Vault Prequalified

The Document Vault is prequalified. The Document Vault is locked at this time. If the vendor wishes to make changes, they must open the Document Vault.

Document Vault Expired

The Document Vault is Expired. Key Documents that expire yearly are out of date. Vendors are not able to compete for grants.

Document Vault Not Prequalified

The Document Vault is not prequalified. Vendors are not able to compete for grants.

4.2 Prequalification Exemption

Although all nonprofit organizations seeking to do business with the State must register with the Grants Gateway, certain nonprofit organizations as defined on the Grants Management website are exempt from the requirement to prequalify. Exemption must be requested at time of registration for the Grants Gateway. Along with the Registration Form for Administrator, nonprofits seeking exemption must also submit a Prequalification Exemption Form with the required supporting documentation attached. Requests for exemption will be reviewed and, upon determining that supplied documentation is adequate, the organization will be issued a Grants Gateway status of NFP Prequalification Exempt. No further action will be required. Prequalification Exemption Request Forms are available along with the Registration Form for Administrator on the Grants Management website.

4.3 Required Forms

Please note that the following sections will demonstrate the technical side of how to apply for prequalification. For information about the content of the prequalification application, please see the vendor prequalification manual, located on the Grants Management website.

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

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

Populate all required information.

NOTE: Required fields are marked with an *.

ORGANIZATION CAPACITY

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

   ◉ Yes ○ No

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

   ○ Yes ○ No

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

   ○ Yes ○ No

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

After confirming that your document has been saved, scroll to the bottom of the screen and click the next document in the section.

Navigation Links

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

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

Navigation Links

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

4.3.1 Organization Capacity Form

A nonprofit vendor must demonstrate that it has the organizational capacity to operate a sound human services organization, undertake contracts and deliver services in a cost-effective manner.

Nonprofits are required to complete the form in its entirety. An error will display if the vendor tries to submit prequalification application without it being completed.

4.3.2 Organization Compliance Form

The nonprofit vendor must be able to present evidence that it has the appropriate legal structure in place to transact business in the State of New York. It must also demonstrate that it has all necessary licenses, certifications, accreditations, registrations and other documents verifying its ability to perform its primary services for which it may be seeking a contract.

Nonprofits are required to complete the form in its entirety. An error will display if the vendor tries to submit prequalification application without it being completed.

4.3.3 Organization Integrity Form

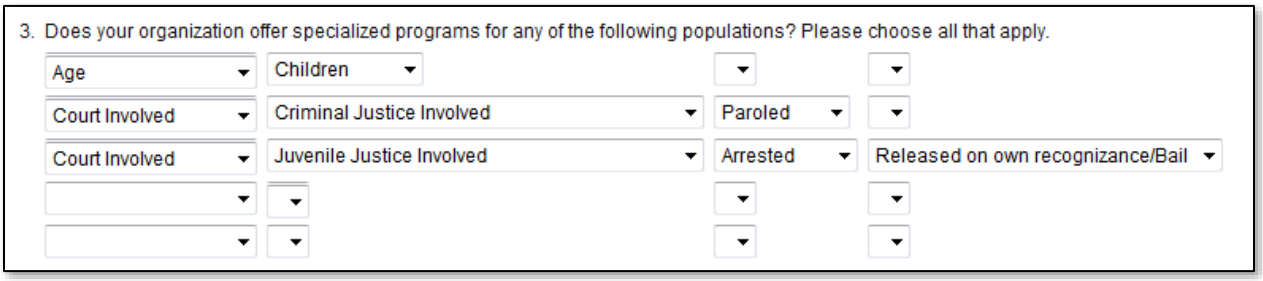
The Integrity questions pertain to matters of organizational and business ethics and many are drawn directly from the Vendor Responsibility Form, which is familiar to most nonprofits. They are structured in a simple yes or no format. “Yes” answers will, in most cases, invite further inquiry from the Prequalification Specialists or their supervisors within their State agency.

Nonprofits are required to complete the form in its entirety. An error will display if the vendor tries to submit prequalification application without it being completed.

4.3.4 Service Descriptors Form

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.



4.3.5 Service Capacity Form

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

Select Level 1*	Select Level 2*	Select Level 3*	Select Level 4 (if applicable)
Human Services	Service Area	Education Supports	Community Engagement

1. Does your organization currently have, or has it had in the past 5 years, contracts or grants to deliver services in the Service Area you chose above?* (Yes / No)

If yes:

Enter existing Contract/Grant ID number:	C012345
Grant Type:	Non-competitive
State Agency:	State Education Department
Funding source type:	State
State agency contact name:	John Smith
State agency contact title:	Independent Living Centers Manager
State agency contact phone number:	(518) 555-1212
State agency contact email address:	jsmith@mail.nysed.gov
Funded Program Name/Description:	Operation of an Independent Living Center
Contract start date:	10/01/2012
Contract end date:	09/30/2015
Total contract amount:	$100,000.00

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.

Select Level 1*	Select Level 2*	Select Level 3*	Select Level 4 (if applicable)
Human Services	Service Area	Education Supports	

1. Does your organization currently have, or has it had in the past 5 years, contracts or grants to deliver services in the Service Area you chose above?* (Yes / No)

2. Do key staff members employed by your organization have experience delivering the selected Service?* (Yes / No)

If yes:

Staff Member Name:	
Staff member title:	
Staff member email address:	
Staff member phone number:	

If you choose **no** to question number 2: you will be asked question number 3, which is:

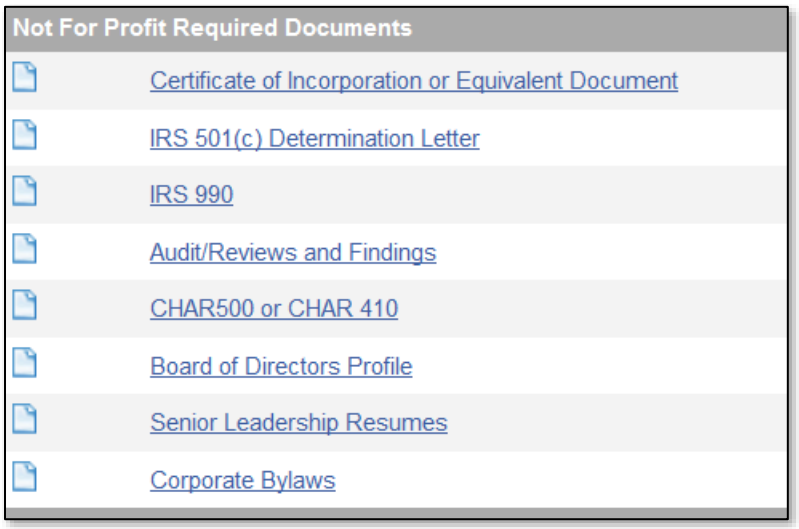
You have indicated that your organization has not had contracts or grants within the past five years and does not currently employ staff with experience to perform the selected Service. Do you wish to submit a Capability Statement that describes current programs offered and the rationale for launching 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.

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

4.4 Required Documents

There are a set of required document information to complete and upload. Please note that some documents 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.

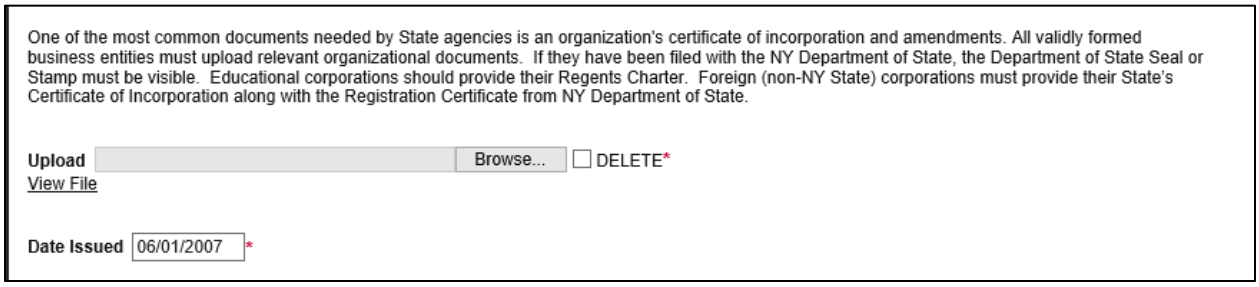


4.4.1 Certificate of Incorporation or Equivalent Document

Upload a copy of your certificate of incorporation, State Charter or equivalent document, depending on your organizational structure. Complete the date field with the date the document was issued.

Click Save.

To delete the upload, click on the delete box and click save. Please note that once a Document Vault has been submitted, vendors can no longer change or delete an upload.


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. If they have been filed with the NY Department of State, the Department of State Seal or Stamp must be visible. Educational corporations should provide their Regents Charter. Foreign (non-NY State) corporations must provide their State's Certificate of Incorporation along with the Registration Certificate from NY Department of State.

Upload Browse... DELETE*
View File

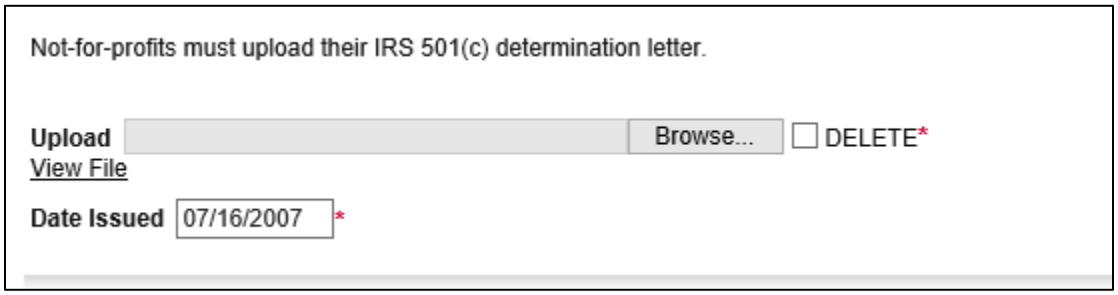
Date Issued 06/01/2007 *

4.4.2 IRS 501(c) Determination Letter

Upload a copy of IRS 501(c) determination letter. Complete the date field with the date the document was issued.

Click Save.

To delete the upload, click on the DELETE box and click save. Please note that once a Document Vault has been submitted, vendors can no longer change or delete an upload.

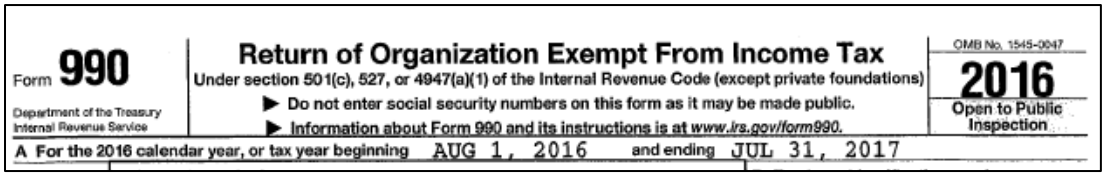

Not-for-profits must upload their IRS 501(c) determination letter.

Upload Browse... DELETE*
View File

Date Issued 07/16/2007 *

4.4.3 IRS 990

Upload a copy of the organization's most recent IRS Form 990. Identify the Tax Year Begin and the Tax Year End dates. Organization's Tax Year Begin and End dates can be found at the top of most recently filed IRS 990.

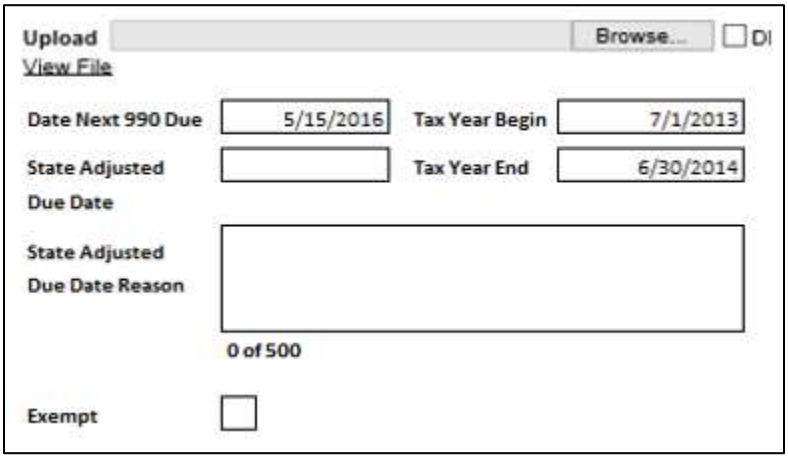

Form 990
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
▶ Do not enter social security numbers on this form as it may be made public.
▶ Information about Form 990 and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047
2016
Open to Public Inspection

A For the 2016 calendar year, or tax year beginning AUG 1, 2016 and ending JUL 31, 2017

Enter the Tax Year Begin and End dates on the IRS 990 form. The Date Next 990 Due will be automtically calculated based on the Tax Year End Date entered.



Nonprofits that are not required to file an IRS 990 must upload supporting documentation and/or a written statement explaining the basis for their exemption. When completing the upload, the nonprofit should enter the begin and end date of their most recently completed tax year.

All provided documentation will be evaluated by the State. Where supported, the Prequalification Specialist will mark the Exempt checkbox on the organization's behalf. Nonprofits do not have access to the Exempt checkbox.

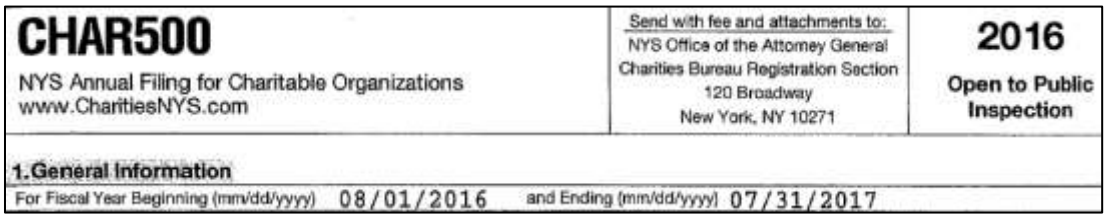
4.4.4 Audit/Reviews and Findings

Enter the begin and end date of the corresponding tax year. In most cases the current audit statement will cover the same period as the most recently filed IRS 990.

The form performs the same way as the IRS 990 form. See section4.4.3 for instructions on how to complete the form.

4.4.5 CHAR 500 or CHAR 410

When uploading the most currently filed CHAR 500, Tax Year Begin and End dates can be found at the top of the form. The form performs the same way as the IRS 990 form. See section4.4.3 for instructions on how to complete the form.



4.4.6 Board of Directors Profile

Upload a copy your Board Profile including the names of your board members, a brief profile of each one, stating their employer or affiliation, years on the board, office held and Committee participation.

4.4.7 Senior Leadership Resumes

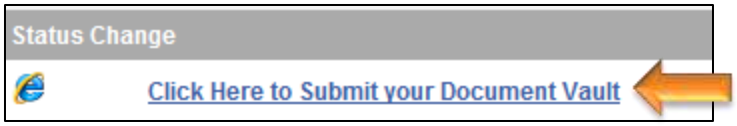
Upload Senior Leadership Resumes or CVs. Organizations must upload copies (submitted together in a single pdf) of all of the senior or key employees in the organization. These individuals might include the Executive Director, the Financial Officer, and the top Program Director.

4.4.8 Corporate Bylaws

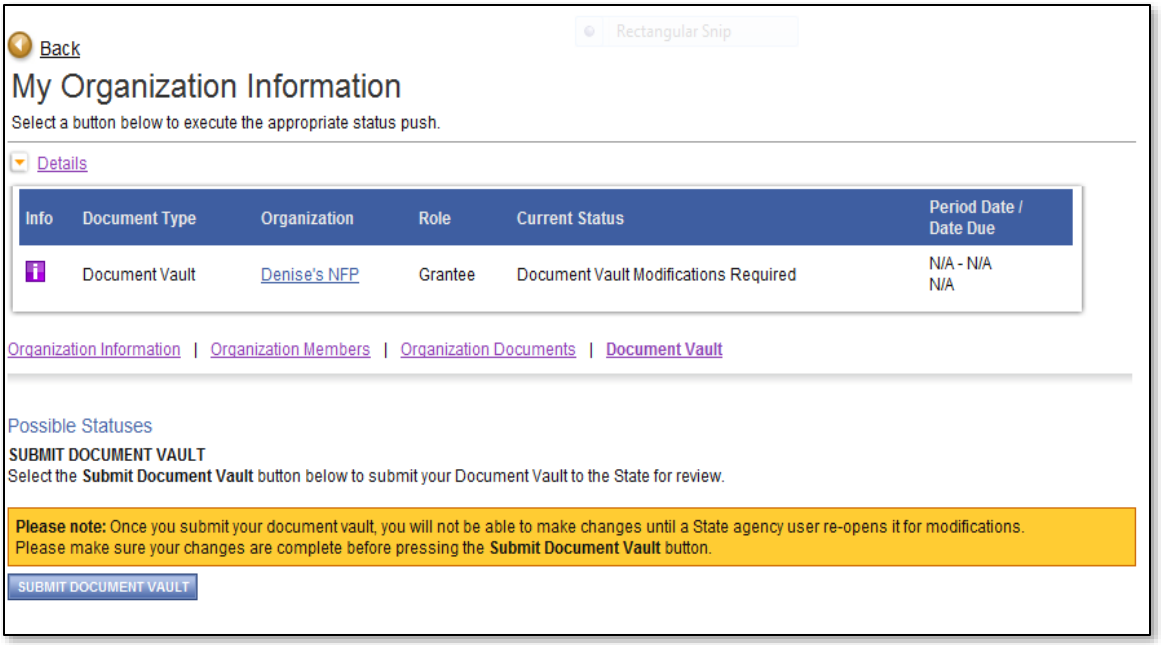
Upload a copy of your corporate bylaws, adopted by your organization's board of directors.

4.5 Submit your Document Vault

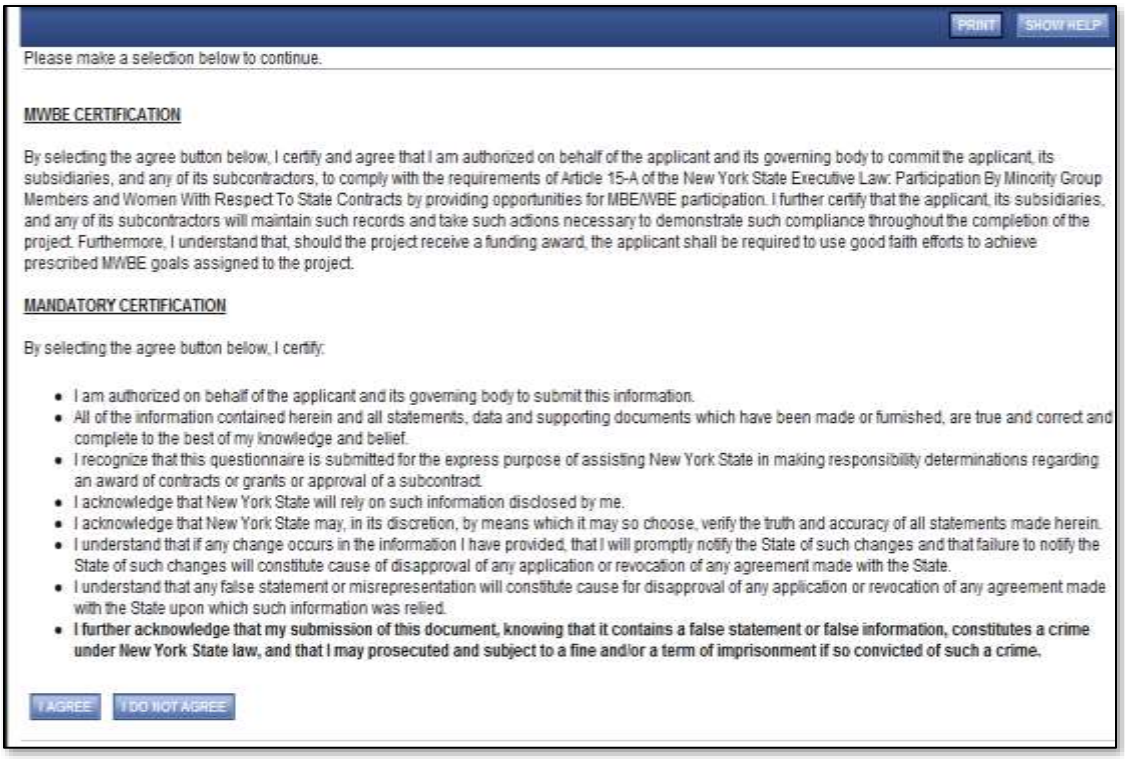
On the Document Vault main page (about halfway down the page) click the "Click Here to Submit your Document Vault" link.



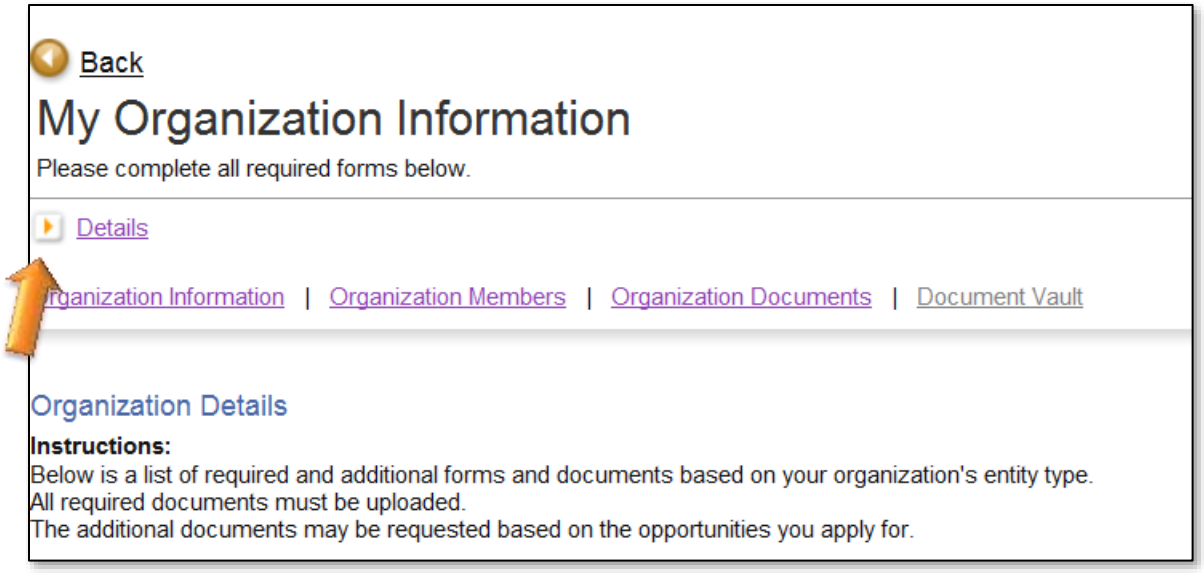
Click on the button to submit your Document Vault.

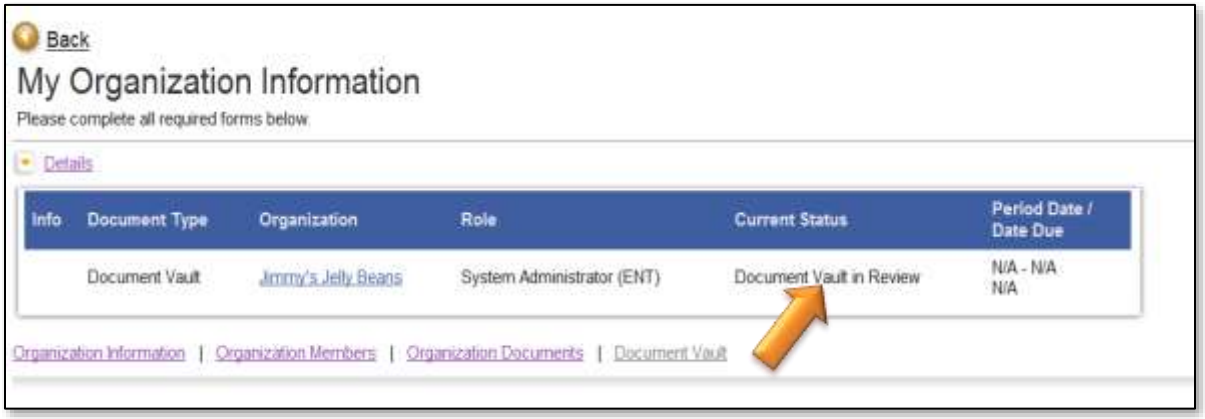


You will be asked to attest to two certifications in order to submit. Click on “I agree.” (If you click on “I do not agree,” your document vault will not be submitted).



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.

4.6 Document Vault Review

Once a document vault has been submitted, a prequalification specialist will review the application. When the Prequalification Specialist from a State Agency's review is complete, the Document Vault status will change. You can check back to see the status at any time.

A complete list of Document Vault statuses can be found in section 4.1. The most frequent statuses after a Document Vault is in review are:

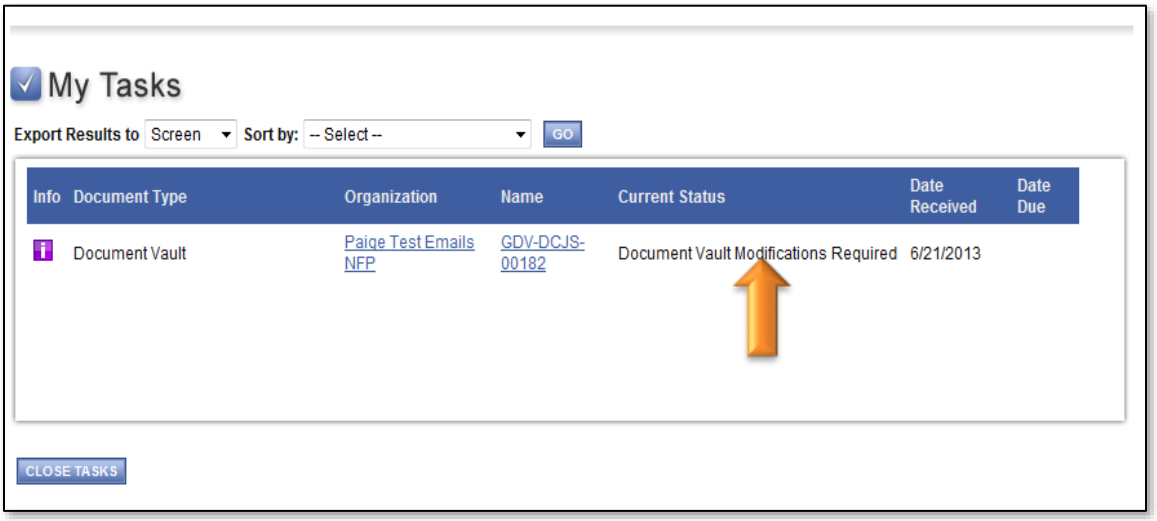
Document Vault Modifications Required or Document Vault Prequalified.

If the Document Vault is in the status of Document Vault Prequalified, no further action is necessary at that time.

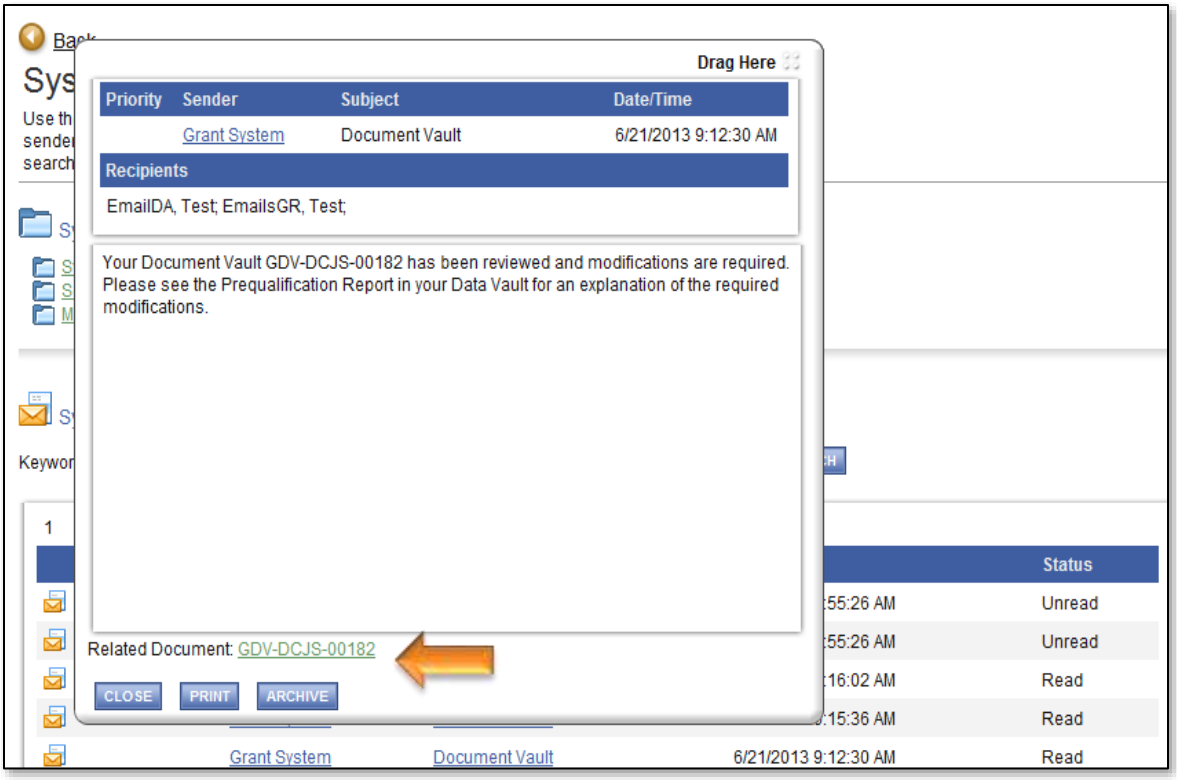
> NOTES: Document Vaults do expire annually and certain financial documents and forms must be updated each year. Please see section 4.7 for more information.

If the Document Vault is in the status of Document Vault Modifications Required, there are sections that need attention before the Document Vault can be prequalified.

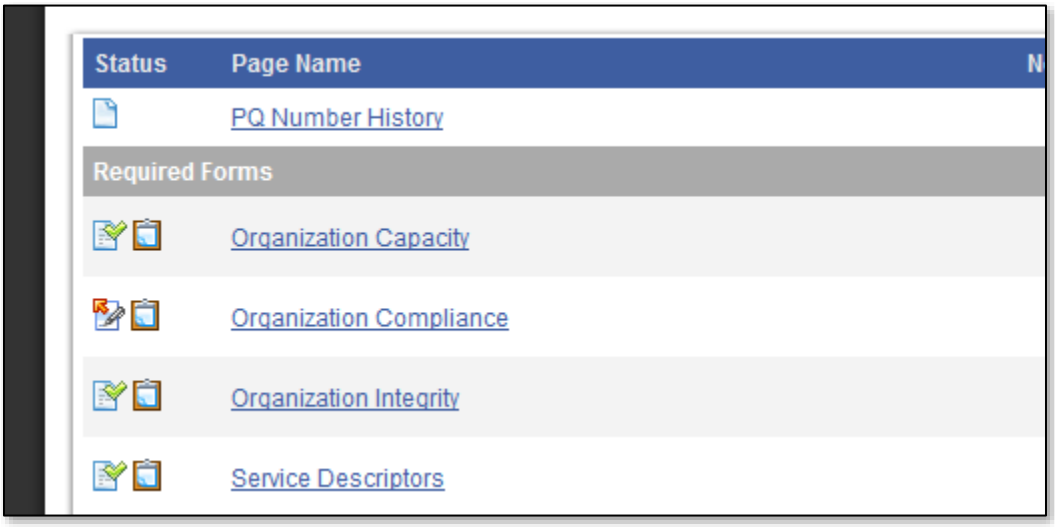
You will receive an email from the Gateway if your Document Vault needs modifications. You will receive a system generated message in your Grants Gateway Inbox. There also will be a task in your Task Box.



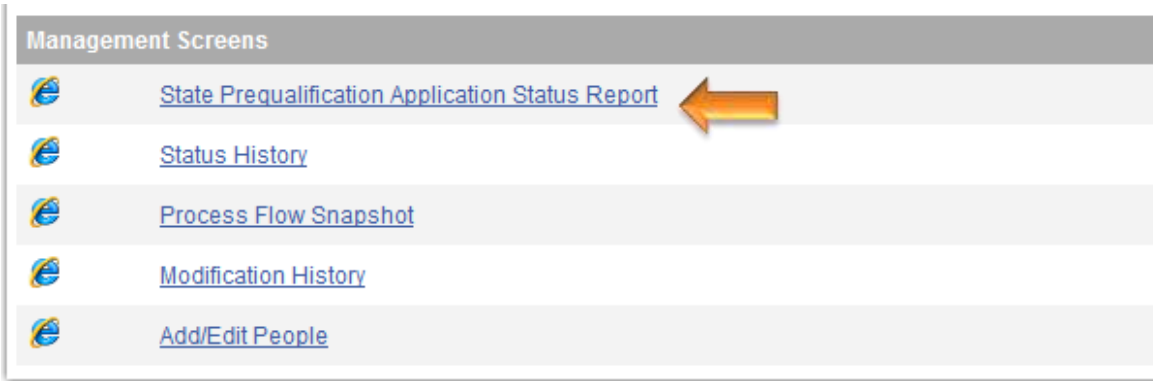
To retrieve the Document Vault for modifications, click on Home, My Tasks and the link for Document Vault.



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.



When a Document Vault is returned to you in Modifications Required Status, run the State Prequalification Application Status Report to determine what action is required.



Prequalification Application Status Report

Status: Document Vault Modifications Required
Submission Date: 06/10/2013 07:29:33AM
Name of Roles Assigned: Karen Pierino
Email of Roles Assigned: karen.pierino@otda.ny.gov

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

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

Unless otherwise instructed by the State agency you should make the necessary corrections where indicated on the Prequalification Status Report, then follow the instructions for submitting a Document Vault as outlined beginning in Section 4.5, Submit your Document Vault.

Once the corrected Document Vault has been resubmitted the State agency will complete its review. When the Document 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 indicating the Prequalified Status and will also receive a system generated message in the system Inbox.

4.7 Maintain Prequalification

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. Additionally, the following forms must be reviewed, updated if necessary, and saved: Organization Compliance,

Organization Capacity, and Organization Integrity. See section 4.3 for more information about these forms.

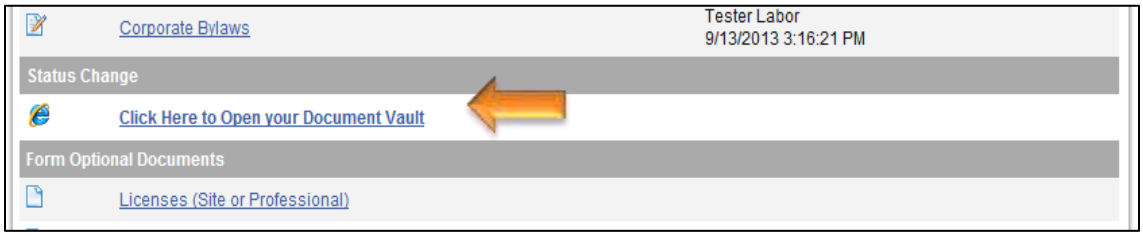
The Date Next Due on the Financial Document Forms prompts notifications for the annual review and, where the review is not completed timely, triggers loss of prequalification.

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.

However, the Grantee does not have to wait the intervening 30 days to upload the Documents or perform their review of the required forms. 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.

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 you 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.

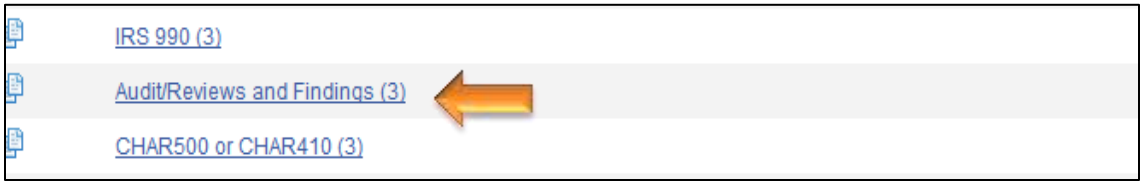


The Grants Gateway uses the Date Next Filing is Due to trigger the Document Vault to change from its current status to Document Vault Expired. Once the Document Vault is in Expired Status the Grantee is no longer Prequalified, and must upload the most current documents, review the required forms, and 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.

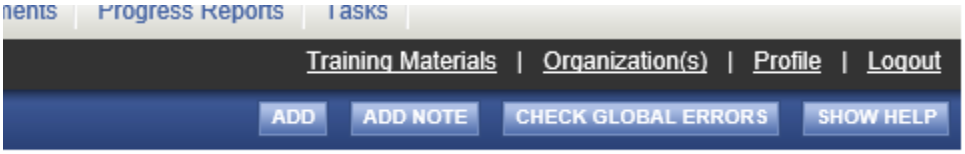
To update the required financial forms (IRS 990, Audit Review/Findings, and Char 500):

From the main Document Vault screen, click on the link for the document

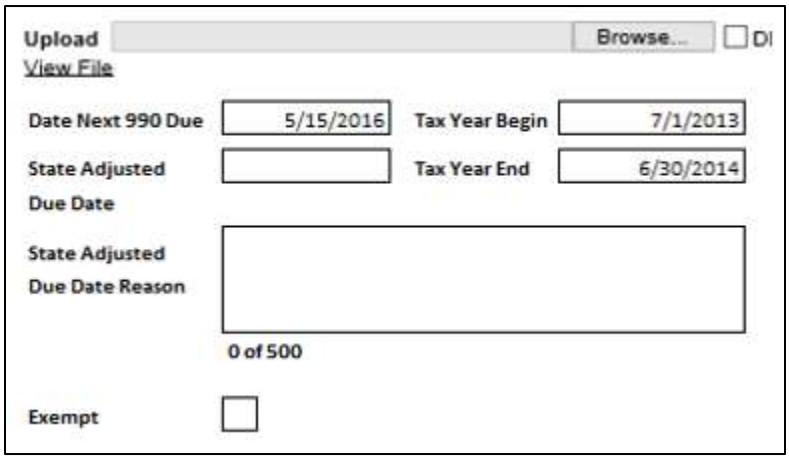


Click the [ADD] button, only once, from the blue navigation ribbon at the top of the screen to add a new screen.

NOTE: Previous documents cannot be deleted or altered.



Attach the upload using the [Browse…] button and then fill out the Tax Year Begin and Tax Year End date fields. The system will automatically populate the Date Next Due field.



Click the Document Vault link at the top of the sections to return to the main Document Vault page.

See section 4.5 for information about how to submit your document vault.

5. Competitive Application

5.1 Search for Grants

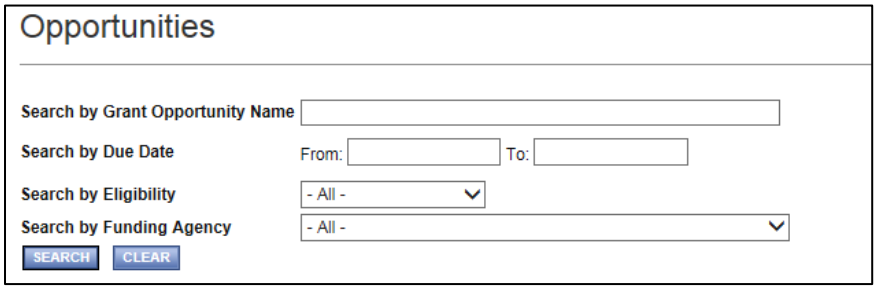
You must be logged in under the right role in order to begin a grant application. Refer to section 2.1 for a detailed explanation of the roles with the appropriate permissions.

Log in to the Grants Gateway in any of the following roles:

- Grantee
- Grantee Contract Signatory
- Grantee System Administrator

On the Home page, there is a section called View Available Opportunities. Click on the [VIEW OPPORTUNITIES] button.

You will be redirected to the Search screen. Search for the grant by using any of the available search fields. You can select the agency's name or type in a key word in the Grant Opportunity Name field.

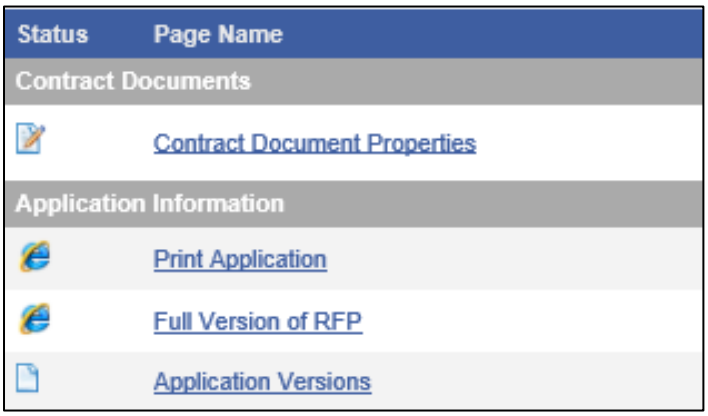


All results will appear below the search box. Click on the link to the Grant Opportunity you wish to apply for. This will bring you to the Opportunity Funding Profile page that was previously discussed in section 1.1. Begin your application by clicking on the [APPLY FOR GRANT OPPORTUNITY] button.

5.2 Completing an Application

Everything that is required of you to complete an application will be found on the Forms Menu. This menu includes several pages of forms and documents that you must complete in order to submit your application.

When the Forms Menu comes up, the top few links are informational.



Contract Document Properties – This link will show you the documents that will be included in the contract once executed including the A-1: Program Specific Terms and Conditions and any additional documents that the awarding agency plans to include in the contract. There is also a link to a sample Master Contract for Grants for you to see the standard language that is included in the contract.

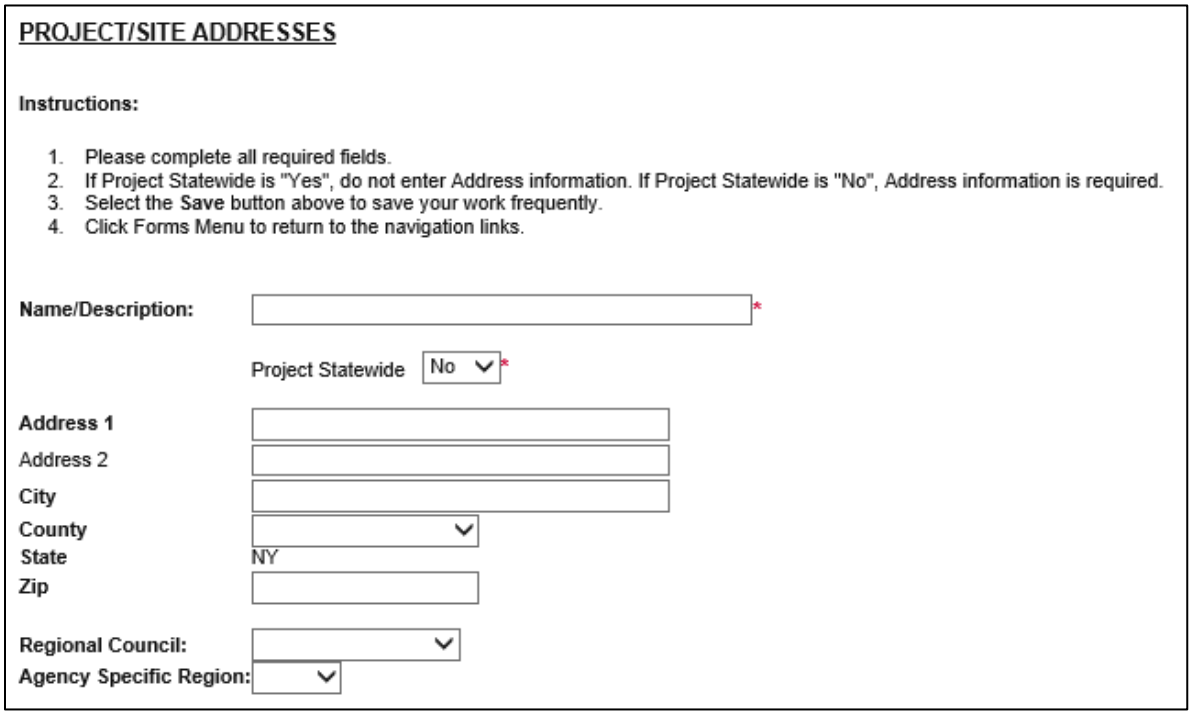
Print Application – This link will open a new window for you to print a blank copy of the application. As you start to complete information, this document will update with your responses. When you are done with your application, you can use this link to print your completed application for your records.

Full Version of RFP – This link will take you to a full copy of the RFP supplied by the awarding agency. If you are looking for any information or instruction on completing your application, it is best to pull up this document for reference.

Application Versions – When first starting an application this screen will be blank. Once you have submitted your application, a copy will be saved here for your future reference. If your application is returned to you for further information to be collected and you resubmit your application, both the first completed application and the revised application version will be saved here.

5.2.1 Project / Site Addresses

The first page for you to start completing information on is the Project / Site Address page. Agencies can require different information on every opportunity based on what they need to score your application. On all pages of the application, you must answer all questions with a red asterisk (*) at the end of it.



Name / Description: All applicants must enter a Project Name unless directed by the awarding agency to enter something different

Project Statewide: If your project will occur statewide, select Yes from the dropdown box. This will grey out the address information. If your project is not statewide and will occur at a specific location, select No from the dropdown box and enter the address of the project location in the address fields.

Regional Council: From the dropdown box, select which of the Regional Economic Development Council locations your project will be conducted in.

Agency Specific Region: If the agency provided their own regions to select from, choose the selection that best represents where your project will be conducted.

When you have completed all fields on the page click the [SAVE] button at the top of the page.

If there are any required fields left blank, you will receive a Page Error at the top of the page indicating what field was missed.

If you click the Submit button and all information was entered correctly, you will receive a “green light” at the top of the page indicating that all information was saved successfully.

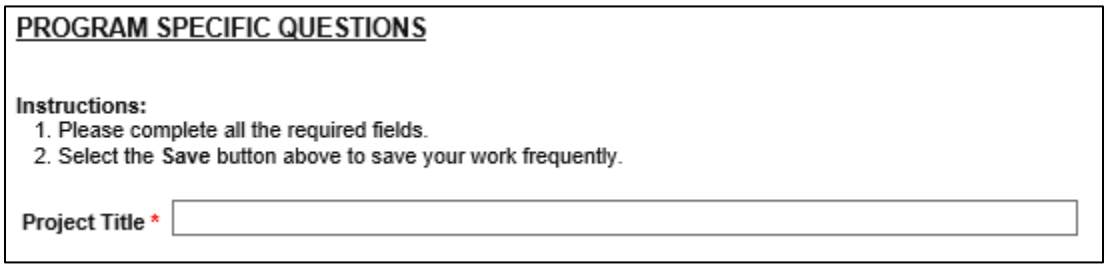
If you need to add a second (or multiple) addresses, click the [ADD] button at the top of the page for a new address screen to enter. Be sure to click the Save button after every entered address.

> 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.

Return to the Forms Menu to navigate to the next page to complete.

5.2.2 Program Specific Questions

From the Forms Menu, click on the Program Specific Questions link. All applicants must enter a Project Title.



Under the Project Title, the funding agency can ask as many questions as they would like. Follow the instructions provided in the opportunity to complete the form. There are five different types of responses you could be asked for.

- Text – Agencies can limit the response type to 250, 500, 1000, or 4000 characters. The field limit is listed directly under the text box that you are provided to enter into. As you type into

the field, you will see how many characters you have entered so you stay within the parameters provided.

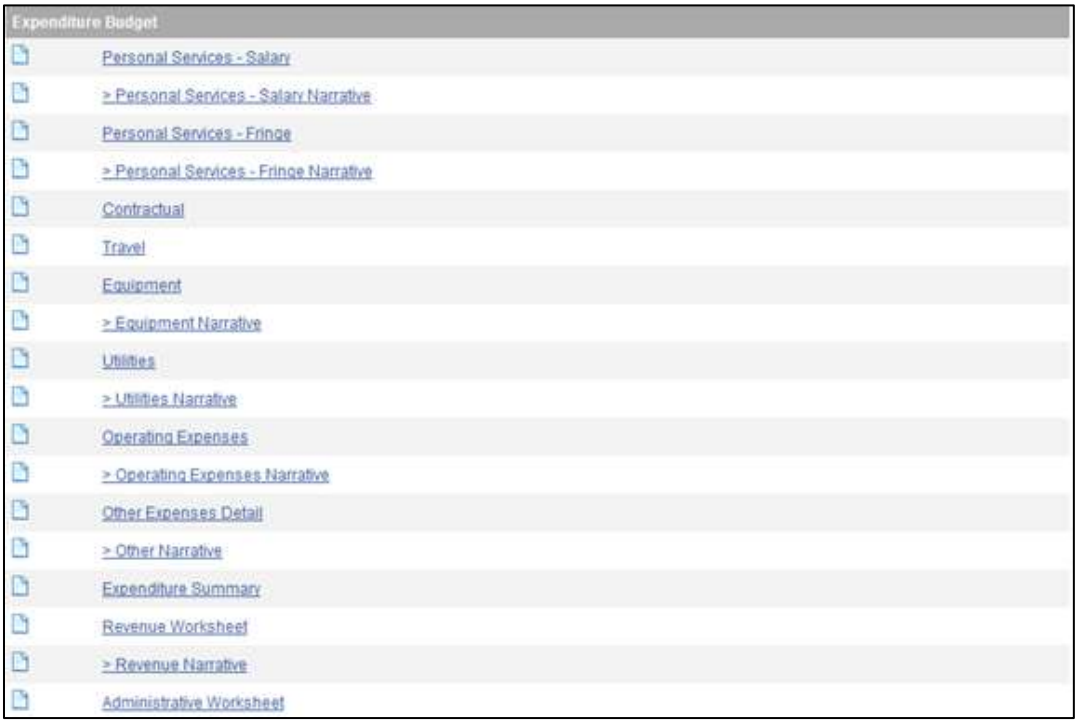
- Integer – Enter any number up to 10 integers.
- Yes/No/NA – Select your answer from the dropdown box.
- Date – If you are asked for a date, click the arrow on the dropdown box and select the date that answers the question
- Upload – If you have been provided a space to upload a document, click the [Browse…] button, locate the file on your computer that you want to upload and click the [Open] button.

> NOTE: You must Save the page frequently or the system will time out for security and you will lose any information that has been entered since your last Save. The system will time out every 20 minutes that it goes without being saved or moving between pages.

5.2.3 Budget

There are three different budget types you could see based on the budget type the funding agency has chosen for this opportunity.

Expenditure



Complete all the applicable detail budget forms you need to include in your budget, by clicking on the individual form links, being sure to click the [SAVE] button on each form.

Match Worksheet

If the RFP requests Match funding, a Match worksheet will be required as part of the budget forms to be completed. Enter the required fields and the total amount of Match funds. Click the [SAVE] button at the top of the page and return to the Forms menu.

Match Worksheet Detail

Provide detail on the match amounts identified in the detail worksheets. Complete the Form of Documentation Provided column and provide required matching funds documentation with the application/contract package.

Details

Source of Matching Funds	*
Describe Match Source (I.E. Local, State, Federal, or Private)	*
Form of Documentation Provided	

Financial

Match Amount	$5,000.00 *
Line Total	**$5,000.00**
Match Worksheet Detail Total	**$5,000.00**
Budget Detail Match Total	**$5,000.00**

CATEGORY TOTAL SUMMARY

Revenue Worksheet

If the funding agency has included the Revenue Worksheet to be completed, click on it from the Forms Menu. Review the RFP or Application Instructions provided for details on how to complete it.

REVENUE WORKSHEET

Instructions:

1. Please complete required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Revenue item has been saved successfully, select the **Add** button above to add additional Revenue items.
4. Click Forms Menu to return to the navigation links.

Revenue Worksheet Detail

Provide detail on the revenue amounts identified in the detail worksheets.
Complete the Form of Documentation Provided column and provide required revenue funds documentation with the application/contract package.

Details

Source of Revenue Funds *

Describe Revenue Source
(I.E. Local, State, Federal, or Private) *

Form of Documentation Provided *

Financial

Revenue Amount *

Line Total	**$0**
Revenue Total	**$0.00**

Administravtive Worksheet

If the funding agency has included the Administrative Worksheet to be completed, click on it from the Forms Menu. Review the RFP or Application Instructions provided, for details on how to complete it.

ADMINISTRATIVE WORKSHEET

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Administrative Worksheet Detail

Provide a breakout of administrative costs that were included in the detail worksheets. All columns should be completed unless administrative costs are not included/allowed.

Administrative Expense	Total Grant Funds	Grant Funds Admin	Grant Funds Admin %	Grant Funds Admin % for Category Total	Match Funds	Other Funds	Total
Salary	$20,000.00		%	%			
Fringe	$0		%	%			
Contractual Services	$0		%	%			
Travel	$400,000.00		%	%			
Equipment	$0		%	%			
Space/Property: Rent	$0		%	%			
Space/Property: Own	$0		%	%			
Utilities	$0		%	%			
Operating Expenses	$0		%	%			
Other	$0		%	%			
Total	**$0**	**$0**	%	%	**$0**	$0	

Once you have completed all budget forms and included worksheets, click on the Expenditure Summary link from the Forms Menu and click the [SAVE] button to ensure everything has been entered as required.

The Summary will show a total of all funds you entered for each category and the total budget.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	$0	$0	0%	11%	$0	$0
b) Fringe	$0	$0	0%	11%	$0	$0
Subtotal	**$0**	**$0**	**0%**		**$0**	**$0**
2. Non Personal Services						
a) Contractual	$0	$0	0%	11%	$0	$0
b) Travel	$0	$0	0%	11%	$0	$0
c) Equipment	$0	$0	0%	11%	$0	$0
d) Space/Property & Utilities	$0	$0	0%	0%	$0	$0
e) Operating Expenses	$0	$0	0%	0%	$0	$0
f) Other	$25,000.00	$5,000.00	20%	11%	$0	$30,000.00
Subtotal	**$25,000.00**	**$5,000.00**	**20%**		**$0**	**$30,000.00**
Total	**$25,000.00**	**$5,000.00**	**20%**	**0%**	**$0**	**$30,000.00**
PERIOD TOTAL	**$0**					

Performance Budget

Click on the link for the Performance Budget and complete the form. Click the [SAVE] button at the top of the page, return to the Forms menu and click on the Performance Summary link.

Performance Budget		
	Performance Budget	A ZohraGrantee 2/26/2014 1:43:47 PM
	Performance Summary	A ZohraGrantee 2/26/2014 1:44:14 PM

On the summary page, click the [SAVE] button at the top of the page to ensure there are no errors and then return to the Forms Menu.

Capital Budget

Complete each budget form, for each category, that you are requesting funds from for your project. On each category page, enter the Total Cost for each category (Total Cost = Grant Funds + Match Funds + Other Funds). Make sure to click the [SAVE] button at the top of each page you make changes to before moving to another page.

Capital Budget	
	Scoping and Pre Development
	Design
	Acquisition
	Construction
	Administration
	Capital Summary

Once you have completed all budget forms, click on the Capital Summary link from the Forms Menu. The Total column will show the amount in each category line that you entered on the respective category form. Enter the Grant Funds, Match Funds and Other Funds amounts showing the breakdown of each category total amount.

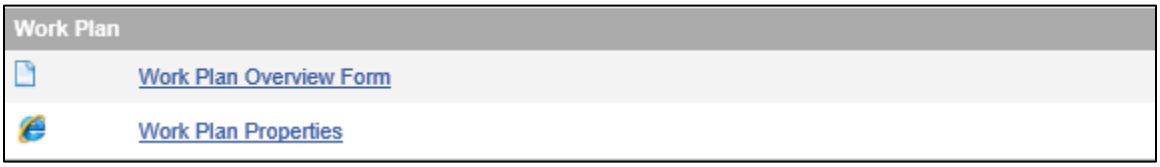
The Summary will show a total of all funds you entered for each category and the total budget.

Category of Expense	Grant Funds *	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Scoping and Pre Development	$0	$0	0%	0%	$0	$0
2. Design	$0	$0	0%	0%	$0	$0
3. Acquisition	$10,000.00	$5,000.00	50%	0%	$0	$15,000.00
4. Construction	$0	$0	0%	0%	$0	$0
5. Administration	$0	$0	0%	0%	$0	$0
6. Work Capital/Reserves	$0	$0	0%	0%	$0	$0
7. Other	$0	$0	0%	0%	$0	$0
Total	**$10,000.00**	**$5,000.00**	**50%**	**25%**	**$0**	**$15,000.00**
Period Total	**$0.00**					

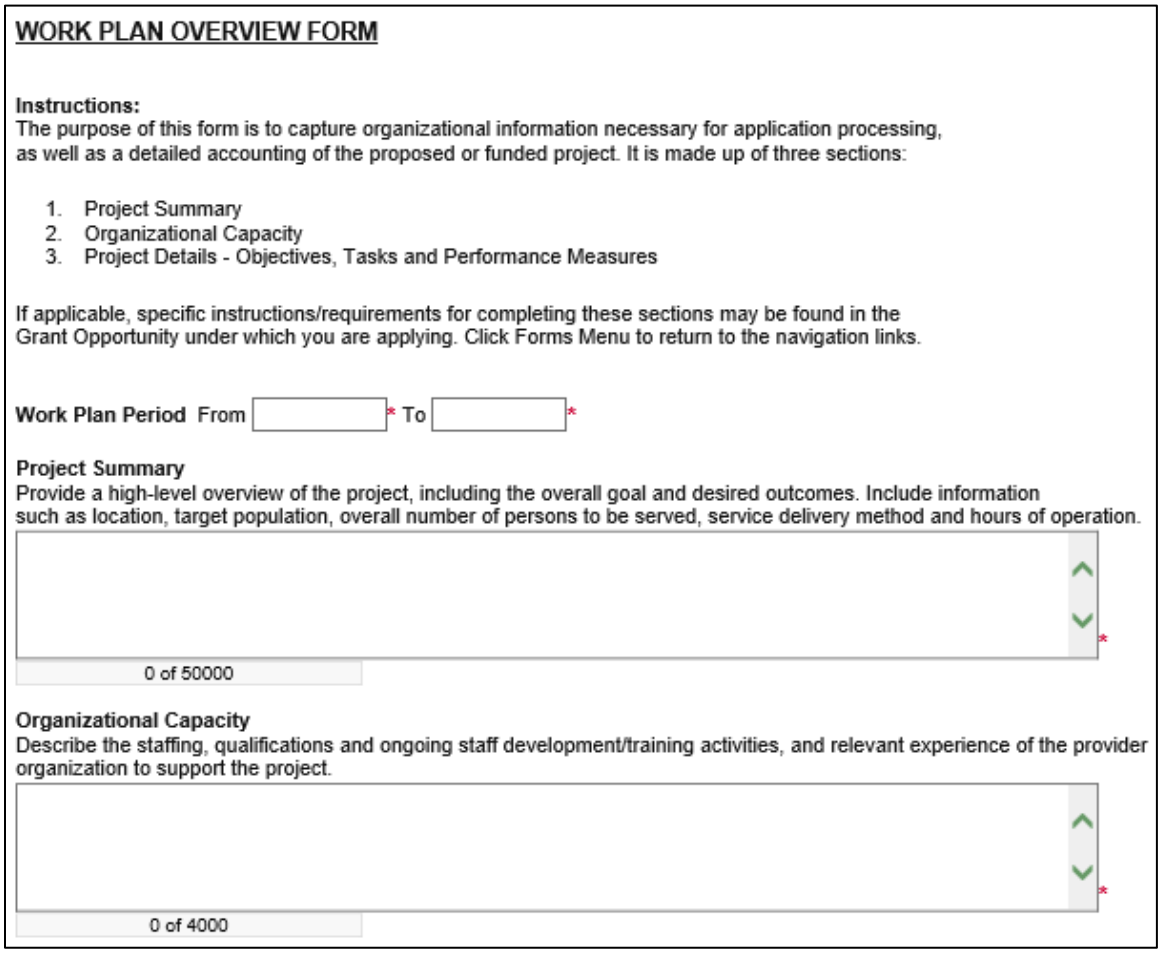
Make sure to click the [SAVE] button at the top of the page to ensure you have no errors before moving on.

5.2.4 Work Plan

The next section of the application is the Work Plan. Start by clicking on the Work Plan Overview Form.



All fields on this page are required in order to submit your application. The Work Plan Period should be the first period of your project term.

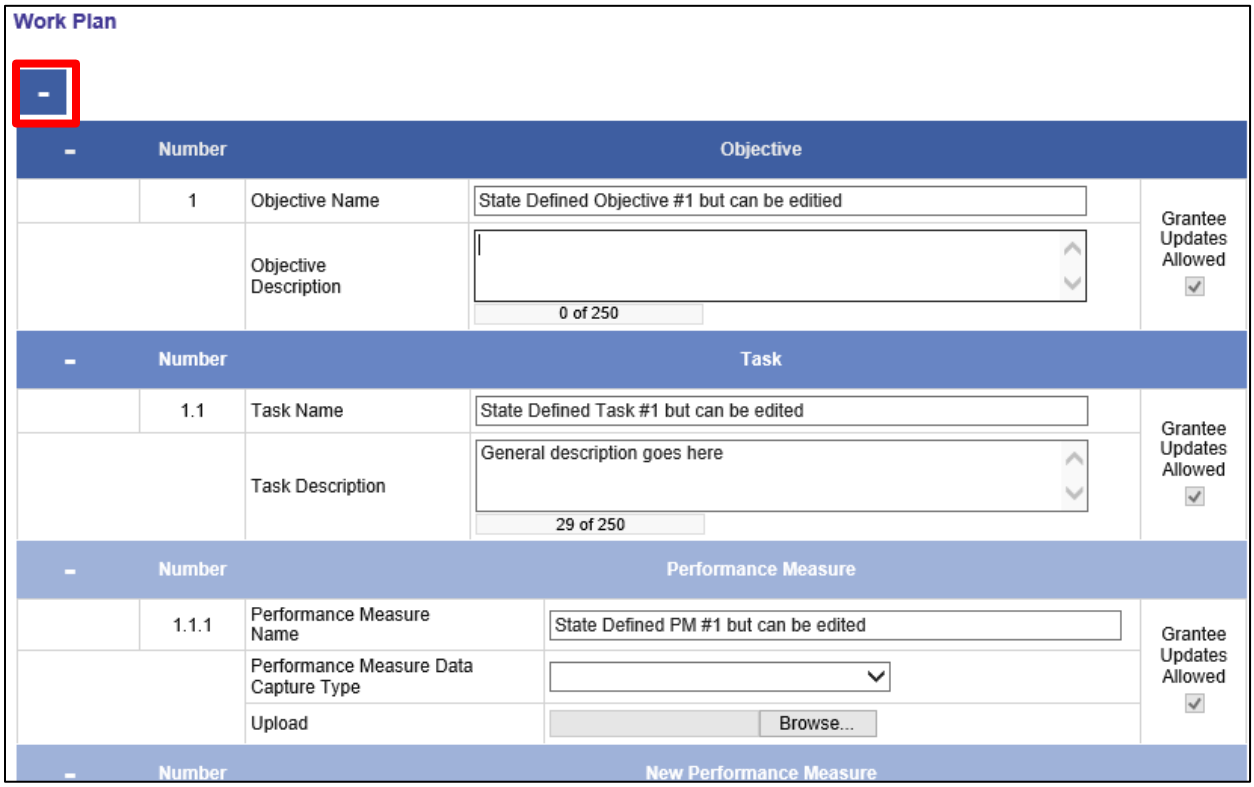


> NOTE: If your application is selected for funding, the information entered in the Organizational Capacity field will show in the executed contract.

Once you have completed all fields on this page, click the [SAVE] button at the top of the page and return to the Forms Menu.

From the Forms Menu, click on the Work Plan Properties link. Upon initially opening, all objective sets will be expanded. You can work on each set either in the order listed, or collapse the full grid to see the overview of the entire Work Plan and expand each section as you complete it. See below.

EXPANDED VIEW



COLLAPSED VIEW

Editing State Defined Objective Sets

Full objective sets, which include an objective, a task, and a performance measure are all listed on one page.

If you pull up the Work Plan Properties page to an Objective set that the state has provided for you, first look to see if you are permitted to make updates.

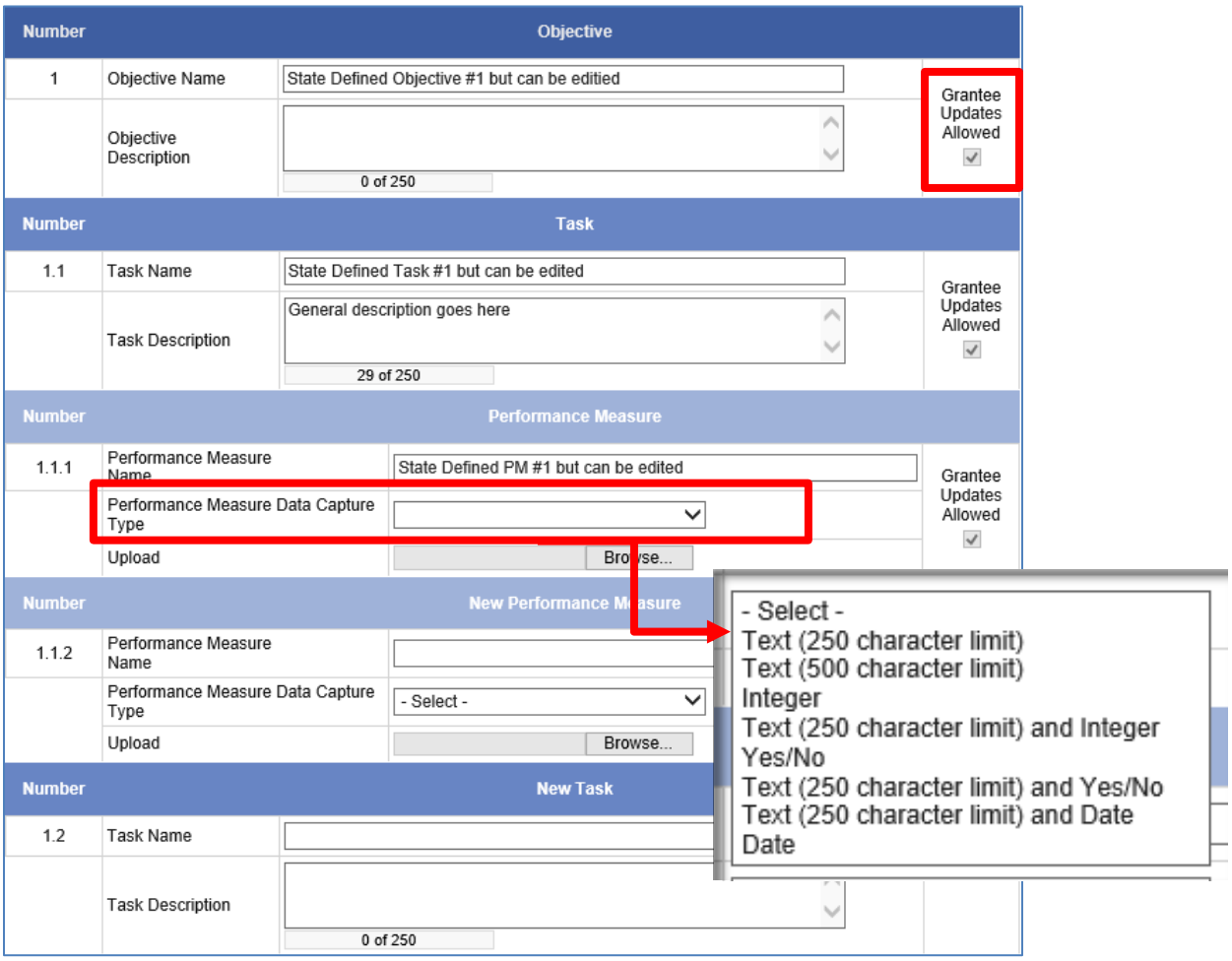
Grantee Updates Allowed – when there is a checkmark in this box, the state has provided you access to make changes to what they have entered. You may type over or edit what has been provided for you. Make sure you click the [SAVE] button at the top of the page after making changes.

- **Performance Measure Data Capture Type** – If no selection has been made from the dropdown box in the Performance Measure section, click the dropdown and select the best way to report on the performance measure associated to it. If an upload line shows on the screen, the state has allowed for you to provide an upload as your performance measure. If the Browse button is followed by a red asterisk, the state has required an upload and you will need to upload a document before you can submit your application.

NOTE: You must first enter a Performance Measure Narrative, Integer, Yes/No response, or Date before you can successfully upload a document. If you upload a document prior to completing the description, your upload will not be attached and the system will not generate an error.

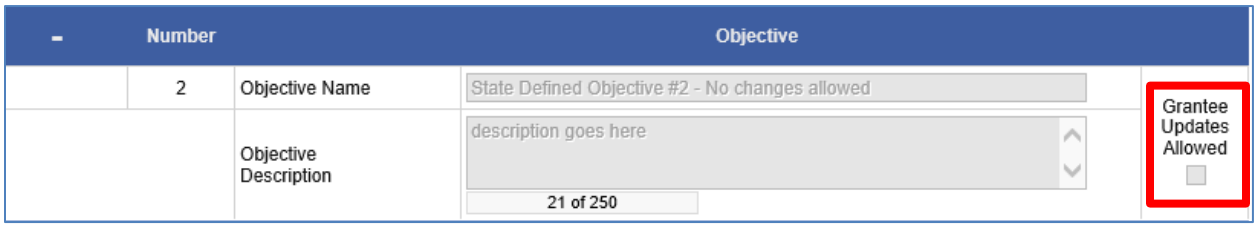
If the state indicated that a task or performance measure was required, there will be a red asterisk after the required field(s) and you will not be able to submit your application until they are completed.

If the fields were not required, you may choose to leave the fields blank (provided there aren't other directions in the RFP or Application Instructions), and will still be able to submit the application for review.



Reviewing State Provided Objective Sets

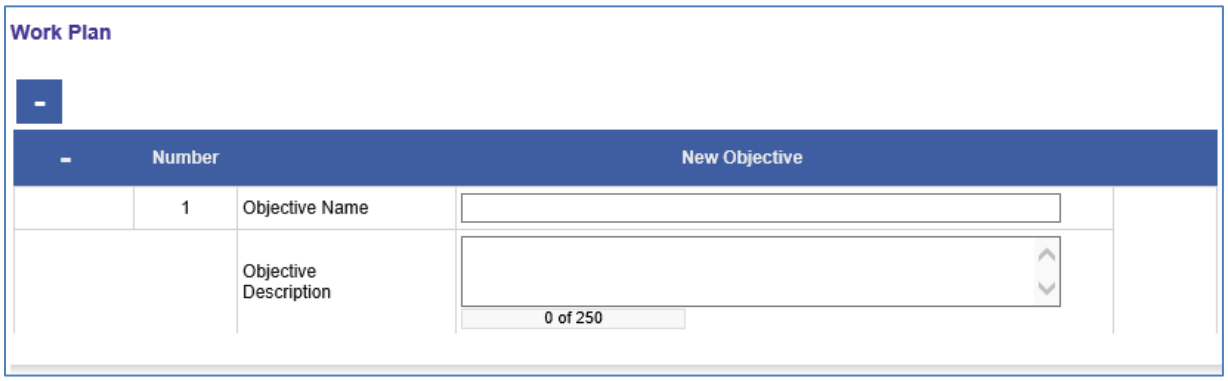
If you pull up your Work Plan Properties to an Objective set that the state has provided you that contains an Objective, Task and Performance Measure and the 'Grantee Updates Allowed' does NOT have a checkmark in the box, you may not make edits to it. The data will be greyed out for you to review only, as seen below.



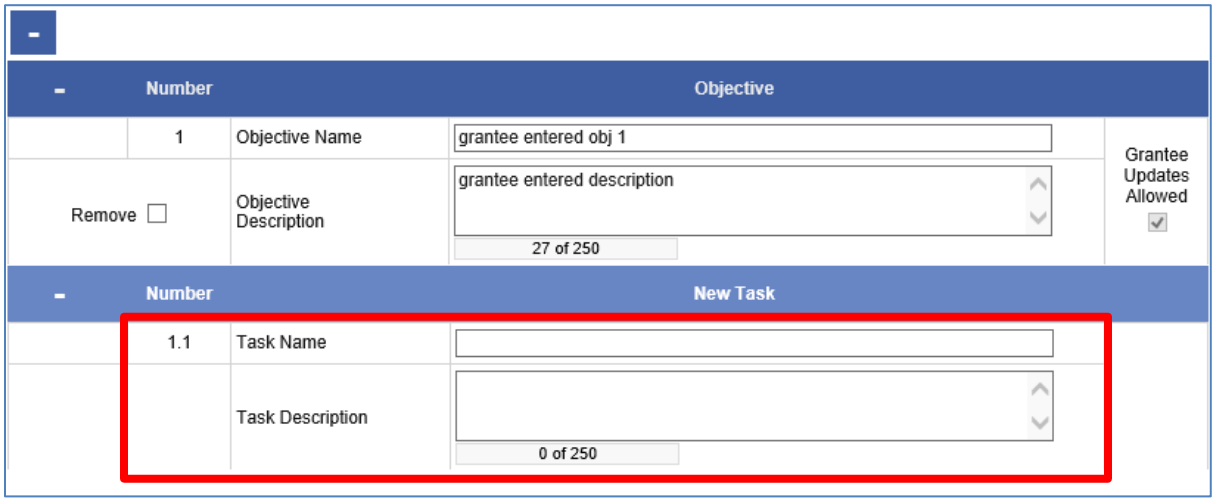
Adding Your Own Objective Sets

If you pull up the Work Plan Properties page and all you see is the below, you may add your own objective sets consisting of Objectives, Tasks and Performance Measures. Read the RFP, application instructions, or talk to your agency contact to determine if there is a min/max number you are expected to add. Every opportunity has different requirements. In order for a contract to go for signatures, every Objective must have one Task and every Task must have one Performance Measure.

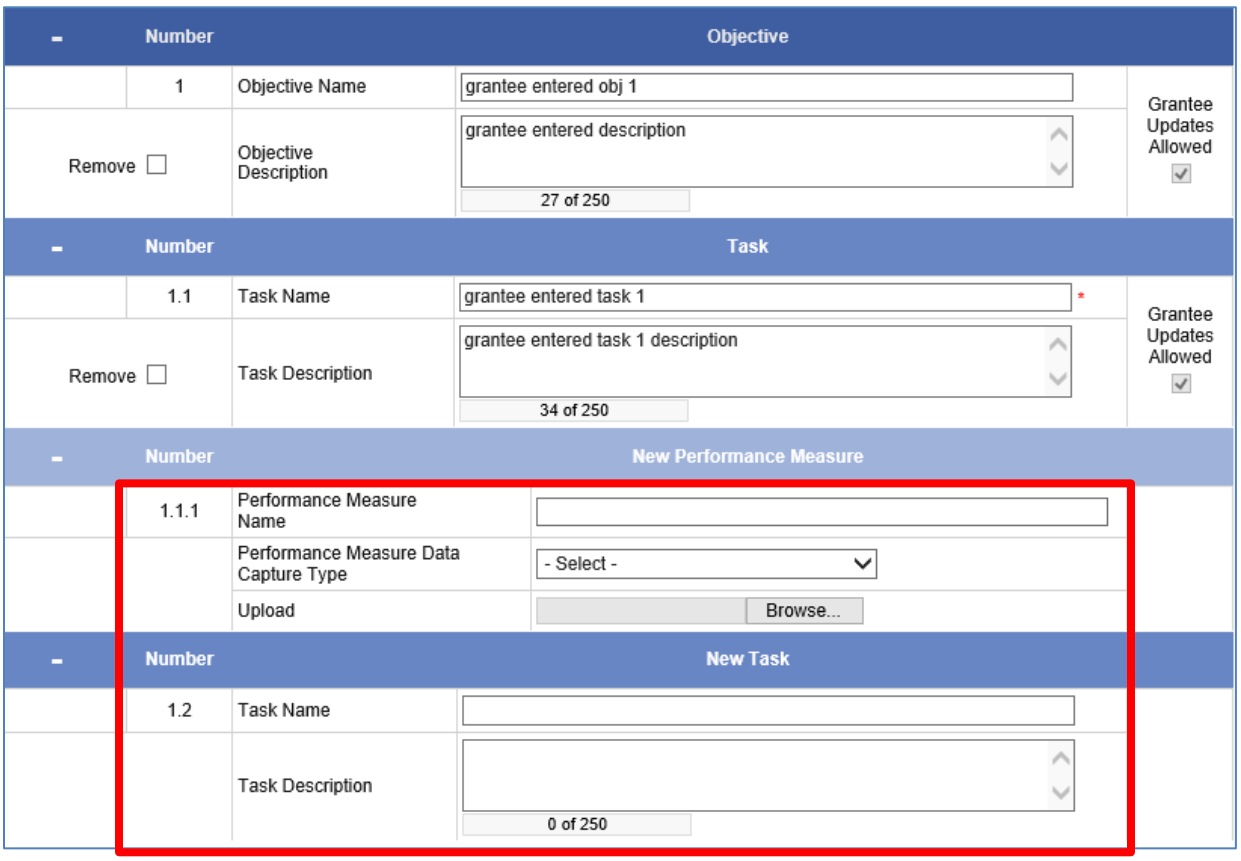
To get started, add your first Objective Name and Description and then click the [SAVE] button at the top of the page.



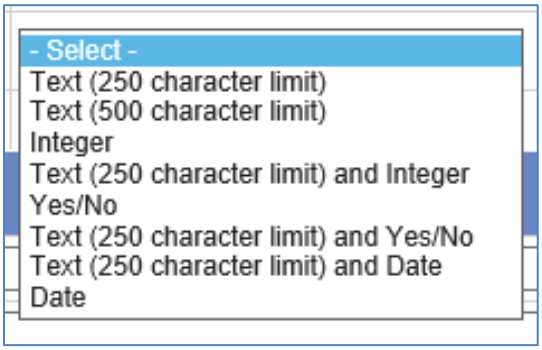
After hitting Save, a field for the Task Name and Task Description will show under the Objective box. Complete both fields and hit the [SAVE] button at the top of the page.



After entering the Task information and clicking Save, you will now see a box for the Performance Measure information and a box to enter a second Task (provided the state allowed for more than one).



Enter a Performance Measure Name and select the Performance Measure Data Capture Type from the dropdown box.



The type you choose from the dropdown will show on the screen for you to complete. Once you've entered the name, data capture type and the text/integer/or date as applicable, click the [SAVE] button at the top of the page.

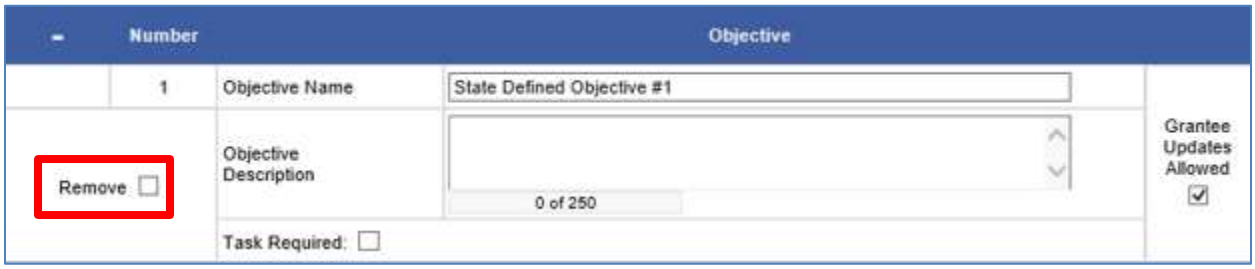
You may continue to add Objectives, Tasks and Performance Measures up to and including the max amount allowed by the state.

Additional Features of the Workplan

Remove

A 'Remove' box has been added within each Objective, Task and Performance Measure box. If you have added a row that you would like to delete, put a checkmark in the box next to 'Remove' and hit the [SAVE] button at the top of the page.

If you remove an Objective, all associated Tasks and Performance Measures will also be deleted upon hitting [SAVE]. Likewise, if you remove a Task, all associated Performance Measures associated with that Task will be deleted.



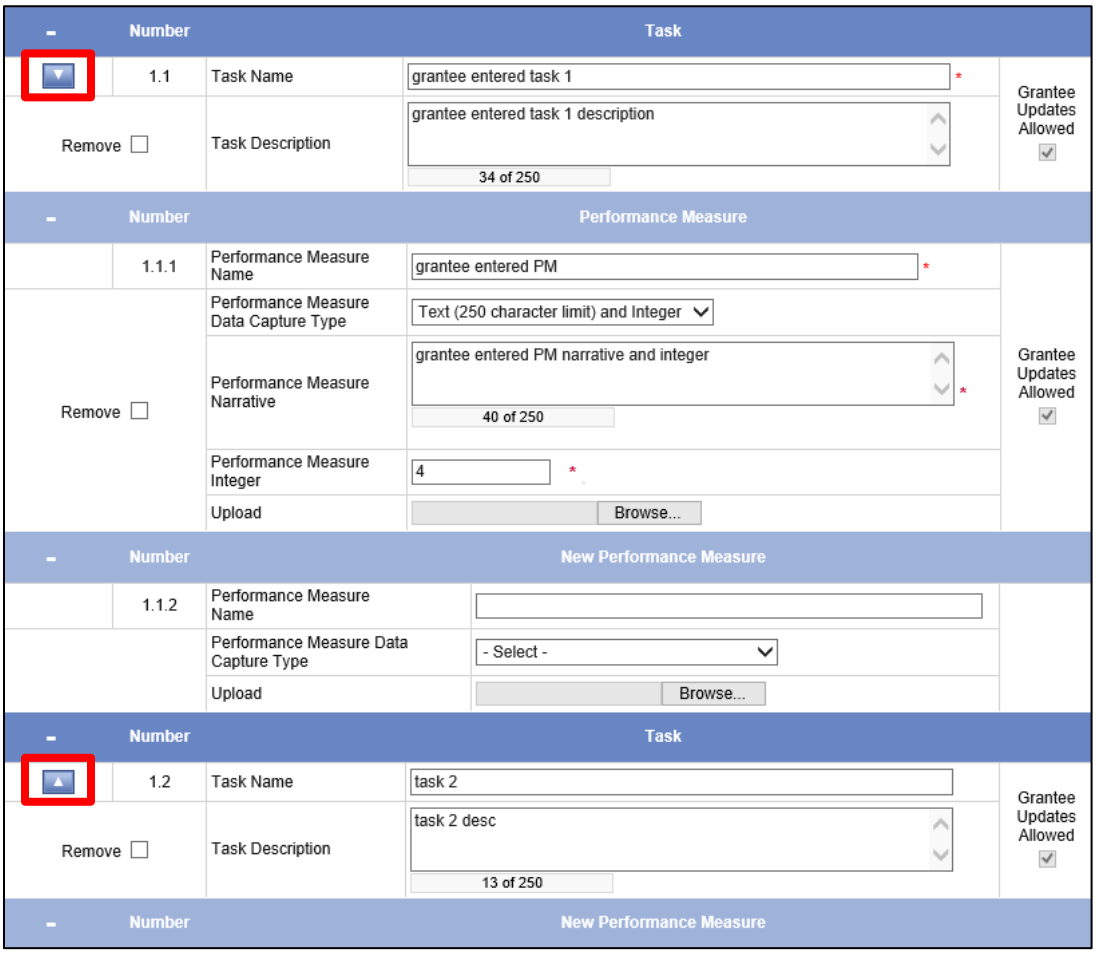
Move Up / Move Down

Reordering is easy with the move up/move down feature. For example, if you create an objective set and then realize that there should have been another one listed before it, click the arrow button facing down next to that task (or objective, or performance measure) that you want to reorder. The task that you clicked the down arrow on will be renumbered to the number it was plus 1. The task that was listed after it initially will now be the number it was, minus 1.

For example: If Task 1.1 should follow 1.2, click the down arrow to the left of Task 1.1. What was Task 1.1 is now 1.2. What was Task 1.2 is now 1.1.

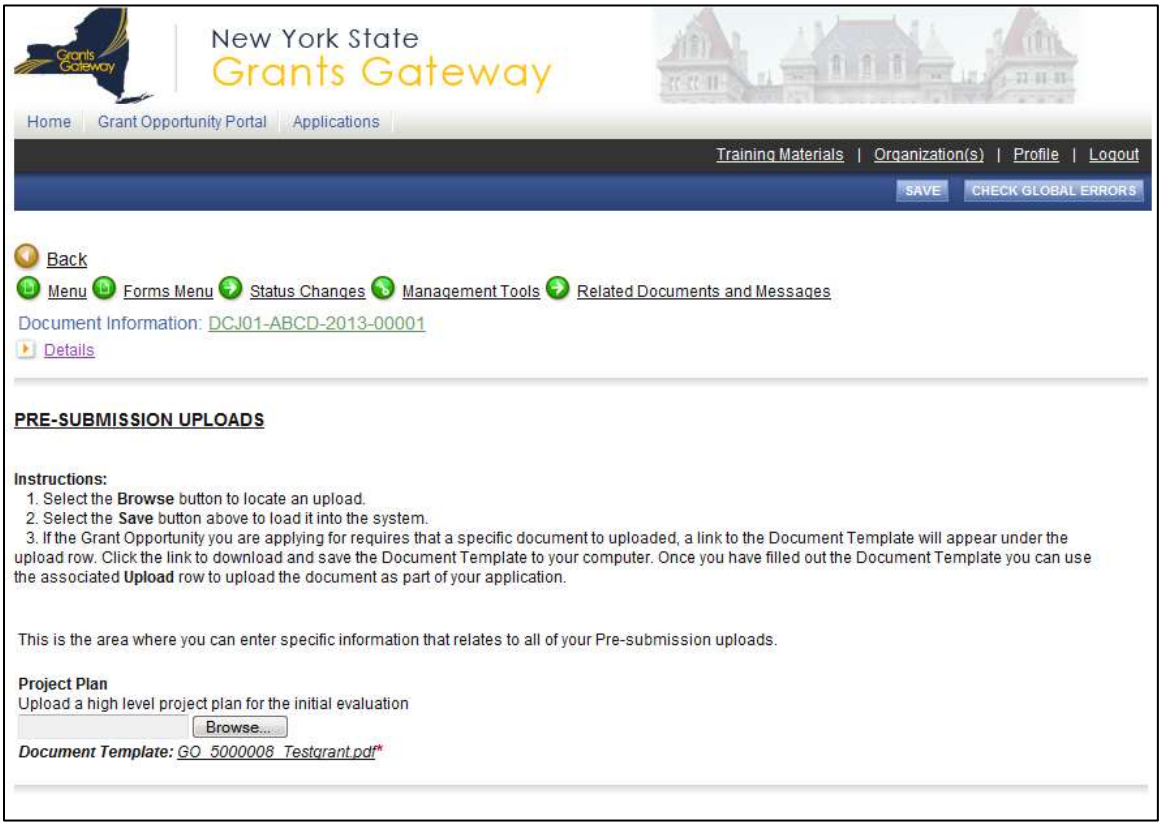
> NOTE: Moving an Objective will also move all related Tasks and Performance Measures associated with that Objective. Moving a Task, will also move all Performance Measures associated with that Task.

The Move Up / Move Down Feature is not available during modifications and you may also not rearrange state defined objective sets.



5.2.5 Pre-submission Uploads

The next section of the application is the Pre-Submission Upload page. Pre-Submission uploads, (if any were requested by the funding agency), may require you to upload documents to be included with your application. If the agency has a template they would like you to use, it will be provided for you under the file upload field.



If a template was provided for you, click on the template link, download the file to your computer and save it with a name you will recognize. The open the document and complete it and resave it to your computer.

To upload a document, click the [Browse..] button, locate the file on your computer and click the [OPEN] button. You will see the file link in the upload field.

Only one document may be uploaded for each question. If you need to upload two or more documents in response to one question, you will need to first merge them into one document before uploading.

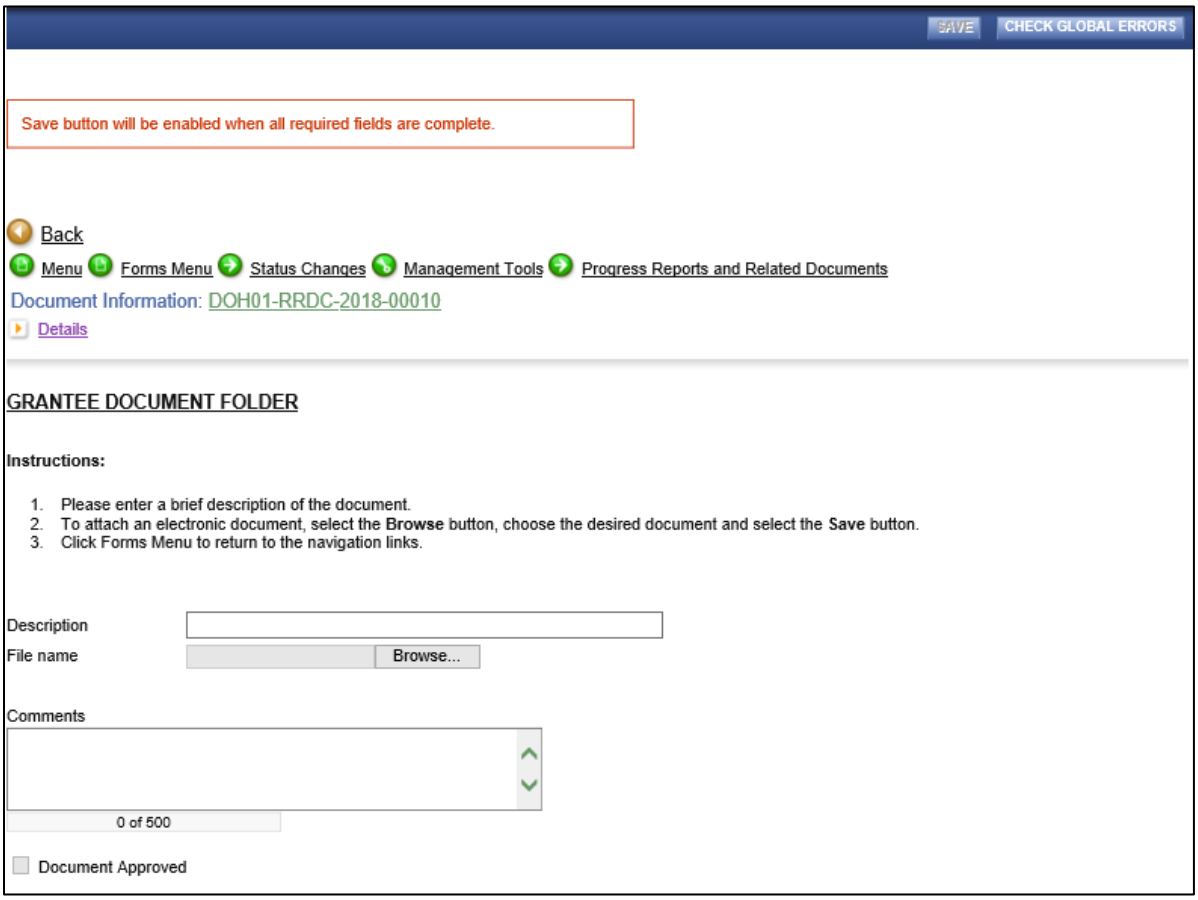
Click the [SAVE] button after each time you upload a file.

> NOTE: Each uploaded document needs to be 10MB or less. You may upload Excel, Word, PDF or JPG files. PDF files **cannot** be protected.

Once you have uploaded all requested documents and saved the page, return to the Forms Menu.

5.2.6 Grantee Document Folder

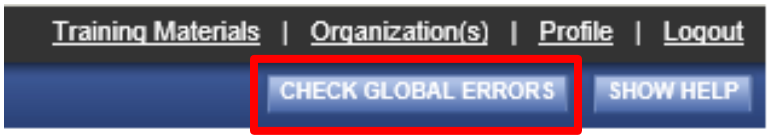
The last page on the Forms Menu is the Grantee Document Folder. The RFP will indicate if the funding agency would like you to upload anything additional in this folder.



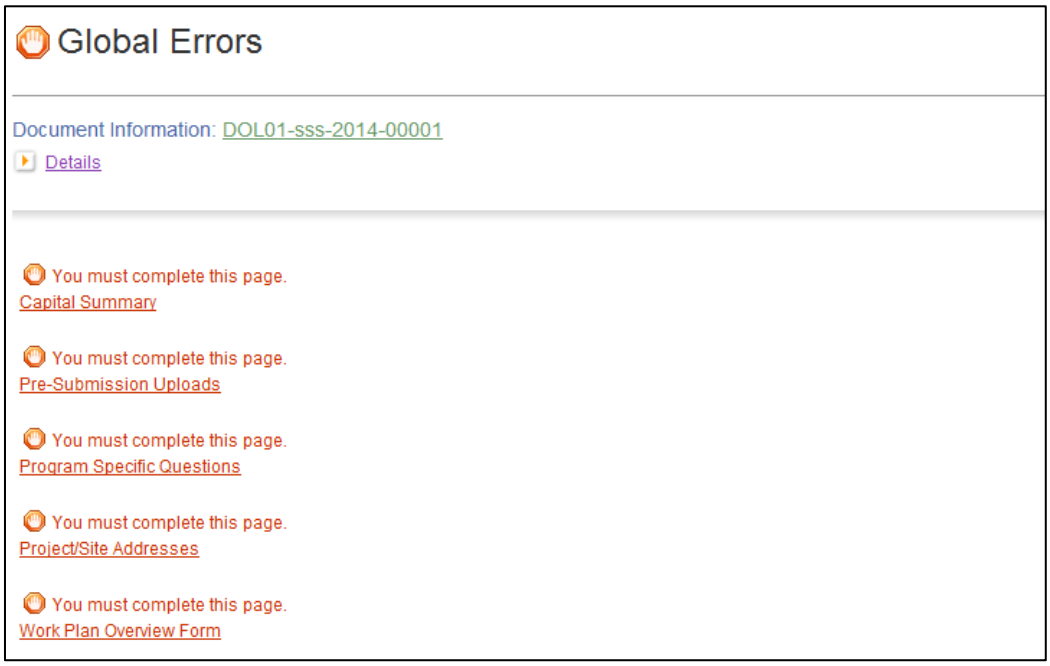
When you first open this page the [SAVE] button is greyed out. If you upload a document, you must complete the Description field before the [SAVE] button will become available.

5.2.7 Check Global Errors

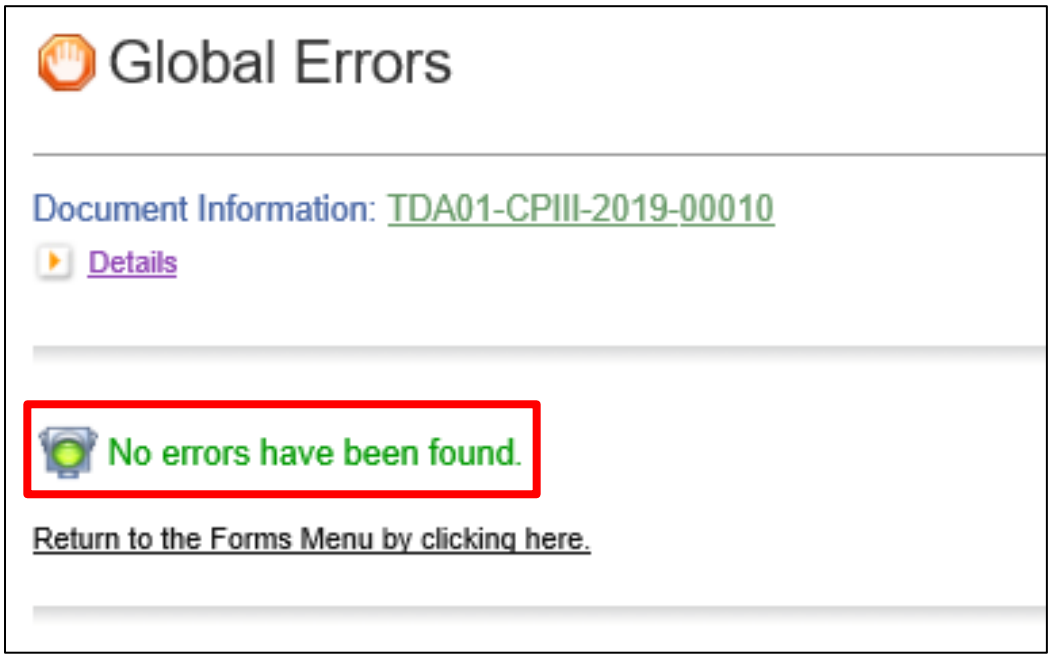
At any point that you would like the system to check your application for completeness, click on the [CHECK GLOBAL ERRORS] button at the top of the page.



The system will display an error if you have missed one or more required sections in your application and alert you to any pages that may need to be reviewed. Click on the link to any error displayed to be taken to that page. Continue this process until there are no further errors.

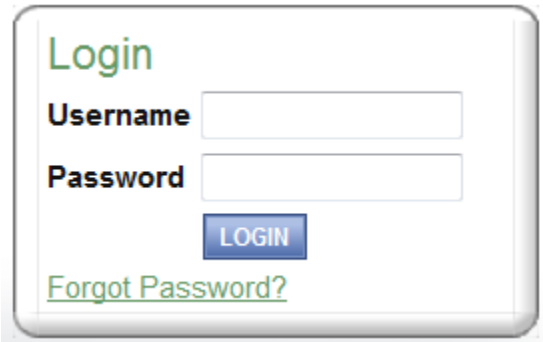


Once there are no Global Errors found, it is ready to be submitted.

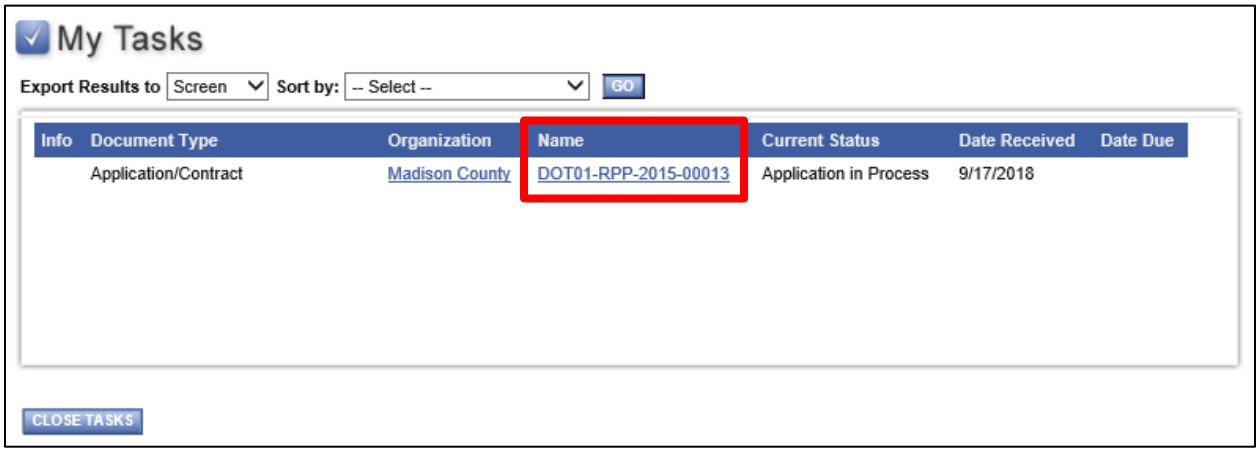


5.3 Retrieve an Application

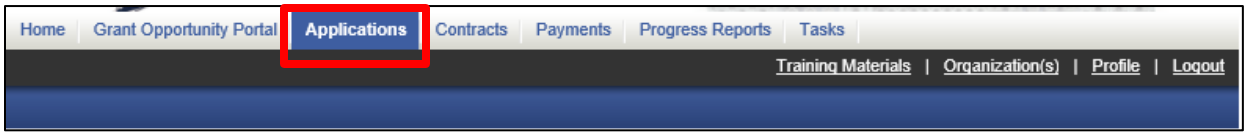
If you start an application and need to come back to it at a later time, you can retrieve it from the system. Start by logging in to Grants Gateway using your Gateway credentials.



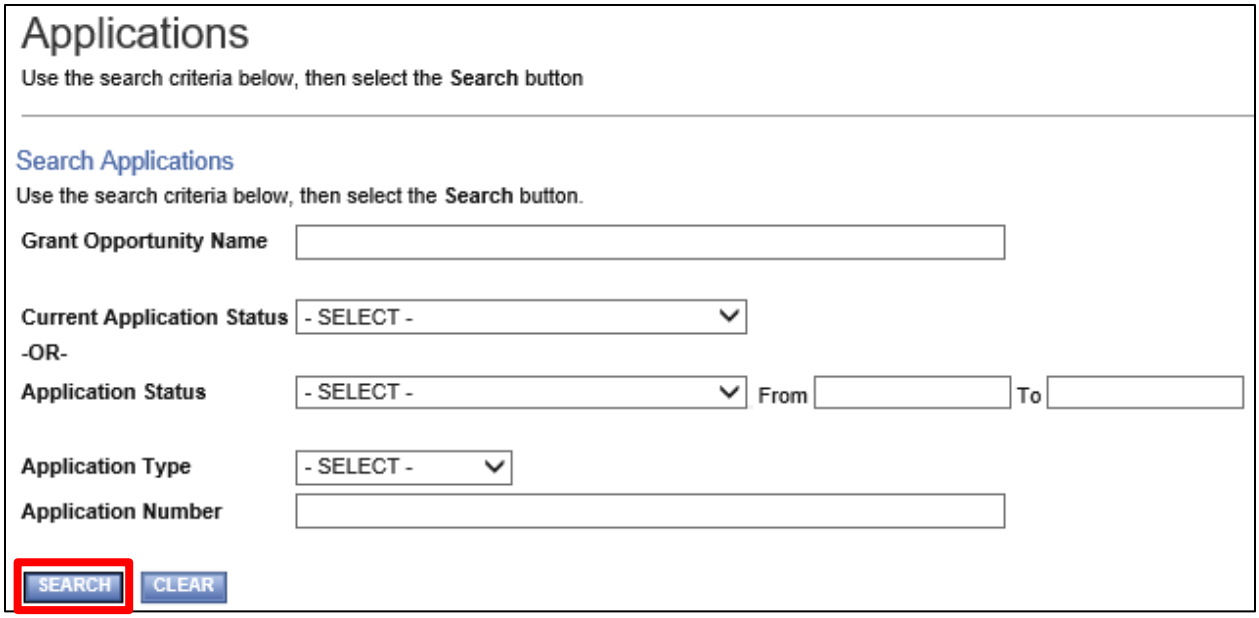
From the Home screen, click on the [OPEN TASKS] button. Your previously started application will be listed. Find the application you want to continue working on, click on the 'Name' link to be redirected to the Home screen of the application.



You can also retrieve a previously started application by clicking the Applications link at the top of the page.



Enter the Grant Opportunity Name and/or the Application Number and click the [SEARCH] button. Select the application you would like to work on from the list of results generated.



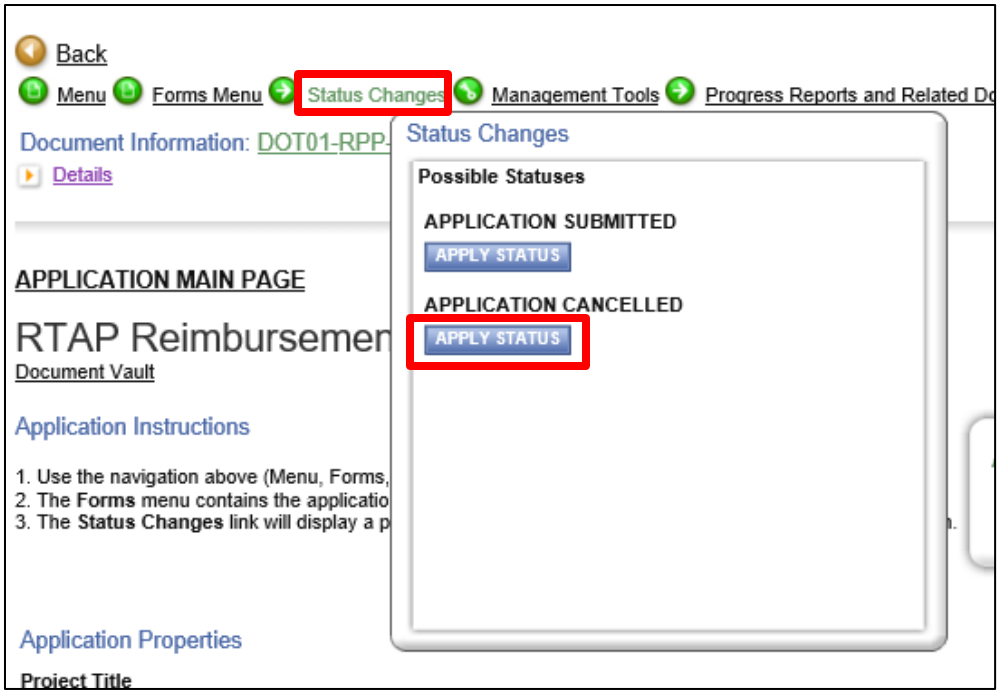
5.4 Cancel an Application

Any application in the status of “Application in Process” can be cancelled by the Grantee Contract Signatory or the Grantee System Administrator.

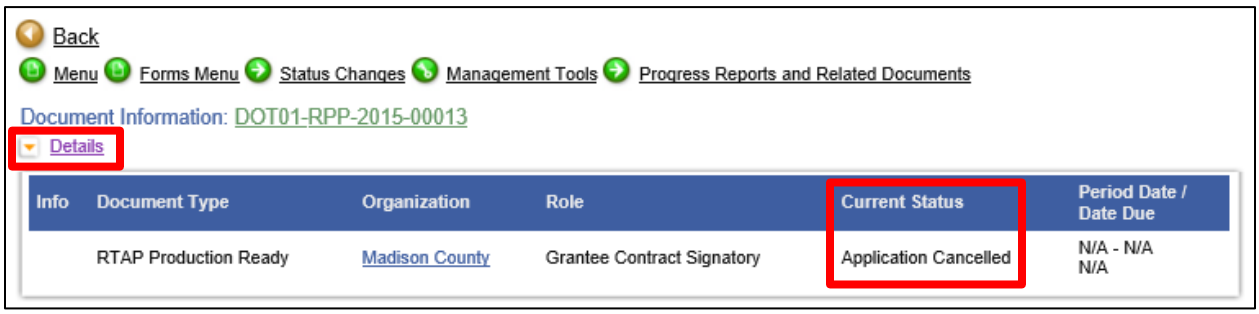
To cancel an application, log in to the Grants Gateway with one of the referenced roles. Retrieve the application you would like to cancel and click on the Status Changes link.

If needed, refer to section 5.4 on how to retrieve an application already in process.

Then click on the [APPLY STATUS] button under APPLICATION CANCELLED heading.



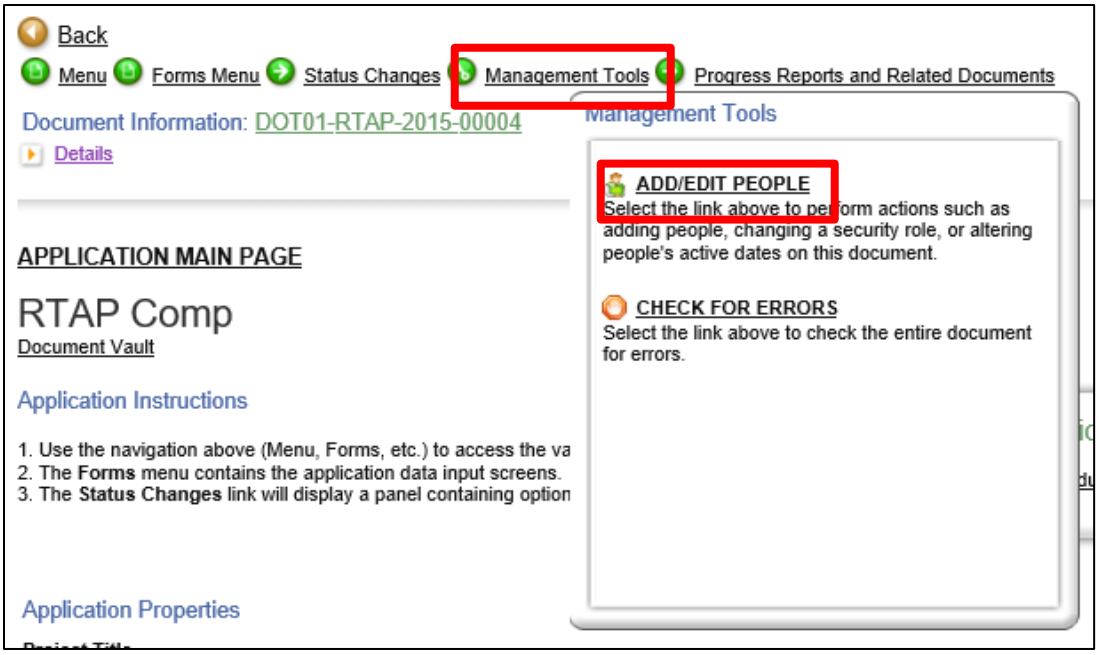
To verify the status change, click the arrow next to the Details link under the Document Information number. A box will open showing you the Current Status which is now Application Cancelled.



5.5 Add/Edit People

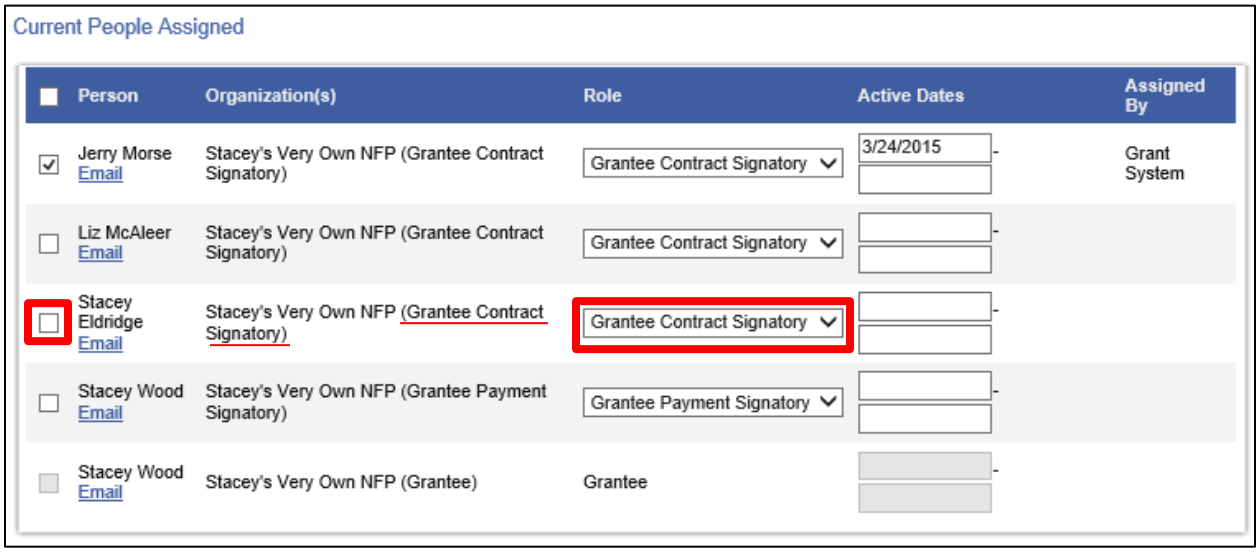
Only a Grantee Contract Signatory or a Grantee System Administrator can submit a completed application through the Grants Gateway. If you are a Grantee, you will need to add someone within your organization with one of the aforementioned roles.

While you are in the application, hover over the Management Tools link and click on Add/Edit People.



A list of users in your organization will appear.

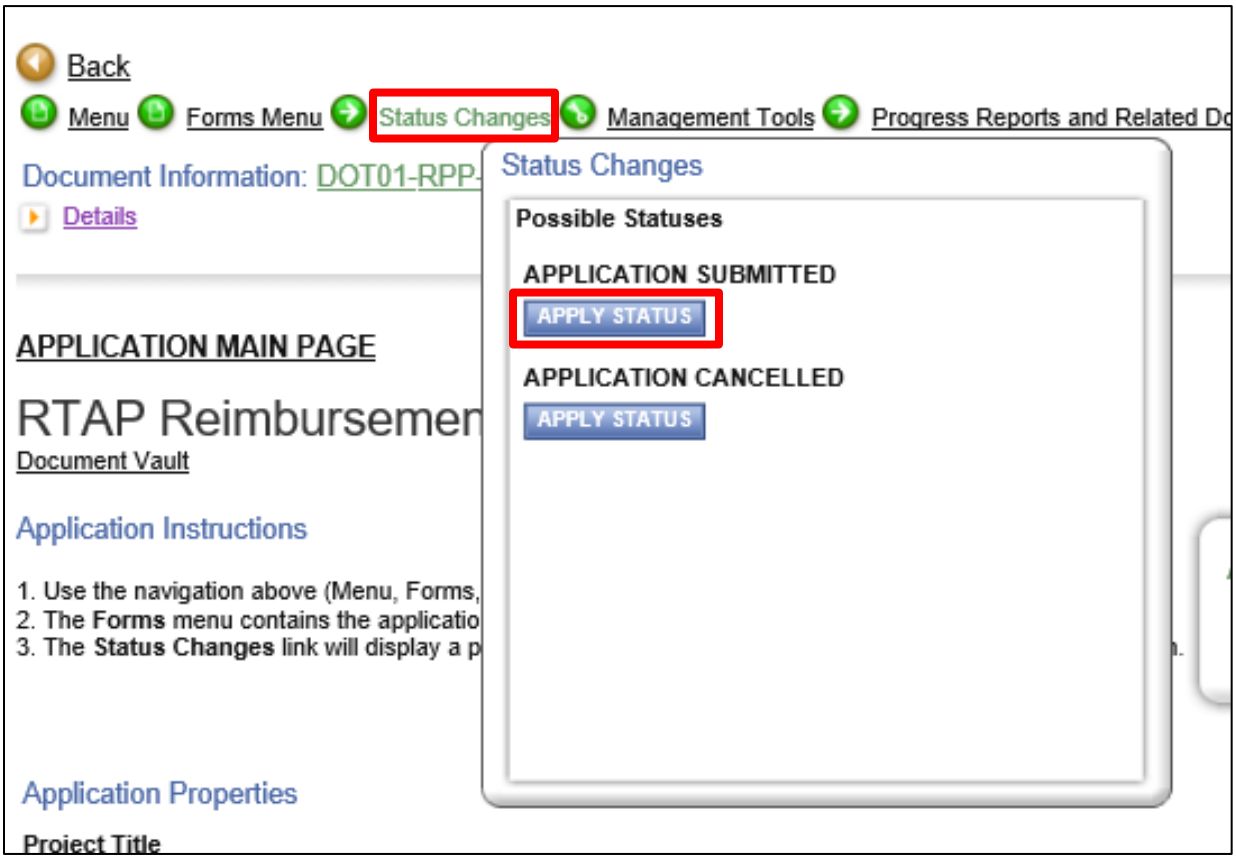
Find the name of the person you want to add with the role they need to have in parenthesis next to their name. Put a checkmark in the box to the left of their name, and if not already done so, select the correct role from the dropdown box that matches the role in the parenthesis. Click the [SAVE] button at the top of the page.



5.6 Submit an Application

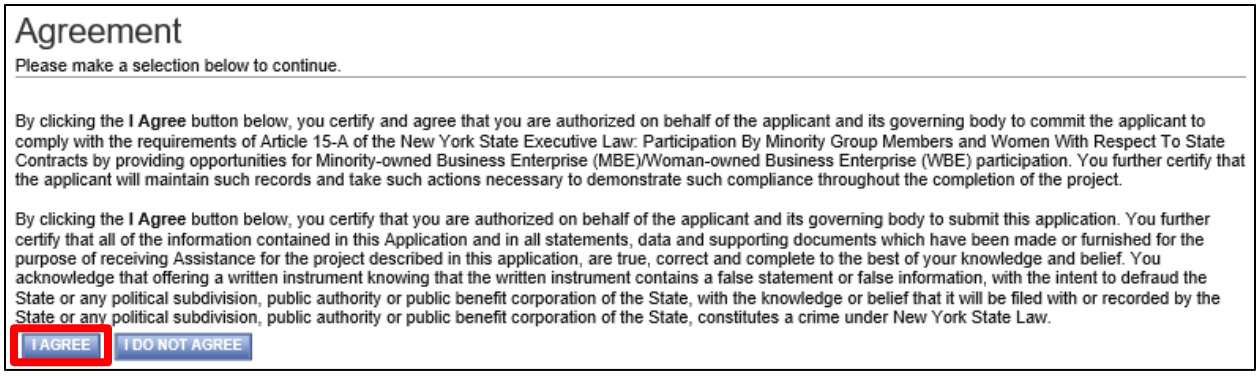
After completing all pages in the Forms menu and checking the Global Errors, (covered in section 5.3.7), you are ready to submit your application.

While in your application, hover over the status change link and click on the [APPLY STATUS] button under APPLICATION SUBMITTED.

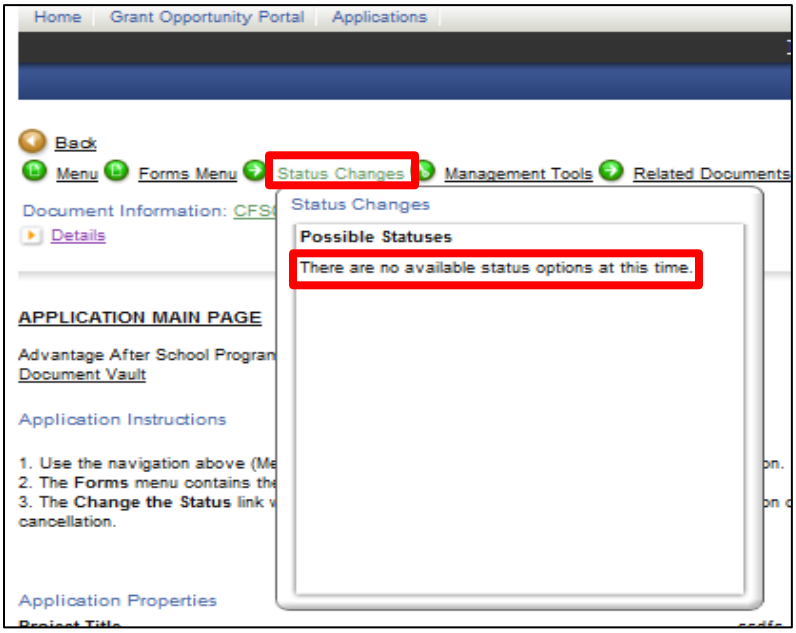


You will be redirected to an attestation that you must “sign” by clicking the [I AGREE] button. This will submit the application.

If you are not the right person to submit the application, you can click on the [I DO NOT AGREE] button and the application will not be submitted.



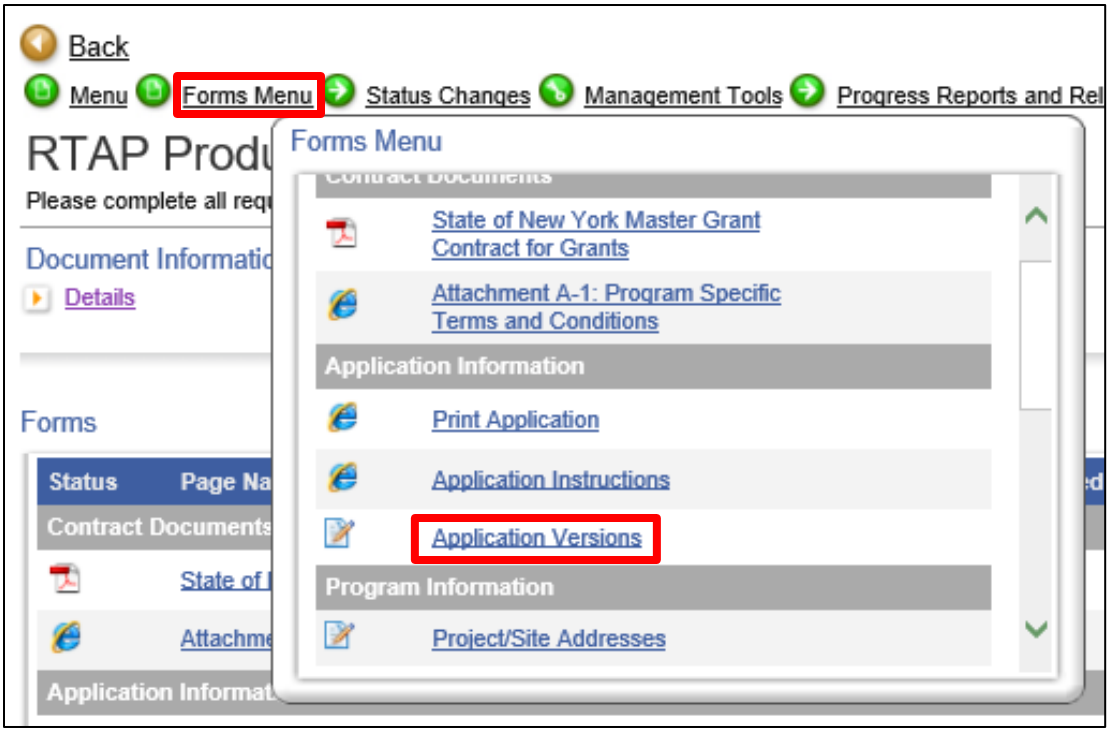
Once you have submitted your application, you are returned to the Application Main page. If you hover over the status changes link again, you will see that there are no available status options at this time.



5.7 Application PDF

Your application will be stored electronically in the Grants Gateway. If you would like to save your own copy of the completed application, the Gateway provides you with a PDF that you can print or save to your computer.

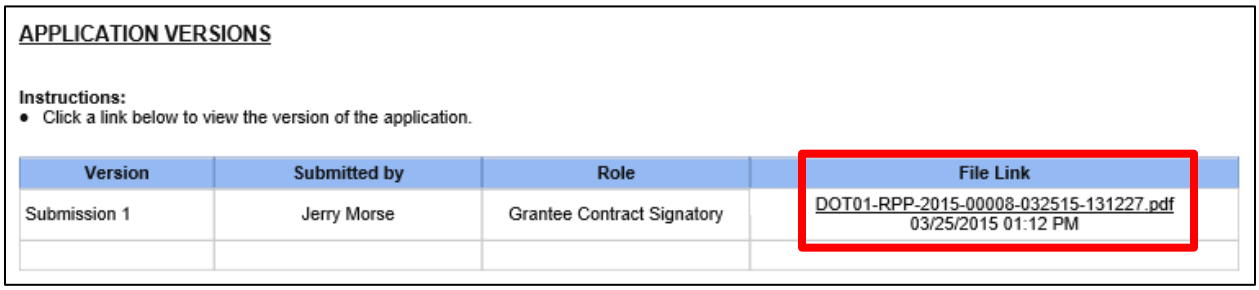
Click on the Forms Menu link and then click on the Application Versions link.



You will be redirected to the Application Versions screen.

When you submit your application, a pdf version is created showing all sections, including any uploaded documents, in one document. If for some reason your application is returned to you for changes, when you submit your application again, this screen will now show two versions; your original submission and the most recent that includes any changes made.

Click the PDF link to have the file open for you to save or print.



5.8 Application Statuses

Application In Process

Once the application has been started, it will be in Application In Process stage. During this stage, it is usually a task for the person who started the application from the Grantee Organization.

Assignment of Reviewers

The application has been submitted and is now with the state to have reviewers assigned to it.

Lock Bid Assignment of Reviewers

If the State agency has chosen to have a “Bid Lock” (this means that the agency cannot see any applications until after the due date and time of the application) on the applications, this status will apply after for submitted applications after the due date and time of the Grant Opportunity. The funding agency can assign the reviewer(s) to the application once the Bid Lock date and time has passed.

Lock Out Period

If the grant Opportunity has Bid Lock on it, once the application has been submitted, the system moves the application to the Lock Out period stage until the application due date and time has passed.

Application Cancelled

This status means that the application has been put to an end by Grantee Organization. If the due date and time of the grant opportunity for which this application has been started has not ended yet, the status can still be changed to Application in Process.

Application Deadline Passed

This means that the date and time to apply for the Grant Opportunity has ended.

Eligibility Review

The application is being reviewed for the initial pass/fail review.

Application Info Requested

The application has been sent back to the grantee for more information before they can start the review process.

Application In Review

The application has passed through the eligibility review and is now being scored by state agency reviewers.

Scoring Review In Process

The scores entered on each application are being reviewed and checked for variance.

Scoring and Funding Evaluation In Process

All scores have been locked in on all accepted applications. The state agency is reviewing all scores to determine who will receive funding.

Application Denied

The funding agency has denied the application.

Application Rejected

This status means that the State Agency has completed their initial pass/fail review and the application did not pass.

Application Submitted

An application has been submitted.

Denial Letter In Process

State Agency is getting ready to send out Denial Letters to Grantee Organization.

Award Letter In Process

The funding agency is getting ready to send out Award Letters to the Grantee Organization.

PO Awarded

A Purchase Order has been awarded for grant funds under $10,000.

PO Award Letter In Process

The funding agency is getting ready to send out Award Letters to the Grantee Organization for grant funds under $10,000.

Non-GG Contract Awarded

The application was selected for funding but the contract process will not go through the Gateway.

On Waitlist

The funding agency has scored the application and put it on the waitlist to assign award.

Non-GG Contract Award Letter in Process

The funding agency is getting ready to send out Award Letters for to Grantee organization for Non-Grants Gateway Contracts.

Offline Application In Process

When the funding agency creates an application on behalf of the Grantee Organization, it will be in this status.

6. Contract Development Process

Once your application has been selected for funding, all materials will be reviewed by the State Agency and then sent back to the vendor for review and/or editing. The next status you will see it in is Contract Information Requested (PM). This section will walk you through how to go about making those edits.

6.1 Find Your Contract

There are two ways to locate your contract within the Grants Gateway.

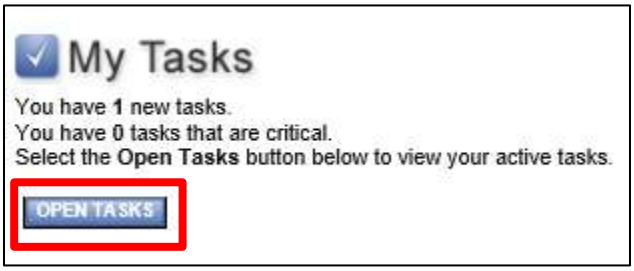
1. My Tasks
2. Contracts Search

6.1.1 My Tasks

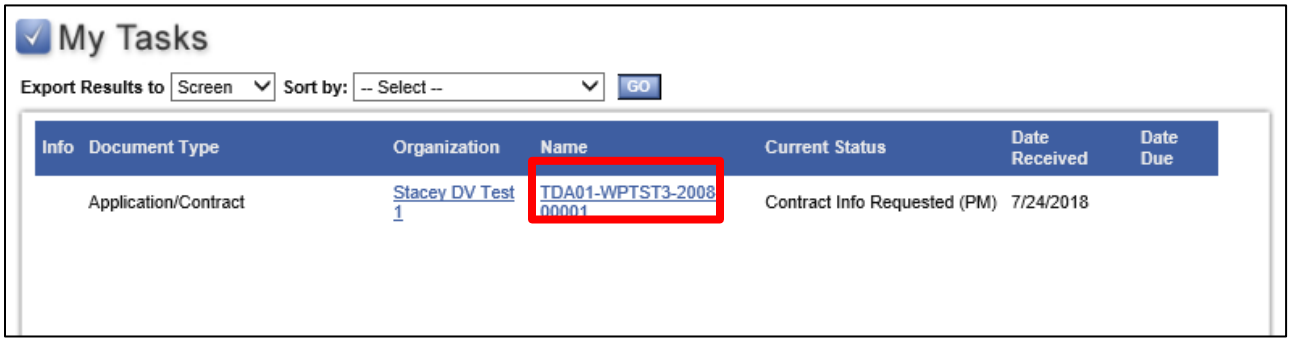
Log into the Grants Gateway with your Grantee Contract Signatory or Grantee System Administrator login. If the contract was originally assigned to you, you will find the link to the contract in your My Tasks box.

> NOTE: The user who initiated the application will get a task in their Task Box. This could be any person in your organization with the role of Grantee, Grantee Contract Signatory, or Grantee System Administrator.

Click on the [OPEN TASKS] button from your Home screen.



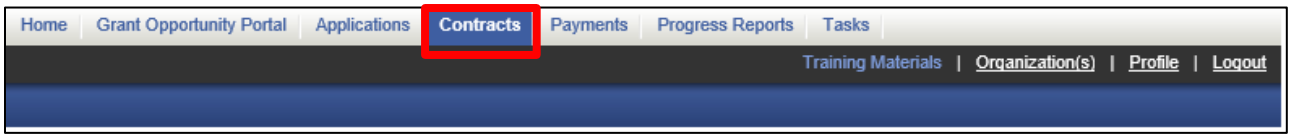
Then click on the Name link of the contract in the status of Contract Info Requested (PM) that you want to make changes to. This will redirect you to the Main page of the contract.



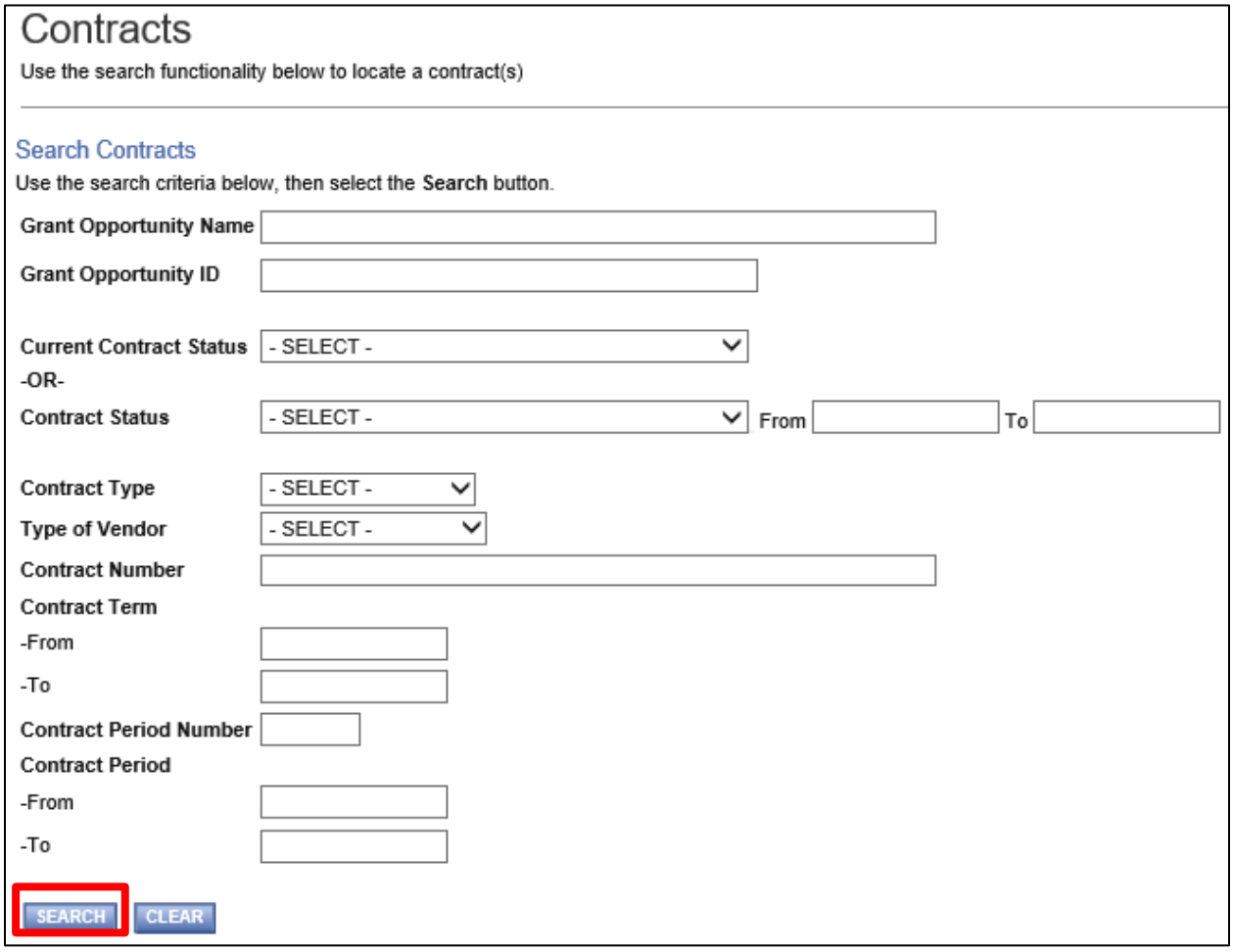
6.1.2 Contract Search

If the contract that you are looking for is not in your Task Box, you can use the Contract Search tool to locate it.

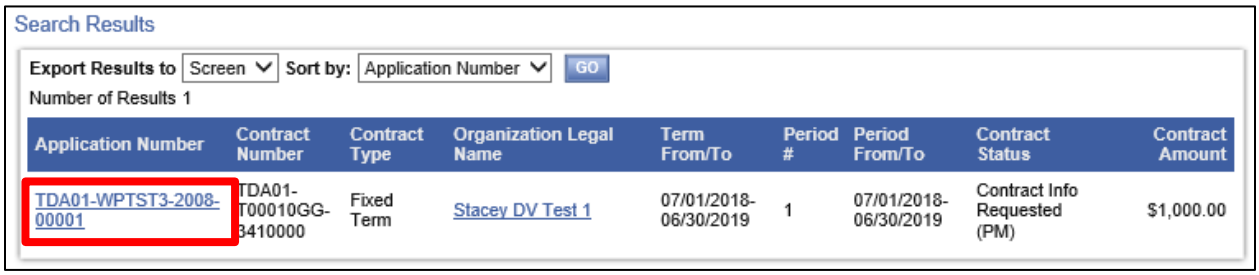
Click the Contracts link at the top of the page, which will redirect you to the Contract Search tool.



Enter the search criteria that will best help you locate the contract you're looking for. The more criteria you enter, the shorter the list of results will be displayed. Click the [SEARCH] button.



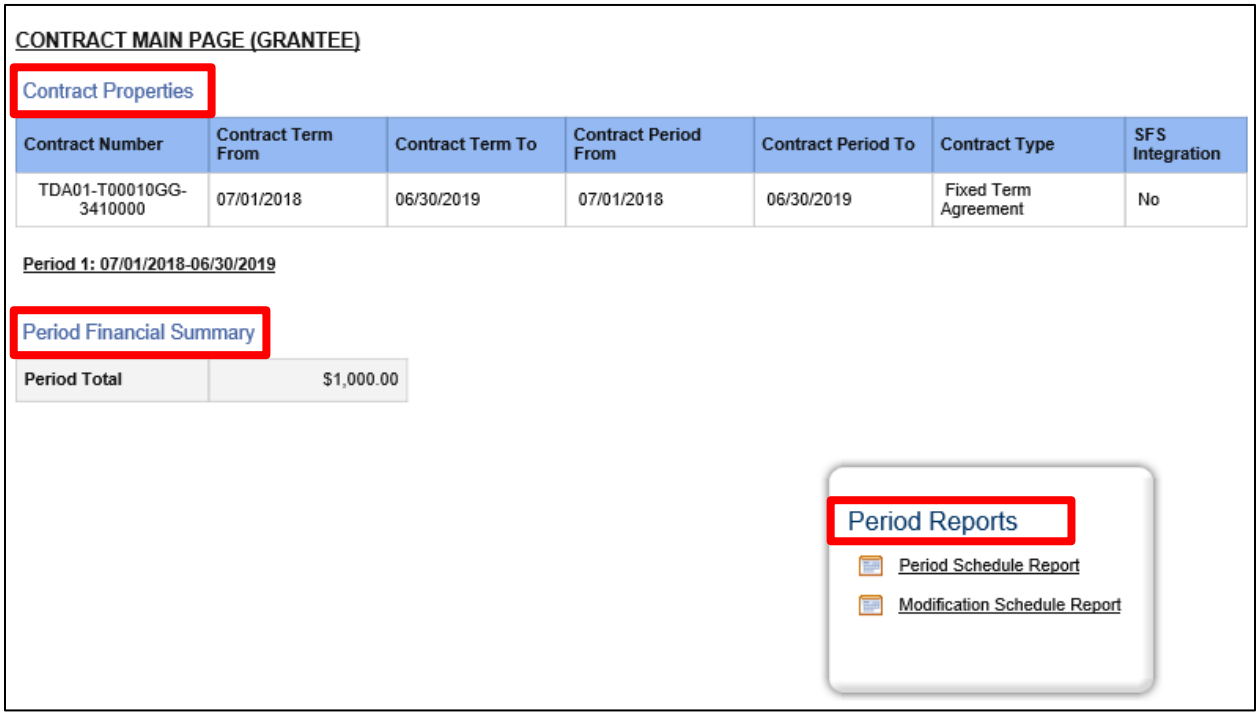
Find the contract in the list of results that you want to work on and click on the Application Number link to open to the Main page of the contract.



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.

6.2 Contract Main Page

Once you have opened the contract that you want to review and/or edit, you will be brought to the Contract Main Page. This page will show you information related to the Contract Properties, Period Financial Summary and the Period Reports.



Contract Properties

Contract Number – The contract number assigned by either the funding agency or auto-generated by the Grants Gateway.

Contract Term From – The date the contract starts.

Contract Term To – The date the contract ends.

Contract Period From – The starting date of the first period within the contract term.

Contract Period To – The last day of the first period within the contract term.

Contract Type – This shows the type of contract that was selected by the funding agency. It can reflect any of the following:

- Fixed Term – Contracts that are for a fixed period of time and at the end of the term, the contract expires. In Fixed Term contracts, the period and the term dates are identical.

- Multi-year – Contracts with a contract terms that has multiple contract periods (with their own budgets and workplans) within it.
- Simplified Renewal – Contracts that have a renewal option at the end of the period.

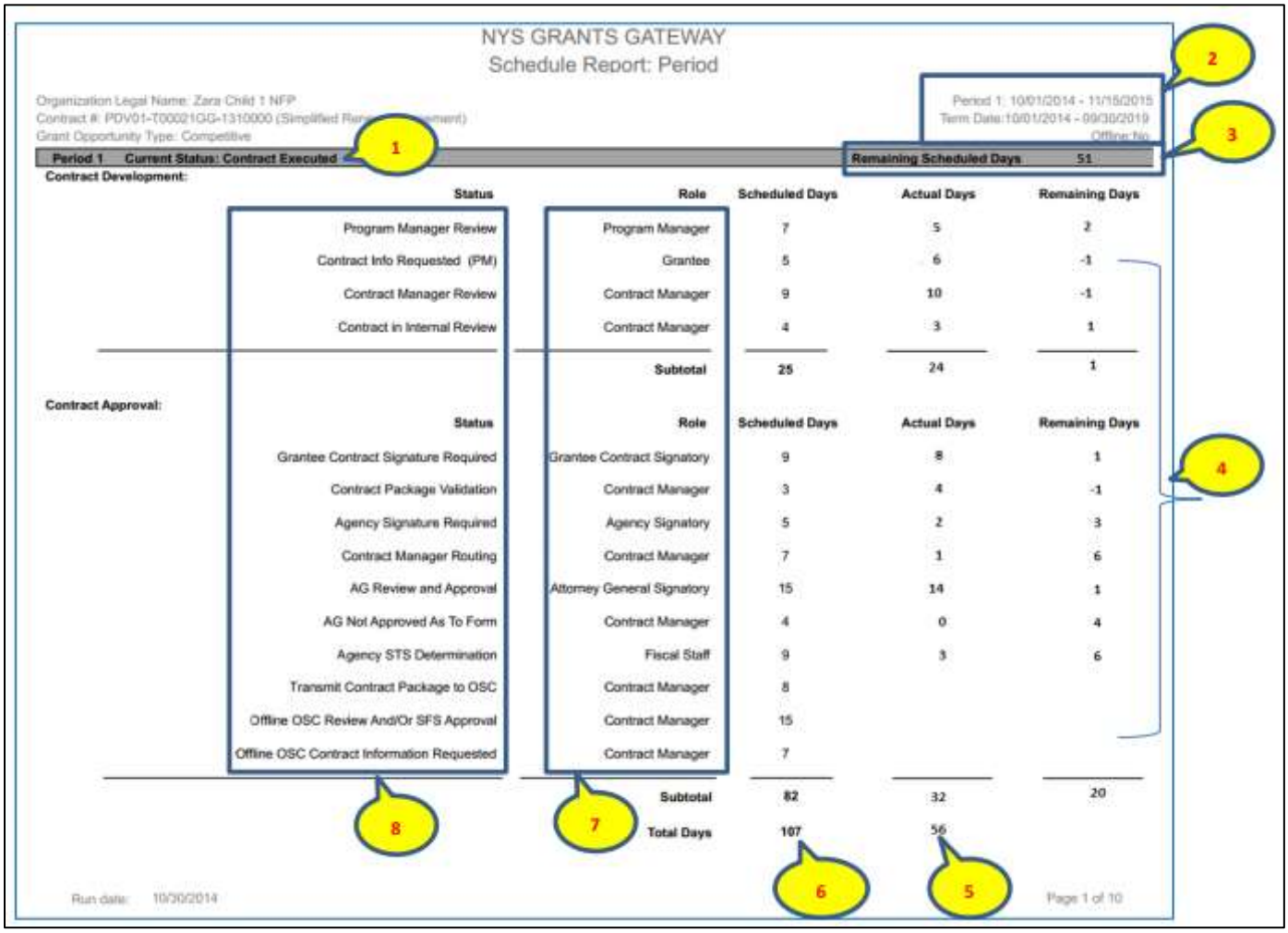
SFS Integration – Indicates if the contract has been set up to receive payments through the Grants Gateway system

Period Financial Summary

This summary shows the amount awarded for the first period of the contract.

Period Reports

The Schedule Report is a tool in the Grants Gateway designed to assist with timely completion of contracting tasks.



NYS GRANTS GATEWAY
Schedule Report: Period

Organization Legal Name: Zara Child 1 NFP
Contract #: PDV01-T00021GG-1310000 (Simplified Ren[illegible]ment)
Grant Opportunity Type: Competitive

Period 1: 10/01/2014 - 11/15/2015
Term Date:10/01/2014 - 09/30/2019
Offline:No

Period 1 Current Status: Contract Executed — **Remaining Scheduled Days 51**

Contract Development:

Status	Role	Scheduled Days	Actual Days	Remaining Days
Program Manager Review	Program Manager	7	5	2
Contract Info Requested (PM)	Grantee	5	6	-1
Contract Manager Review	Contract Manager	9	10	-1
Contract in Internal Review	Contract Manager	4	3	1
	Subtotal	25	24	1

Contract Approval:

Status	Role	Scheduled Days	Actual Days	Remaining Days
Grantee Contract Signature Required	Grantee Contract Signatory	9	8	1
Contract Package Validation	Contract Manager	3	4	-1
Agency Signature Required	Agency Signatory	5	2	3
Contract Manager Routing	Contract Manager	7	1	6
AG Review and Approval	Attorney General Signatory	15	14	1
AG Not Approved As To Form	Contract Manager	4	0	4
Agency STS Determination	Fiscal Staff	9	3	6
Transmit Contract Package to OSC	Contract Manager	8		
Offline OSC Review And/Or SFS Approval	Contract Manager	15		
Offline OSC Contract Information Requested	Contract Manager	7		
	Subtotal	82	32	20
	Total Days	107	56	

Run date: 10/30/2014

Page 1 of 10

1. Current Contract Status – The status of the contract when the report was run.
2. Contract Period – The contract period for which 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.
8. Grants Gateway statuses during the Contract Development and Approval Process.

In the example 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 on 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.

6.3 Editing Contract Info

Changes can be made to contract information by selecting the appropriate option in the Forms Menu and adding/editing the forms as requested by the State Agency user. You may only make changes when the contract is in the status of Contract Information Requested (PM).

> NOTE: For a list of all contract statuses and their meanings, please see section 7.1.

6.3.1 Contract Information

From the Forms Menu, click on the Contract Information link, under the Program Information heading. When this page loads, you will see three addresses that have been populated from information in the Statewide Financial System (SFS). If an address on this page is wrong, you will need to have it updated in SFS and then contact the Grants Gateway Help Desk to notify them that an address has been added / updated.

CONTRACT INFORMATION

Contractor Addresses

Instructions:

1) Please select an address for Primary, Payment and Contract Mailing addresses to populate the Master Grant Contract only.
2) The dropdown list is populated from the address options in the State Financial System (SFS).
3) If additional addresses need to be added/ updated, please make the appropriate changes in SFS.
4) Select the **Save** button above to save your work frequently.
5) Click Forms Menu to return to the navigation links.

Primary Mailing Address:	334 GRAND AVE, BROOKLYN, NY 11238 *
Contract Payment Address:	334 GRAND AVE, BROOKLYN, NY 11238 *
Contract Mailing Address:	334 GRAND AVE, BROOKLYN, NY 11238 *

Once all addresses show correctly, click the [SAVE] button at the top of the page.

6.3.2 Budget Forms

Contracts awarded from Competitive Applications

The budget information that you entered during your application period has been carried over to your contract. Your contract has been awarded with the amount that the funding State Agency has agreed to provide you. Refer to section 5.2.3 on how to edit budget information for the Budget Type provided to you.

Regardless of the Budget Type, the budget summary page from the Forms Menu needs to be saved with no errors.

Noncompetitive Awards

If you did not have to complete an application, but have been awarded funding from a State Agency you will need to enter your budget information. Refer to section 5.2.3 to follow the instructions on how to complete a budget for the budget type you have been provided.

6.3.3 Work Plan

Contracts awarded from Competitive Applications

The Objectives, Tasks and Performance Measures that you entered during the application period have been carried over to your contract. The funding agency may have provided you with notes on how to edit or add to your workplan. Refer to section 5.2.4 on how to enter / edit your Objectives, Tasks and Performance Measures.

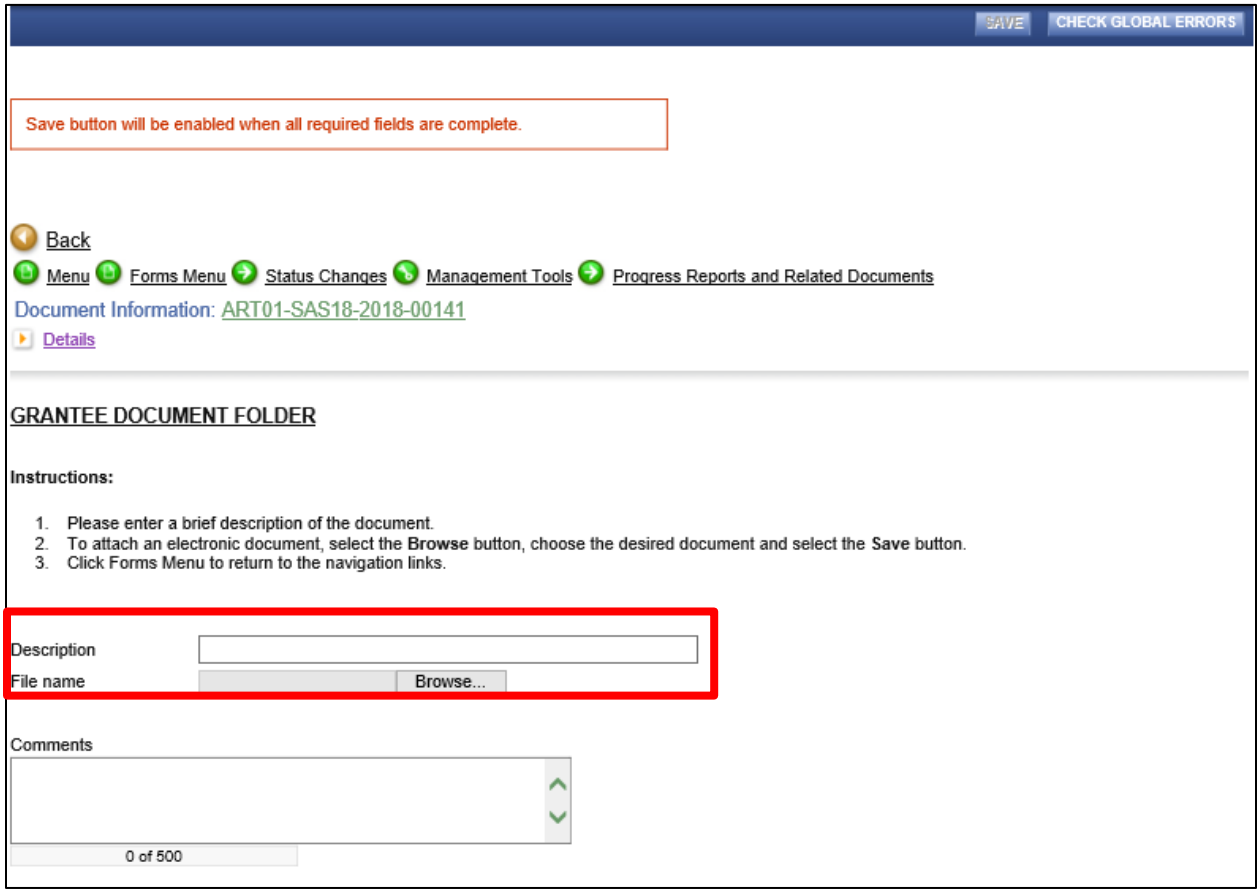
Noncompetitive Awards

If you did not have to complete an application, but have been awarded funding from a State Agency you will need to enter your Workplan information to include your Objectives, Tasks and Performance Measures if the funding agency has not yet done so for you. Refer to section 5.2.4 on how to enter / edit your Workplan information.

6.3.4 Grantee Document Folder

At the bottom of the Forms Menu is the Grantee Document Folder. This folder can be used to upload any contract related document(s), if requested by the State.

The [SAVE] button will be disabled until you enter a description of the document and upload a document. Click the [SAVE] button at the top of the page.



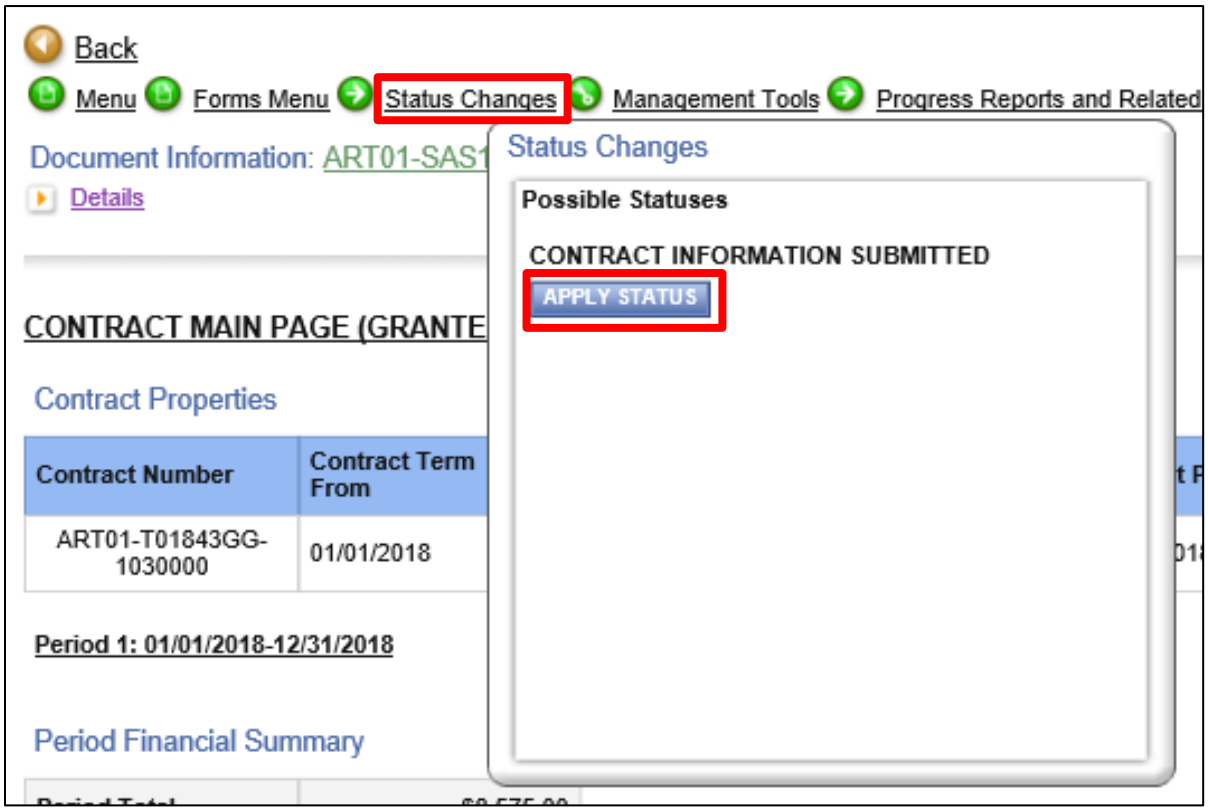
If you need to add more than one document to the folder, after uploading the first document and clicking Save, then click the [ADD] button at the top of the page to upload a new document.

As soon as multiple documents have been entered, a drop down box will show on the far right side of the screen allowing you to toggle back and forth between them. Select the document you would like to return to and click the [GO] button.

6.4 Submit Contract for Approval

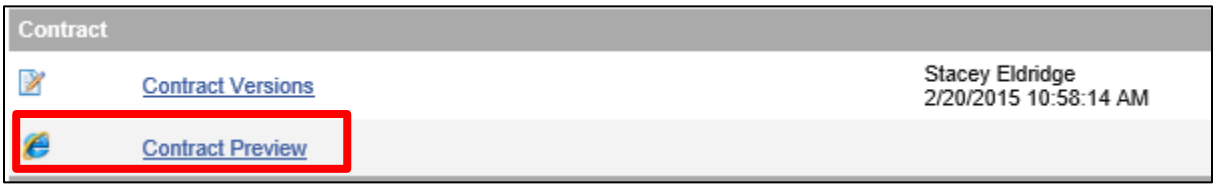
Now that you have reviewed all entered information and made any necessary changes, the contract is ready to be reviewed by the funding agency. The Grantee Contract Signatory or Grantee System Administrator can submit the contract back to the Program Manager by changing the status.

Hover over the Status Changes link and click the [APPLY STATUS] button under CONTRACT INFORMATION SUBMITTED to apply the status change.



6.4.1 Contract Preview

From the Forms Menu, this section will display all the current (real time) contract related information in a preview of the Master Grant Contract. As information is entered, this preview will be updated.



6.4.2 Contract Versions

This section will be updated once the approval process begins through the Grants Gateway. Once the budget and workplan have been agreed on by both the state and the vendor organization, the state will send it to the vendor to be electronically signed. As the contract moves through the signature process, a PDF file will be stored and displayed here at each status.

Prior to Signatures Being Collected

CONTRACT VERSIONS

Instructions:
- Click a link below to view the version of the contract.

Version	Role	Person	Signature Status	File Link
Unsigned Contract	N/A	N/A	N/A	
Grantee Signed Contract	Grantee Signatory		Grantee Signature Complete	
Agency Signed Contract	Agency Signatory		Agency Signature Complete	
Attorney General Signed Contract	AG Signatory		AG Signature Complete	
OSC Approval	External		Contract Executed	
OSC Non-Approval	External		Contract Not Approved	

Offline Contract? No

After Signatures Have Been Collected

CONTRACT VERSIONS

Instructions:
- Click a link below to view the version of the contract.

Version	Role	Person	Signature Status	File Link
Unsigned Contract	N/A	N/A	N/A	U-CFS01-C00370GG-3400000-P1-102417.pdf 10/24/2017 10:11:44 AM
Grantee Signed Contract	Grantee Signatory	Stacey Eldridge	Grantee Signature Complete	G-CFS01-C00370GG-3400000-P1-102417.pdf 10/24/2017 10:28:36 AM
Agency Signed Contract	Agency Signatory	Stacey Wood	Agency Signature Complete	A-CFS01-C00370GG-3400000-P1-102417.pdf 10/24/2017 10:50:01 AM
Attorney General Signed Contract	AG Signatory	Stacey Wood	AG Signature Complete	AG-CFS01-C00370GG-3400000-P1-102417.pdf 10/24/2017 11:13:53 AM
OSC Approval	External		Contract Executed	
OSC Non-Approval	External		Contract Not Approved	

7. Contract Approval Process

The contract will continue to pass through the development loop, detailed in section 6, until both the funding agency and the organization have agreed that there are no further changes needed.

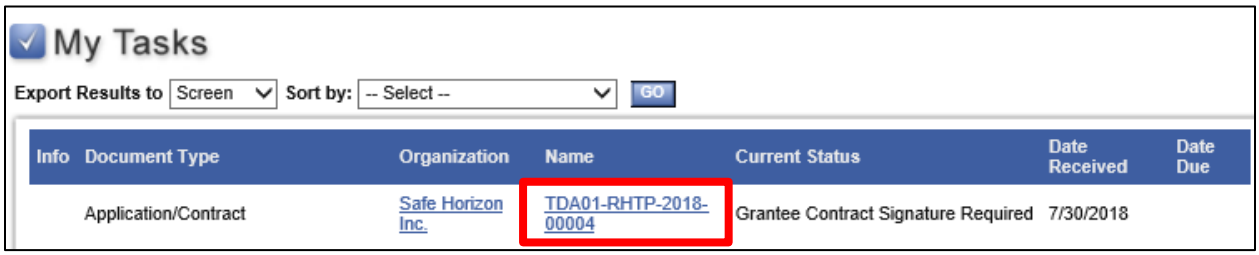
The Contract Manager will change the status to Grantee Contract Signature Required to obtain your signature on the contract. Only a Grantee Contract Signatory or a Grantee System Administrator have the credentials to sign a contract through the Grants Gateway.

> NOTE: To add a Grantee Contract Signatory or Grantee System Administrator to the contract, refer to section 5.5 on how to use the Add/Edit People tool.

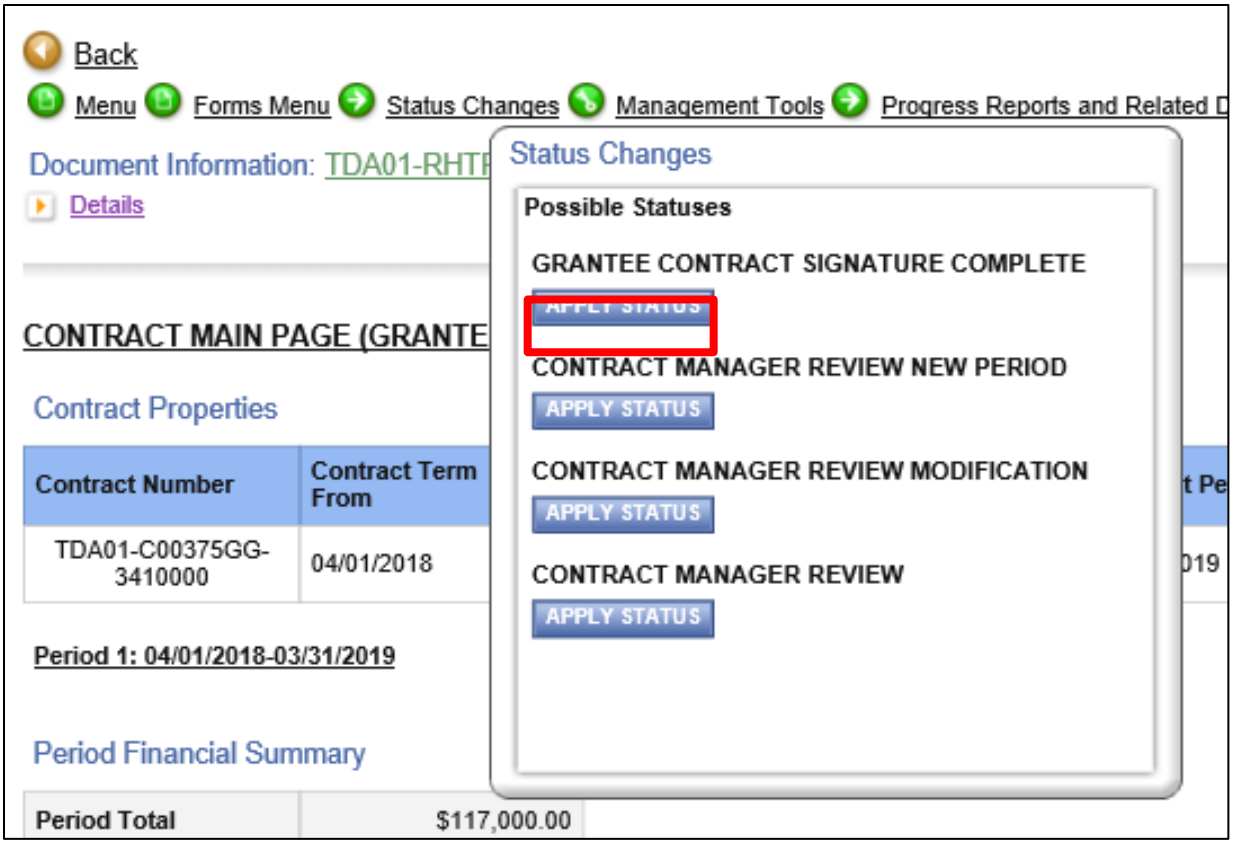
Once logged in with one of the above roles, find the contract by using the My Tasks or the Contract Search tool, both described in section 6.1.

> NOTE: You can sign any contract within your organization if you have the right role, even if it's not assigned to you, by doing a contract search.

When you have located the contract that needs to be signed, click on the Name.



The system will display the Contract Name page. You can view the contract, or any of the pages from the Forms menu that you have been working on, but will not be able to make any changes. Once you have finished reviewing the contract and are ready to sign it, click on the Status Changes link, and then click the [APPLY STATUS] button under GRANTEE CONTRACT SIGNATURE COMPLETE.



Grantee Contract Signature Complete – captures your electronic signature stating that you are satisfied with what is included in the contract and you are ready to move forward to executing the contract. This will change the status of the contract to Contract Package Validation.

Contract Manager Review New Period – this status is not applicable at this stage of the contract and is listed for future use in a Multi-Year contract after the contract has been executed.

Contract Manager Review Modification – this status is not applicable at this stage of the contract. This will be used to request any changes to the contract after it's been executed.

Contract Manager Review – if the contract has been sent to you to sign, but upon reviewal you determine it needs additional changes before signing it, select this status to send it back to the Contract Manager and put the contract back into the Contract Development loop.

After clicking on the [APPLY STATUS] button for Grantee Contract Signature Complete you will be redirected to an attestation that you have the authority, and are acting within your authority to sign the contract on behalf of the organization. Read the paragraph closely and click the [I AGREE] button to sign the contract.

Agreement

Please make a selection below to continue.

By clicking the **I Agree** button, I, acting in the capacity as Contractor, certify that I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, and as such I do agree, and I have the authority to agree, to all of the terms and conditions set forth in the Master Contract, including all appendices and attachments. I understand that (i) payment of a claim on this Master Contract is conditioned upon the Contractor's compliance with all applicable conditions of participation in this program and (if I am acting in the capacity as a not-for profit Contractor) the accuracy and completeness of information submitted to the State of New York through the Gateway vendor prequalification process and (ii) by electronically indicating my acceptance of the terms and conditions of the Master Contract, I certify that (a) to the extent that the Contractor is required to register and/or file reports with the Office of the Attorney General's Charities Bureau ("Charities Bureau"), the Contractor's registration is current, all applicable reports have been filed, and the Contractor has no outstanding requests from the Charities Bureau relating to its filings and (b) all data and responses in the application submitted by the Contractor are true, complete and accurate. I also understand that use of my assigned User ID and Password on the State's contract management system is equivalent to having placed my signature on the Master Contract and that I am responsible for any activity attributable to the use of my User ID and Password. Additionally, any information entered will be considered to have been entered and provided at my direction. I further certify and agree that the Contractor agrees to waive any claim that this electronic record or signature is inadmissible in court, notwithstanding the choice of law provisions.

I AGREE | I DO NOT AGREE

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> NOTE: It is the grantee's responsibility to review the entire contract before signing it, as it may have changed during the contract development process. By clicking the [I DO NOT AGREE] button, the contract will not be signed, and will remain in the status of Grantee Contract Signature Required.

To view the signed copy of the contract, go to the Forms Menu and click on Contract Versions.

CONTRACT VERSIONS

Instructions:
- Click a link below to view the version of the contract.

Version	Role	Person	Signature Status	File Link
Unsigned Contract	N/A	N/A	N/A	U-CFS01-C00370GG-3400000-P1-102417.pdf 10/24/2017 10:11:44 AM
Grantee Signed Contract	Grantee Signatory	Stacey Eldridge	Grantee Signature Complete	G-CFS01-C00370GG-3400000-P1-102417.pdf 10/24/2017 10:28:36 AM
Agency Signed Contract	Agency Signatory	Stacey Wood	Agency Signature Complete	A-CFS01-C00370GG-3400000-P1-102417.pdf 10/24/2017 10:50:01 AM
Attorney General Signed Contract	AG Signatory	Stacey Wood	AG Signature Complete	AG-CFS01-C00370GG-3400000-P1-102417.pdf 10/24/2017 11:13:53 AM
OSC Approval	External		Contract Executed	
OSC Non-Approval	External		Contract Not Approved	

7.1 Contract Statuses

Program Manager Review

The contract has been initiated for editing and review by the Program Manager. You cannot make changes while the contract is in this status.

Contract Information Requested (PM)

The contract has been sent to the vendor organization to review any information entered by the funding agency and/or to be edited by the organization.

Contract Information Submitted

The vendor organization has submitted the contract back to the funding agency for review.

Contract Manager Review

The contract is with the Contract Manager for review of the contract prior to moving forward in the review process. You cannot make any changes to the contract while it is in this status.

Contract In Internal Review

The contract is being reviewed by additional State agency internal groups before going out to signature. These groups could be, (but not limited to), Legal or Fiscal management.

Grantee Signature Required

The contract has been forwarded to the grantee for their electronic signature. No changes can be made at this time.

Grantee Contract Signature Complete

The grantee has signed the contract electronically and it has been rerouted back to the state agency.

Contract Package Validation

The funding agency is attaching any additional files that the State Comptroller may need when reviewing the contract.

Agency Signature Required

The Contract Manager has forwarded the contract to the appropriate person with the State agency to sign the contract.

Agency Signature Complete

The contract has been signed by the state agency.

Contract Manager Routing

The contract has been returned to the Contract Manager to determine if it needs to go through the AG.

AG Review & Approval

The contract is with the Attorney General (AG) to be reviewed and signed.

AG Approved As To Form

The AG has reviewed the contract and signed it.

Funding Check

The system is checking to ensure that coding has been added to the contract to ensure that funds have been properly assigned.

Agency STS Determination

The state agency is sending the SFS coding to create a requisition. The requisition allows the creations of the PO which allows the agency to pay out the funds.

Transmit Contract Package to OSC

The contract has been signed by all applicable parties and is being sent to OSC for review and approval to execute.

Contract Executed

The contract has been executed and is in effect.

8. Modifications

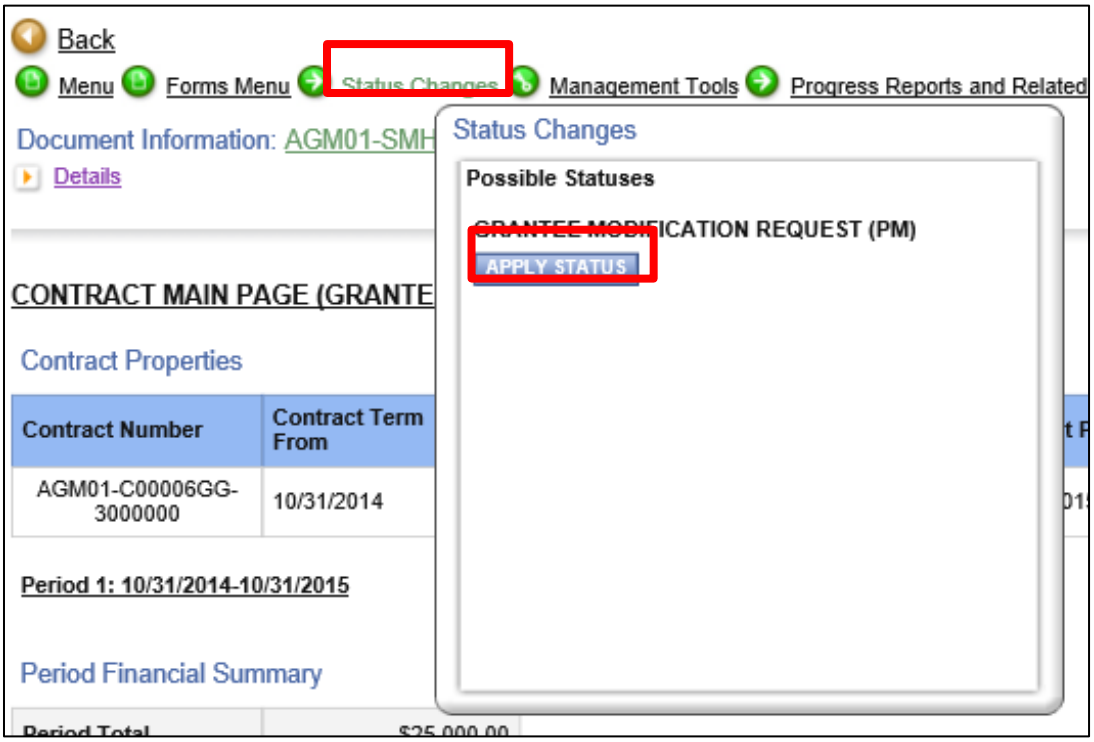
Grantees or Program Managers can request modifications to existing executed contracts in order to change the duration, value, or details of a contract. Once the modification request is made, the Contract Manager must approve the request before the changes can be made.

8.1 Initiate the Modification Request

Either the Grantee Contract Signatory, Grantee, or Grantee System Administrator can initiate a Modification Request.

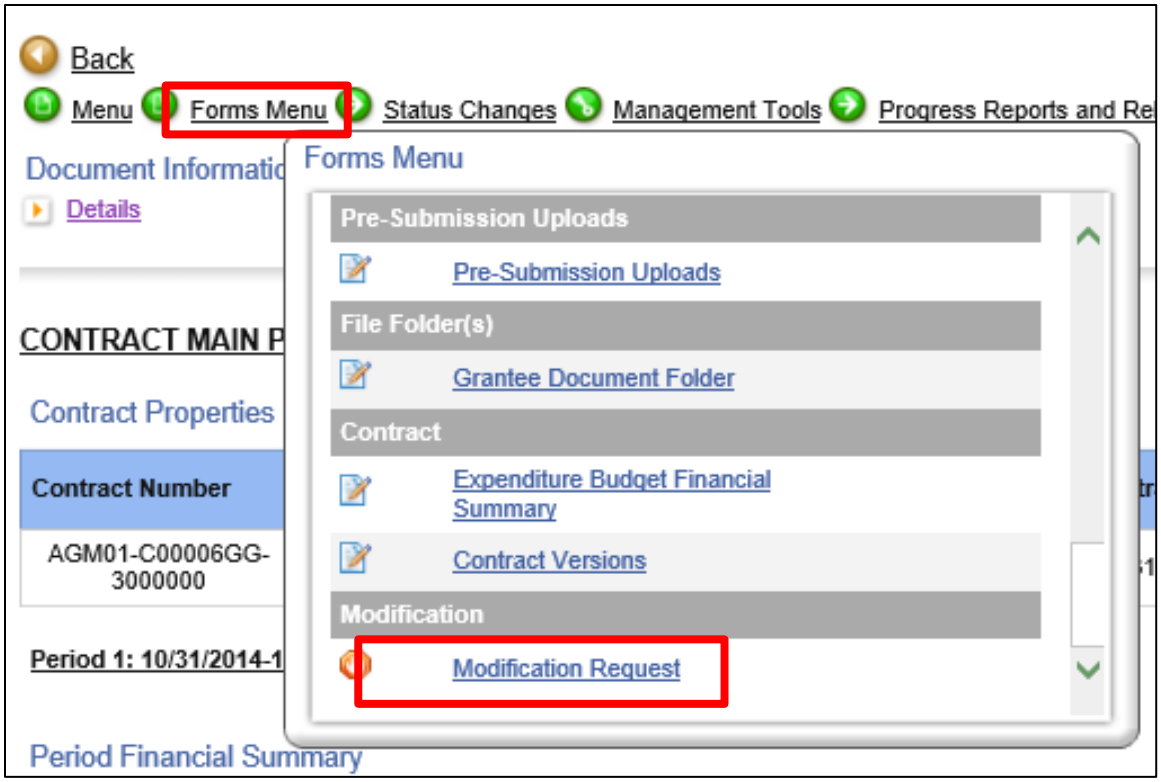
Locate and view the contract you wish to have modified by using the Contract Search function (described in section 6.1.2).

You will be directed to the Contract Main Page. Hover over the Status Changes link and click the [APPLY STATUS] button under GRANTEE MODIFICATION REQUEST (PM).



8.2 Completing the Modification Request Form

Click or hover your mouse over the Forms Menu and click on the Modification Request link from the bottom of the list.



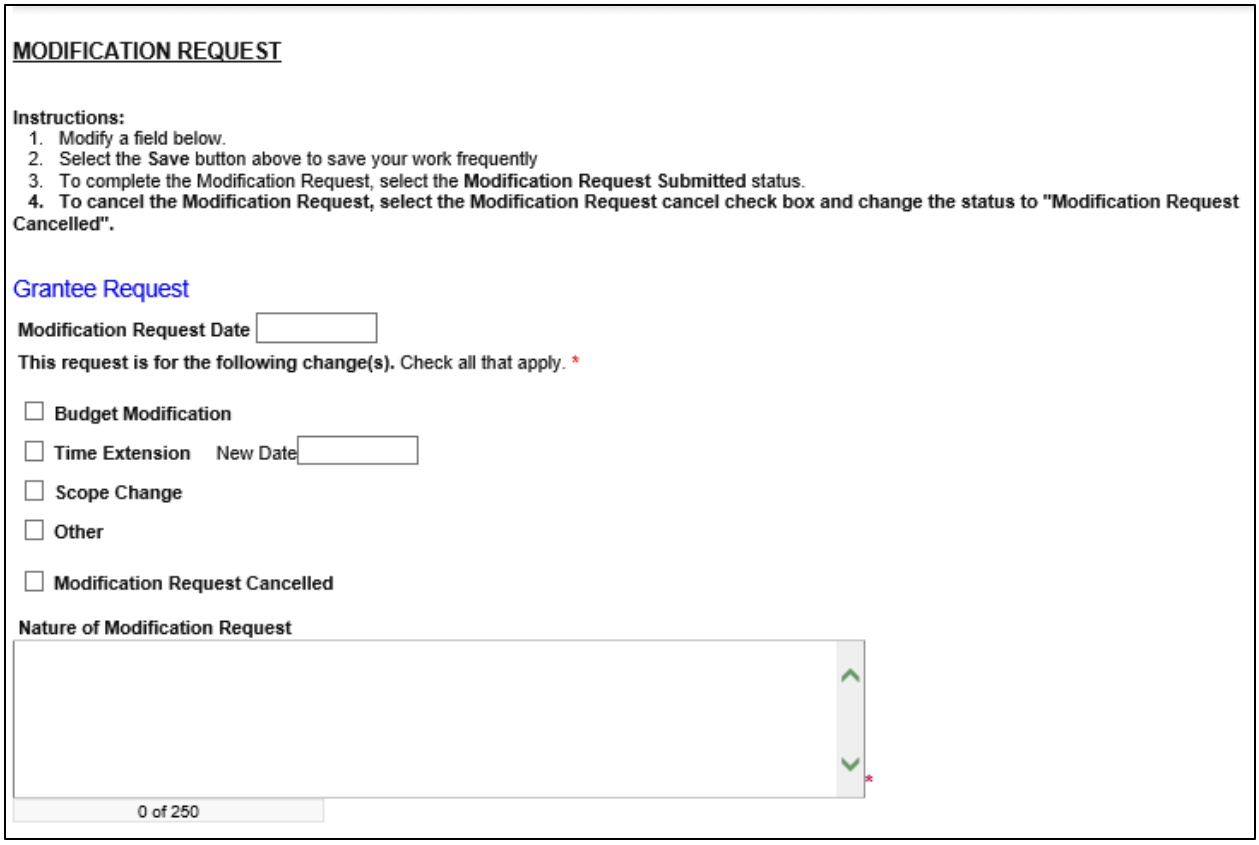
Fill out the Modification Request form.

Enter the Modification Request Date. This is usually just “today’s date”.

Then select the reason(s) for the request. You can check more than one box if your request if for more than one reason.

Note that if you select the Time Extension box, you must also enter the new proposed end date for your contract.

Finally, use the text box to enter the Nature of Modification Request. This field is limited to 250 characters.



MODIFICATION REQUEST

Instructions:
1. Modify a field below.
2. Select the **Save** button above to save your work frequently
3. To complete the Modification Request, select the **Modification Request Submitted** status.
4. **To cancel the Modification Request, select the Modification Request cancel check box and change the status to "Modification Request Cancelled".**

Grantee Request

Modification Request Date

This request is for the following change(s). Check all that apply. *

- ☐ **Budget Modification**
- ☐ **Time Extension** New Date
- ☐ **Scope Change**
- ☐ **Other**
- ☐ **Modification Request Cancelled**

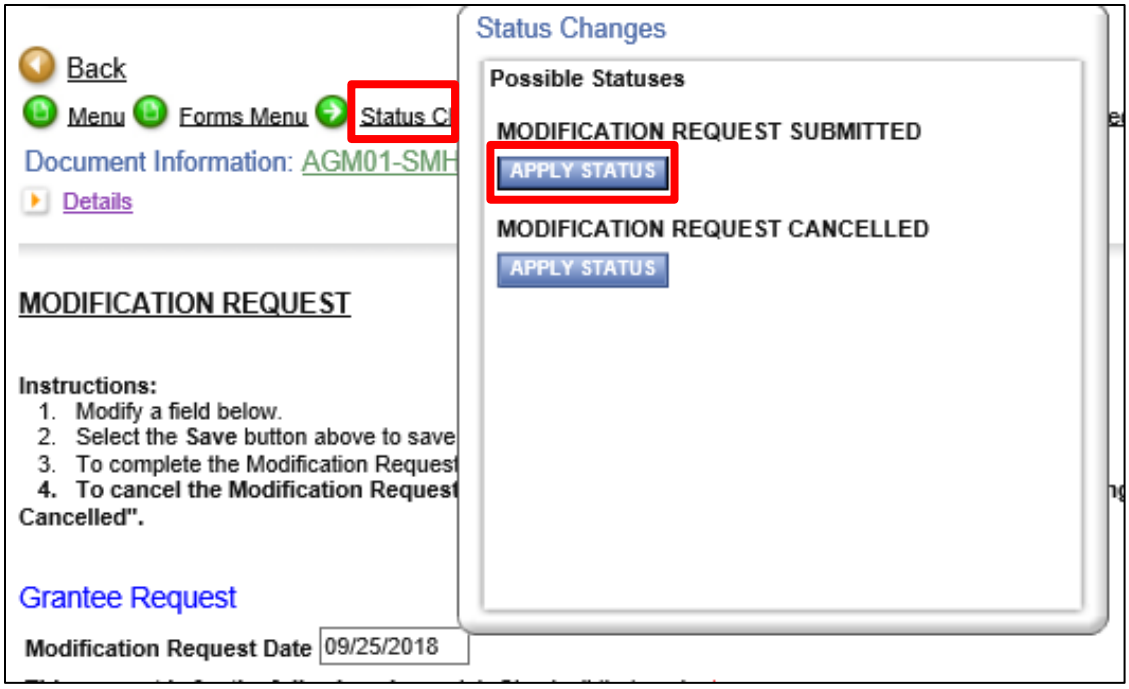
Nature of Modification Request

0 of 250

8.3 Submitting your Modification Request

Once all fields have been entered on the Modification Request form, click the [SAVE] button at the top of the page.

Once you have received the confirmation that all changes have been saved successfully, hover over the Status Changes link and click on the [APPLY STATUS] button under the MODIFICATION REQUEST SUBMITTED heading.



This will move your contract to a status of Modification Request Review (PM).

After your request has been submitted, the Program Manager and Contract Manager will review the request. You may be contacted via phone or mail to clarify your request or explain the details.

The Contract Manager will fill out their half of the Modification Request form, and enter in a justification which will be reflected on the modified contract.

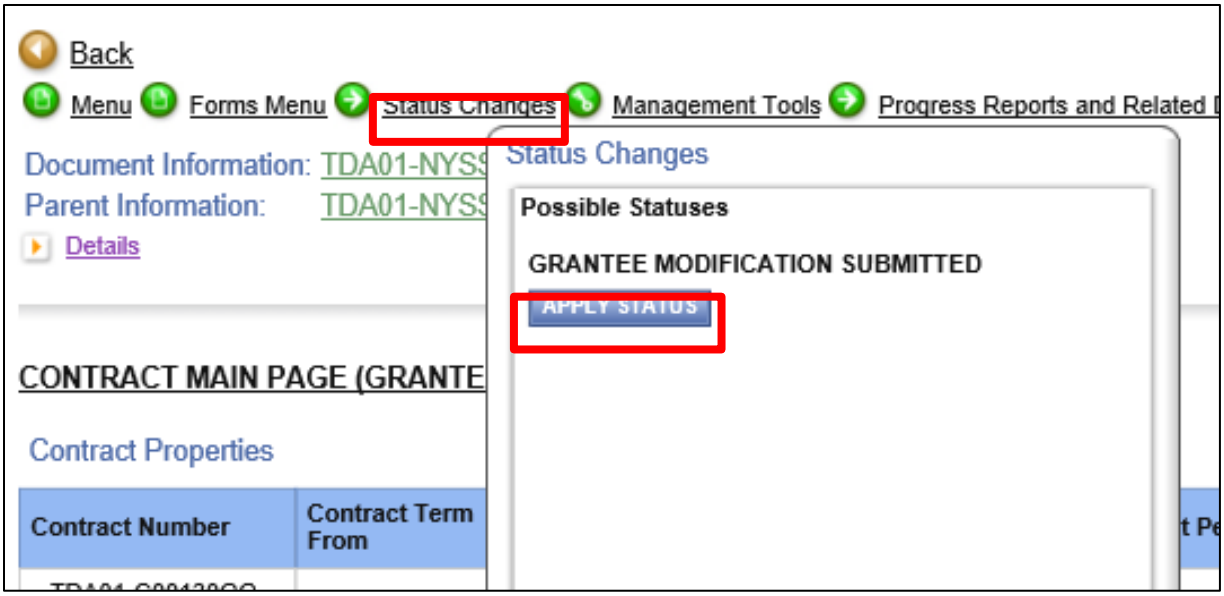
If your request has been approved, you may be required to enter more information into the contract.

- For **time extension** requests, you will not be asked to enter any information. The extension will be entered by the Contract Manager.
- For **scope changes** or **budget modifications**, either you, the Program Manager, or the Contract Manager can update or save this information. If the program requests that you make the updates, you will be contacted via phone or email alerting you of this.

8.4 Contract Information Requested Modification

If the program is requesting that you enter information for your modification, for instance updating the Work Plan or Budget, it will be sent to you in the status of Contract Info Requested Modification (PM). During this status, you can make changes to the Work Plan or Budget via the Forms Menu, and then submit your changes.

Make the required changes by accessing the appropriate pages in the Forms Menu. Once your changes are complete submit the Modification by using the Status Changes option.



NOTE: When you try to submit your modification, you may get alerts noting that you have to review certain pages for changes. Simply click on those pages to review them and click the Status Changes link again.

Once your modification has been submitted, the Program Manager and Contract Manager will have the opportunity to review and edit your contract details. You may be required to make more changes, or review the changes that were made. Once the changes have been approved by all parties, the modified contract will be sent for signatures.

8.5 Sign the Modified Contract

Once the modified details have been approved, the modification will be sent back to you for your electronic signature.

Just as you would have done during the original contract signature phase, review the contract, and then sign it using the Status Changes option. The contract will then go through the required signature and review processes and eventually be approved and executed. You will be contacted if any issues arise or once the modified contract has been executed.

8.6 Modification Statuses

Contract Cancelled Modification

The modification request that was started has been cancelled.

Contract In Internal Review Modification

The approved modification request has been made and is being reviewed by Legal and/or Fiscal managers.

Contract Info Requested Modification (PM)

The request to make a modification to the contract has been approved and is now ok to move forward with making the change. The contract is now with you to update the budget or work plan.

Contract Manager Review Modification

The Contract Manager is reviewing the requested modification for approval to process.

Grantee Modification Request (PM)

This is the first status that you will move the contract to when you request that the contract is modified.

Grantee Modification Submitted

You have submitted the modification.

Program Manager Review Modification

The Program Manager is reviewing the requested modification for approval to process.

9. Progress Reports

If your agency requests for you to enter progress reports through the Grants Gateway follow the below steps.

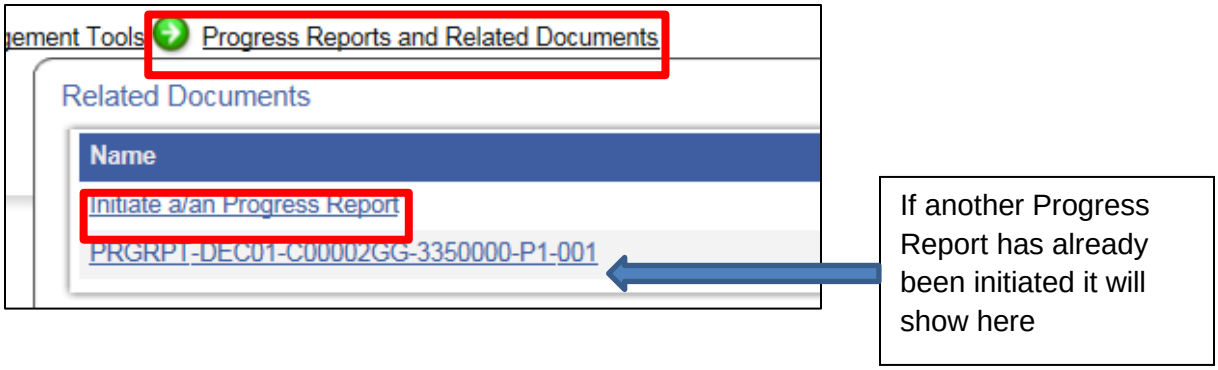
9.1 Initiate a Progress Report

Log in as grantee and find the contract that you want to initiate a new progress report on. The contract has to be in the status of “Contract Executed”, “Grantee Modification Request (PM)”, “Offline Grantee Modification Request (PM)”, “Modification Request Review (PM)”, “Modification Request Review (CM)” or “Modification Request in Internal Review” within a period to have a Progress Report initiated.

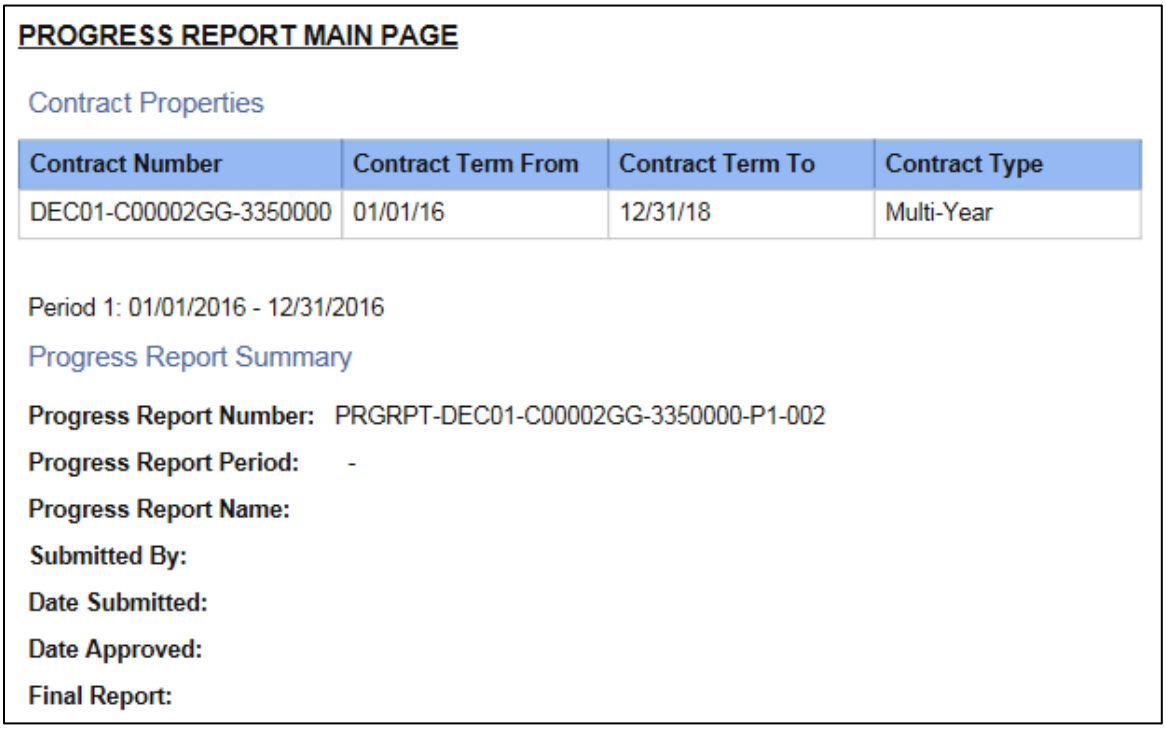
If in one of the stated statuses, click on the Application Number link.

Application Number	Contract Number	Contract Type	Organization Legal Name	Term From/To	Period #	Period From/To	Contract Status	Contract Amount
DEC01-CWA15-2015-00003	DEC01-C00002GG-3350000	Multi-Year	Linda V	01/01/2016-12/31/2018	1	01/01/2016-12/31/2016	Contract Executed	$60,000.00

Once open, hover over the Progress Reports and Related Documents link and click on Initiate a/an Progress Report.



This takes you to the Progress Report Main Page as shown below.
Note all fields will appear blank until you start working through the Forms Menu and information will fill in as completed.



PROGRESS REPORT MAIN PAGE

Contract Properties

Contract Number	Contract Term From	Contract Term To	Contract Type
DEC01-C00002GG-3350000	01/01/16	12/31/18	Multi-Year

Period 1: 01/01/2016 - 12/31/2016

Progress Report Summary

Progress Report Number: PRGRPT-DEC01-C00002GG-3350000-P1-002

Progress Report Period: -

Progress Report Name:

Submitted By:

Date Submitted:

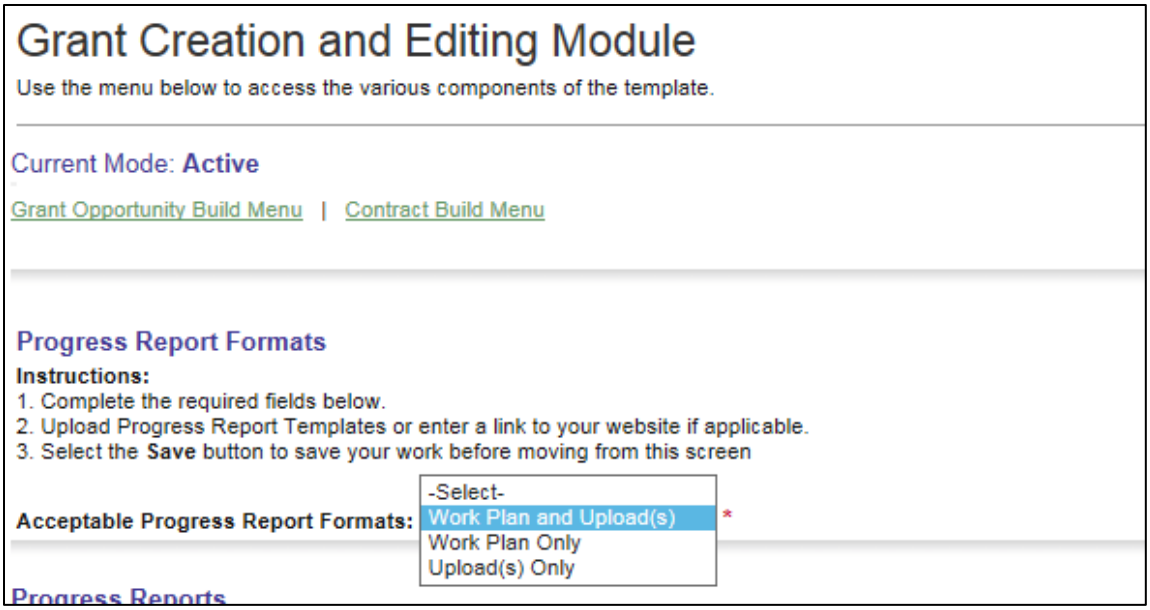
Date Approved:

Final Report:

9.2 Completing a Progress Report

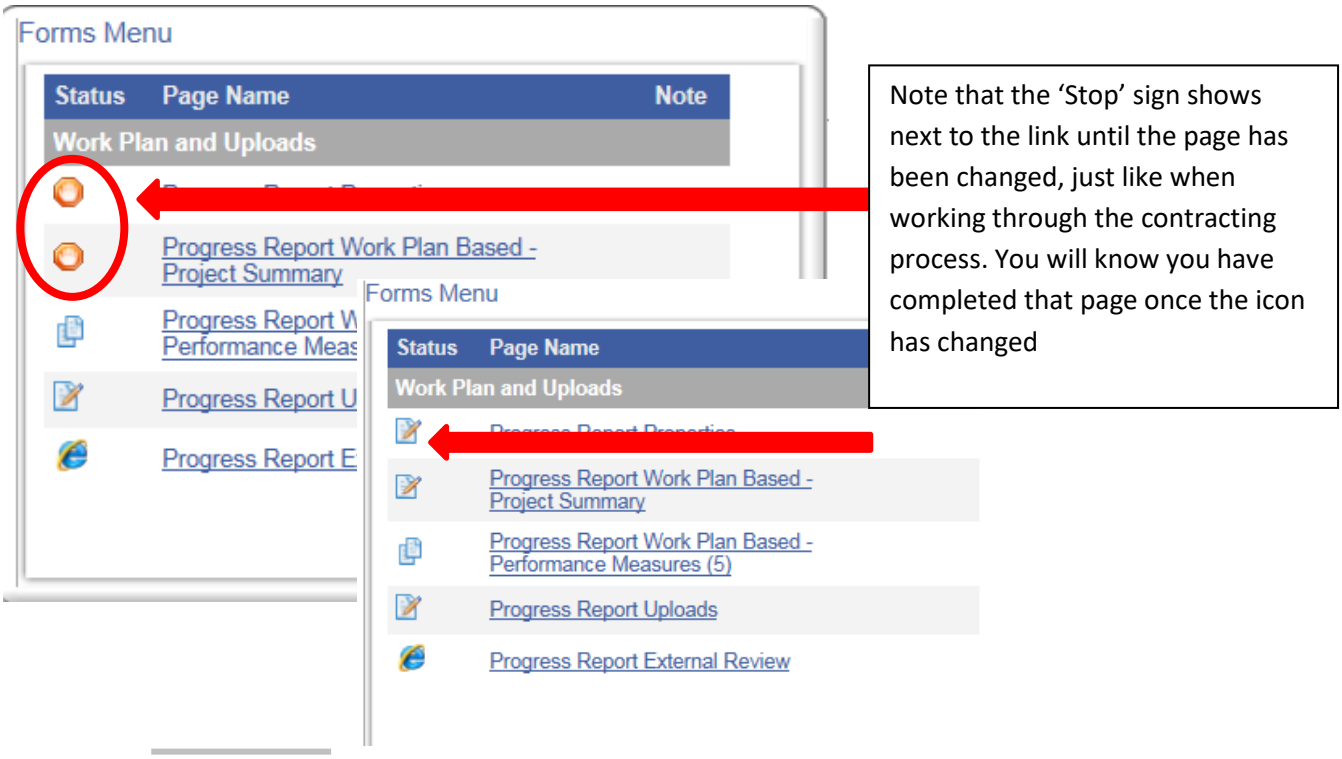
From the Main Page, click on the Forms Menu link:

The items to be updated are dependent on what was selected during the Contract Build Phase. The state agency can select either Work Plan or Uploads to be updated, or may select both.



9.2.1 Progress Report Properties

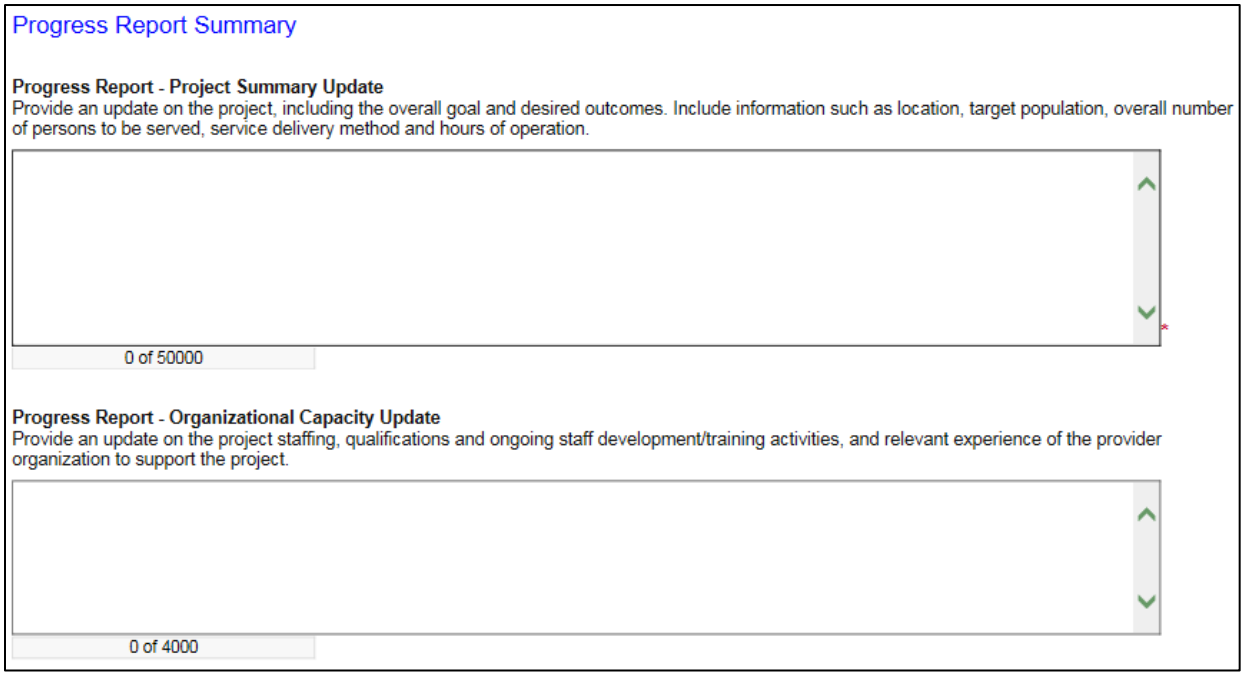
First, click on the Progress Report Properties link. You must complete Report Period From and To dates, Progress Report Name and indicate if the Progress Report you are doing is the Final Report in order to get the page to save successfully.



Note that the 'Stop' sign shows next to the link until the page has been changed, just like when working through the contracting process. You will know you have completed that page once the icon has changed

9.2.2 Progress Report Work Plan Based - Project Summary

Go back to the Forms Menu link and select the next link; Progress Report Work Plan Based – Project Summary. Just like when completing an application, Project Summary Update is required (indicated by the red asterisk); Organizational Capacity Update is not. Once completed go back to the Forms Menu and select the next link.



9.2.3 Progress Report Work Plan Based – Performance Measures

The next link on the Forms Menu takes you to the Progress Report Work Plan Based – Performance Measures. This screen shows you all of the information the contract was originally submitted with, and provides a place for you to input an update to your Performance Measure on each Objectives Task. You are also able to upload any documents to update your Performance Measure if uploads were originally allowed by the funding agency when creating the application.

If you have more than one Performance Measure on your contract, all Performance Measures will be listed in a dropdown box on the top right-hand portion of the screen. Click the first Performance Measure you would like to work on and click the [GO] button. Continue working through that list until an update has been entered on each Performance Measure.

1.1.1: Identify sources and sinks of greenhouse gases. GO

PROGRESS REPORT WORK PLAN BASED - PERFORMANCE MEASURES

Instructions:

1. Complete the required fields below.
2. Select the **Save** button to save.

Period 1:	09/01/2018 - 04/30/2020
Progress Report Number	PRGRPT-AGM01-T00081GG-3000000-P1-001
Progress Report Period	09/01/2018-09/30/2018
Progress Report Name	Progress Report 1

Progress Report Performance Measure

Objective Name	Identify climate mitigation/adaptation BMPs
Objective Description	Identify potential best management practices (BMPs) that may effectively and economically reduce greenhouse gas (GHG) emissions, sequester carbon, improve soil, air, and water quality, increase productivity, and resiliency.
Task Name	Scope of practices.
Task Description	Identify scope of potential carbon farming practices.

Progress Report Performance Measure Update

Performance Measure Name Identify sources and sinks of greenhouse gases.

Progress Report – Performance Measure Narrative Update

0 of 250

Progress Report Performance Measure Upload Update

Browse...

An update must be made to each Performance Measure before you can submit your Progress Report successfully. Make sure you are clicking the [SAVE] button at the top of the page of each Performance Measure before switching pages to the next Performance Measure. Once you have updated each page, you can return to the Forms menu to click on the next link.

Progress Report Performance Measure Upload Update

Browse...

Contract Performance Measure

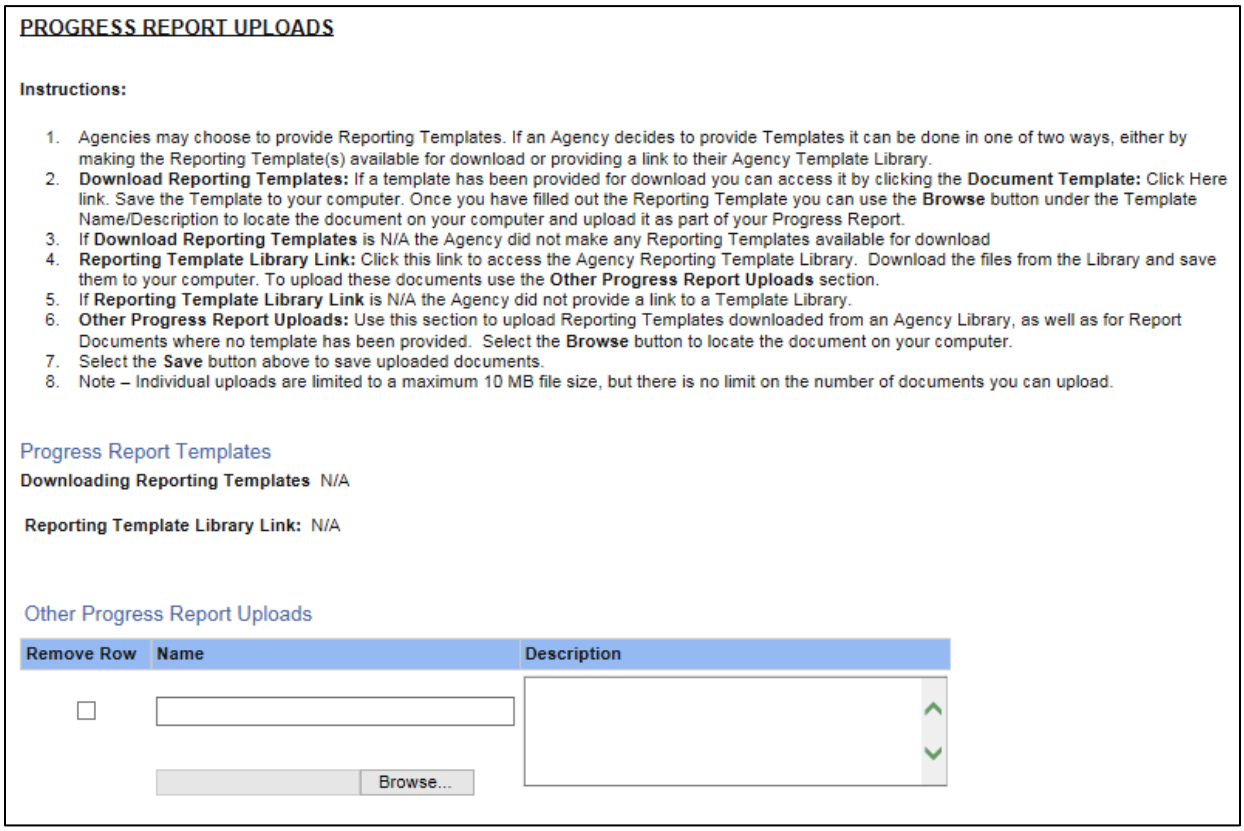
Contract – Performance Measure Narrative

description of perf measure #1

Contract – Performance Measure Upload

9.2.4 Progress Report Uploads

If the agency has provided a template for you to update as part of your Progress Report you will do so on the Progress Report Uploads screen. Even if a template was not provided, documents can be uploaded here, (provided uploads were chosen during the contract creation).



PROGRESS REPORT UPLOADS

Instructions:

1. Agencies may choose to provide Reporting Templates. If an Agency decides to provide Templates it can be done in one of two ways, either by making the Reporting Template(s) available for download or providing a link to their Agency Template Library.
2. **Download Reporting Templates:** If a template has been provided for download you can access it by clicking the **Document Template:** Click Here link. Save the Template to your computer. Once you have filled out the Reporting Template you can use the **Browse** button under the Template Name/Description to locate the document on your computer and upload it as part of your Progress Report.
3. If **Download Reporting Templates** is N/A the Agency did not make any Reporting Templates available for download
4. **Reporting Template Library Link:** Click this link to access the Agency Reporting Template Library. Download the files from the Library and save them to your computer. To upload these documents use the **Other Progress Report Uploads** section.
5. If **Reporting Template Library Link** is N/A the Agency did not provide a link to a Template Library.
6. **Other Progress Report Uploads:** Use this section to upload Reporting Templates downloaded from an Agency Library, as well as for Report Documents where no template has been provided. Select the **Browse** button to locate the document on your computer.
7. Select the **Save** button above to save uploaded documents.
8. Note – Individual uploads are limited to a maximum 10 MB file size, but there is no limit on the number of documents you can upload.

Progress Report Templates

Downloading Reporting Templates N/A

Reporting Template Library Link: N/A

Other Progress Report Uploads

Remove Row	Name	Description
☐		
	Browse...	

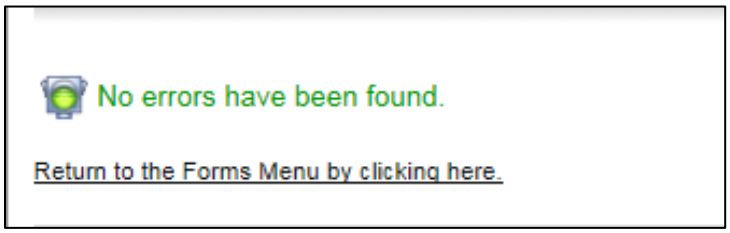
Enter a name for the document you want to upload, a short description and then use the [Browse…] button to upload a document from your computer.

Click the [SAVE] button at the top of the page to have a new row open for a second document.

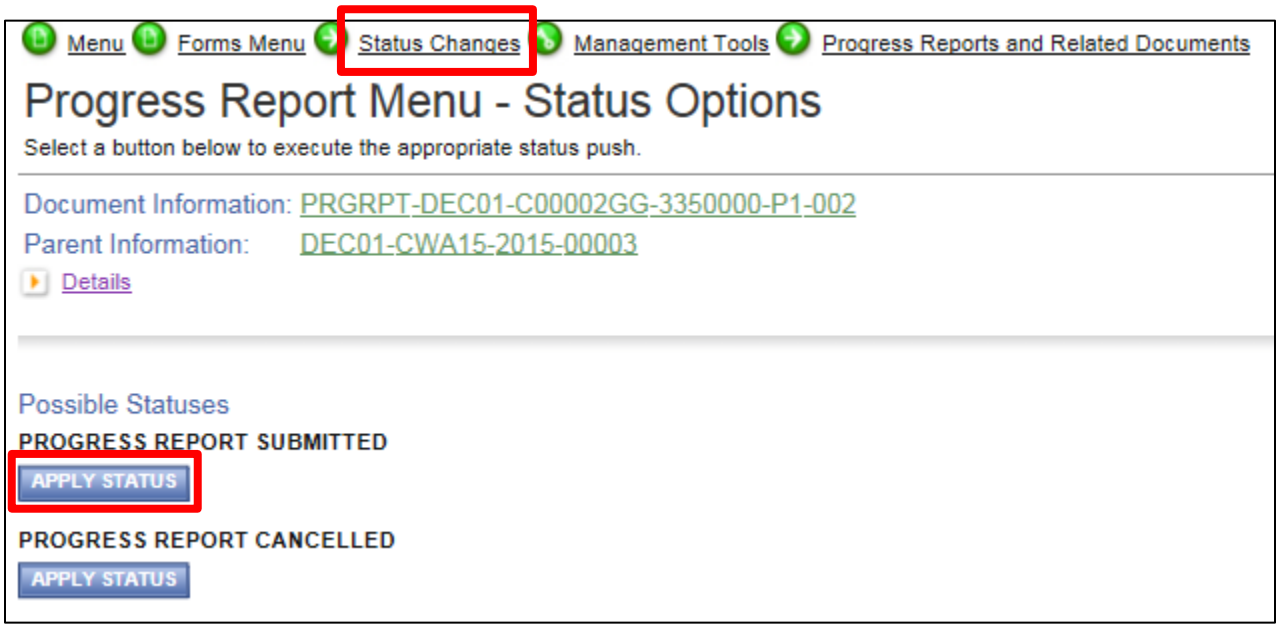
9.3 Submitting the Progress Report

Once you think you have updated all screens, click on the Check Global Errors button in the blue ribbon at the top of the screen:

The green light indicates that all required screens have been updated successfully and the Progress Report is ready to be submitted:



To submit the Progress Report, click Status Changes and then click the [APPLY STATUS] button under PROGRESS REPORT SUBMITTED heading.



At the end of section 9.1, we saw how none of the information on the Progress Report Main Page was completed. Once the report has been submitted you can go back to the Progress Report Main Page and see the Summary completed.

PROGRESS REPORT MAIN PAGE

Contract Properties

Contract Number	Contract Term From	Contract Term To	Contract Type
DEC01-C00002GG-3350000	01/01/16	12/31/18	Multi-Year

Reports

Progress Schedule Report

Period 1: 01/01/2016 - 12/31/2016

Progress Report Summary

Progress Report Number: PRGRPT-DEC01-C00002GG-3350000-P1-002

Progress Report Period: 01/01/2016 - 12/31/2016

Progress Report Name: Demo Progress Reports_1

Submitted By: A StaceyGCS

Date Submitted: 12/14/2015

Date Approved:

Final Report: No

10. Payments

This section explains the process of initiating and submitting a payment through the Grants Gateway.

Before beginning, however, a cautionary note is in order. It is assumed that readers are familiar with pre-existing Grants Gateway contract management tools and the processes for creating, developing and executing contracts. Those topics are covered elsewhere and will not be revisited here.

10.1 Grantee Roles and Access

Role/Task	Initiate Payment request	Add/Edit Payment request		Upload Document(s)	Certify & Submit Payment Request	Payment status view only
		Payment Properties	Claim / Advance detail			
Grantee Delegated Administrator						✓
Grantee	✓	✓	✓	✓		
Grantee Contract Signatory	✓	✓	✓	✓		
Grantee Payment Signatory	✓	✓	✓	✓	✓	
Grantee System Administrator	✓	✓	✓	✓		
Grantee View Only						✓

10.2 Payment Requests

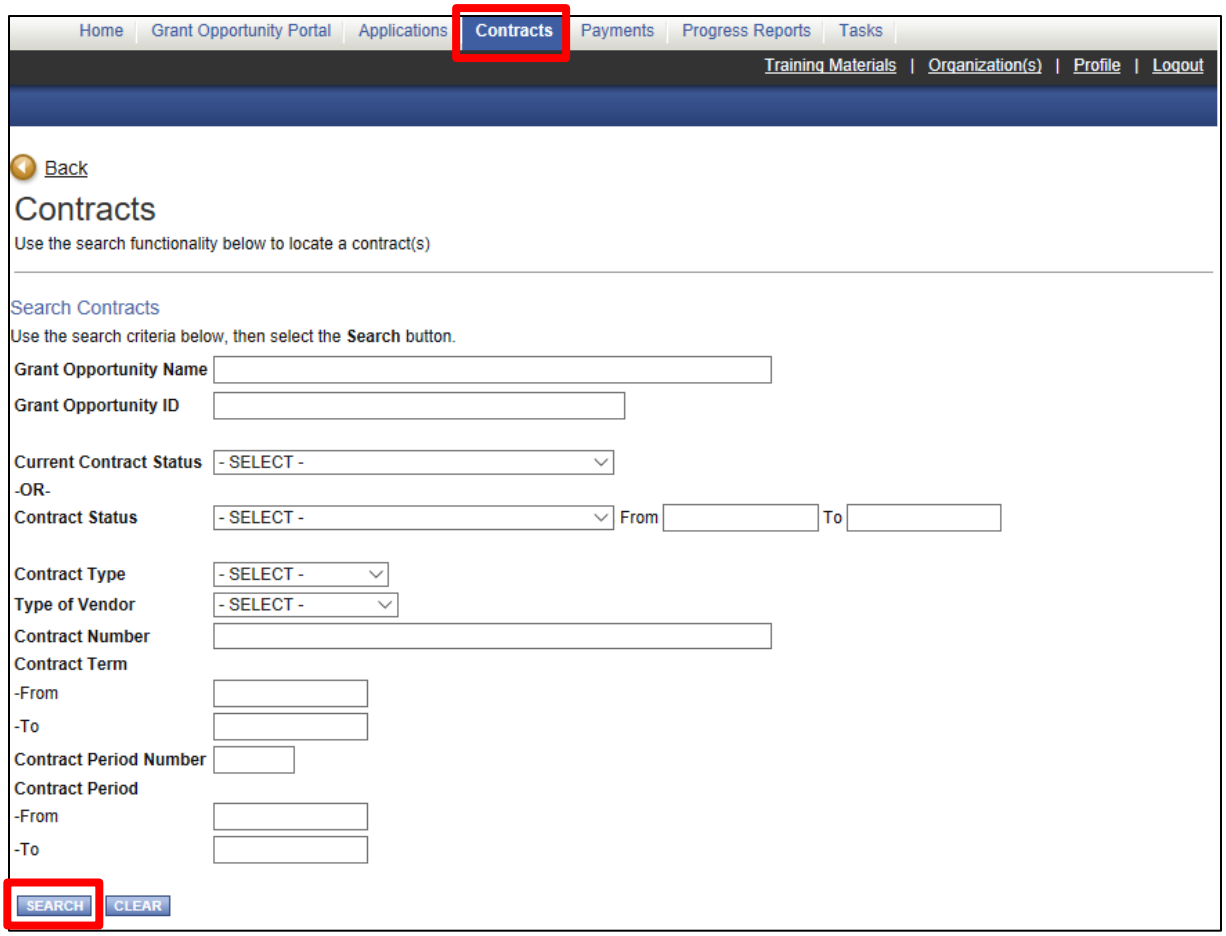
Grantees can perform various actions based on their roles as shown in the previous section. They may:

- Submit a new Payment Request;
- Update an existing Payment Request;
- View the status of an existing Payment Request.

10.2.1 New Payment Request

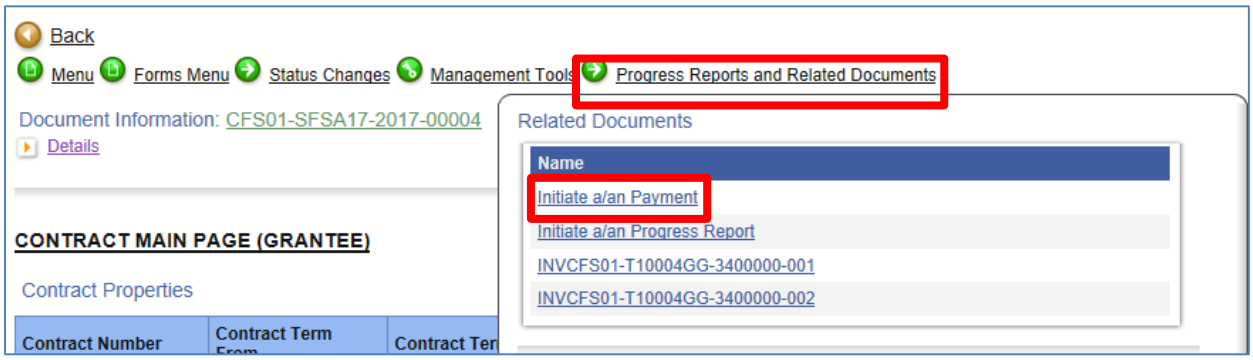
Login with any of the Grantee roles from the table above that have permissions to initiate a new payment request.

Once logged in, click on the Contracts link at the top of the page, enter the search criteria needed to locate the contract you want to initiate a payment on, and click the [SEARCH] button.

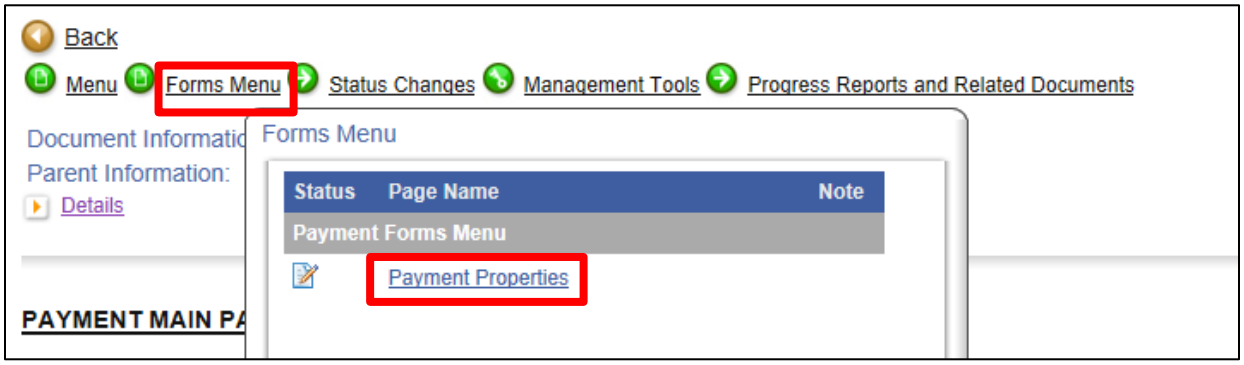


From the Search results, select the Application Number to the left of the desired contract number.

This will redirect you to the CONTRACT MAIN PAGE. Hover over the Progress Reports and Related Documents link and click on 'Initiate a/an Payment.' This will change the status to 'Payment In Process'.



Clicking on that link will redirect you to the PAYMENT MAIN PAGE. Click on the Forms Menu link and select 'Payment Properties' to open the form.



All fields with a red asterisk (*) are required. Complete all relevant information and click [SAVE] at the top of the page.

Payment Type: Select the appropriate payment type based on the contract.

- Claim: Select this value if the request is for reimbursement of expenses or milestones achieved as set forth in the approved contract budget.
- Advance: Select this value if the request is for start-up or operating costs and will create a balance receivable.

> NOTE: The payment type selected will open corresponding forms in the Forms Menu. This is explained in greater detail in the next section of this document.

Final Payment: Select whether this is the final payment or not.

- This drives no functionality and is for reporting purposes only. Selecting 'Yes' will not stop the user from submitting another payment.

Payment Period: Enter the payment period for which this request is being initiated.

Payment Method: Select the payment method used to receive this payment.

Payment Address: Select the address from the dropdown where the payment should be sent.

Payment IRS Code: This is an optional field. If the State Agency that holds the contract directs you to, select one from the dropdown.

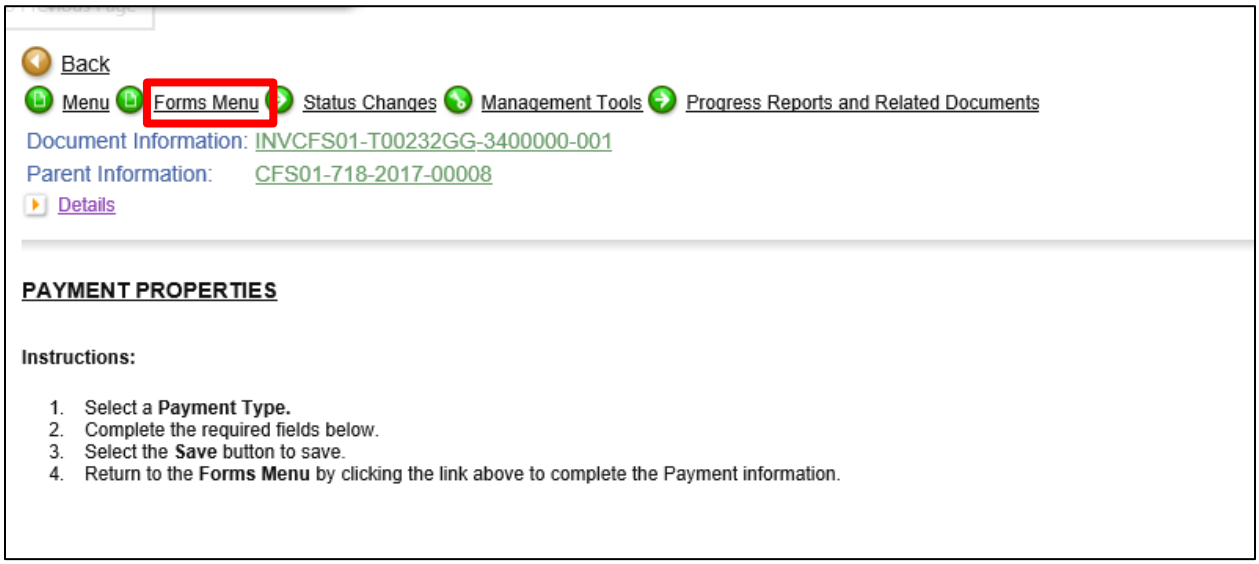
Adjustment Payment: This functionality is for State use only.

Offline Payment: This functionality is for State use only.

10.2.2 Payment (Advance/Claims) Details

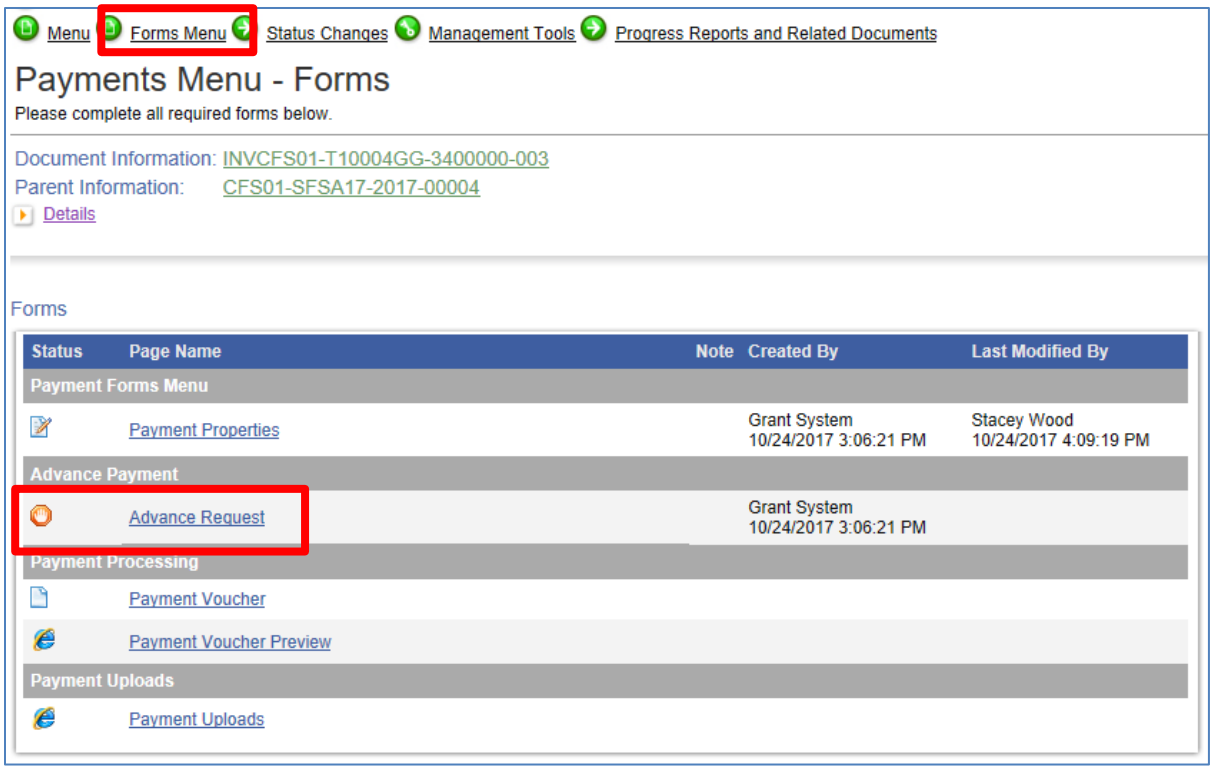
Based on the budget type and which payment type options were selected under the Payment Properties, the system will require further details. The following provides information on what is needed for each payment type.

Click on (not hover over) the Forms Menu to open the forms you will need to complete.



Advance Payment Request Form

Selecting Advance as the payment type will require you to complete the Advance Request form on the Forms Menu.


Menu
Forms Menu
Status Changes
Management Tools
Progress Reports and Related Documents
Payments Menu - Forms
Please complete all required forms below.
Document Information: INVCFS01-T10004GG-3400000-003
Parent Information: CFS01-SFSA17-2017-00004
Details
Forms
Status
Page Name
Note
Created By
Last Modified By
Payment Forms Menu
Payment Properties
Grant System 10/24/2017 3:06:21 PM
Stacey Wood 10/24/2017 4:09:19 PM
Advance Payment
Advance Request
Grant System 10/24/2017 3:06:21 PM
Payment Processing
Payment Voucher
Payment Voucher Preview
Payment Uploads
Payment Uploads

Click on the Advance Request link and enter the Advance Amount Requested and the Advance Request Justification and click the [SAVE] button at the top of the page.

ADVANCE REQUEST

SFS Vendor ID: 1000001587
SFS Payee Name: MOSES LUDINGTON HOSPITAL
Payment Address: 1019 WICKER ST, TICONDEROGA, NY 12883
Instructions:

1. Complete the required fields.
2. Enter an amount in the **Advance Amount Requested** field.
3. Provide justification narrative in the **Advance Request Justification** field.
4. Select the **Save** button to save your work.
5. The Payee Certification will be automatically populated on Save by Grantee Payment Signatory and updated when the request is submitted via status change.

Period Total	$7,500.00
Advance Percentage	40%
Advance Amount Calculated	$3,000.00
Advance Amount Requested	*

Advance Request Justification
0 of 250

Payee Certification:
I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.

Accept

Signatory's Name:
Title:
Date:

Advance Amount Audit
Audit Comments
0 of 250

NOTE: If the payment request is completed by anyone other than the Grantee Payment Signatory, the 'Accept' selection under the Payee Certification section will remain greyed out. If the payment request is completed by any role other than the Grantee Payment Signatory, the Signatory can still review, certify ('Accept') and submit the payment request.

Period Total: Contractual amount awarded for the contract period

Advance Percentage: Percentage for the advance as specified in the contract

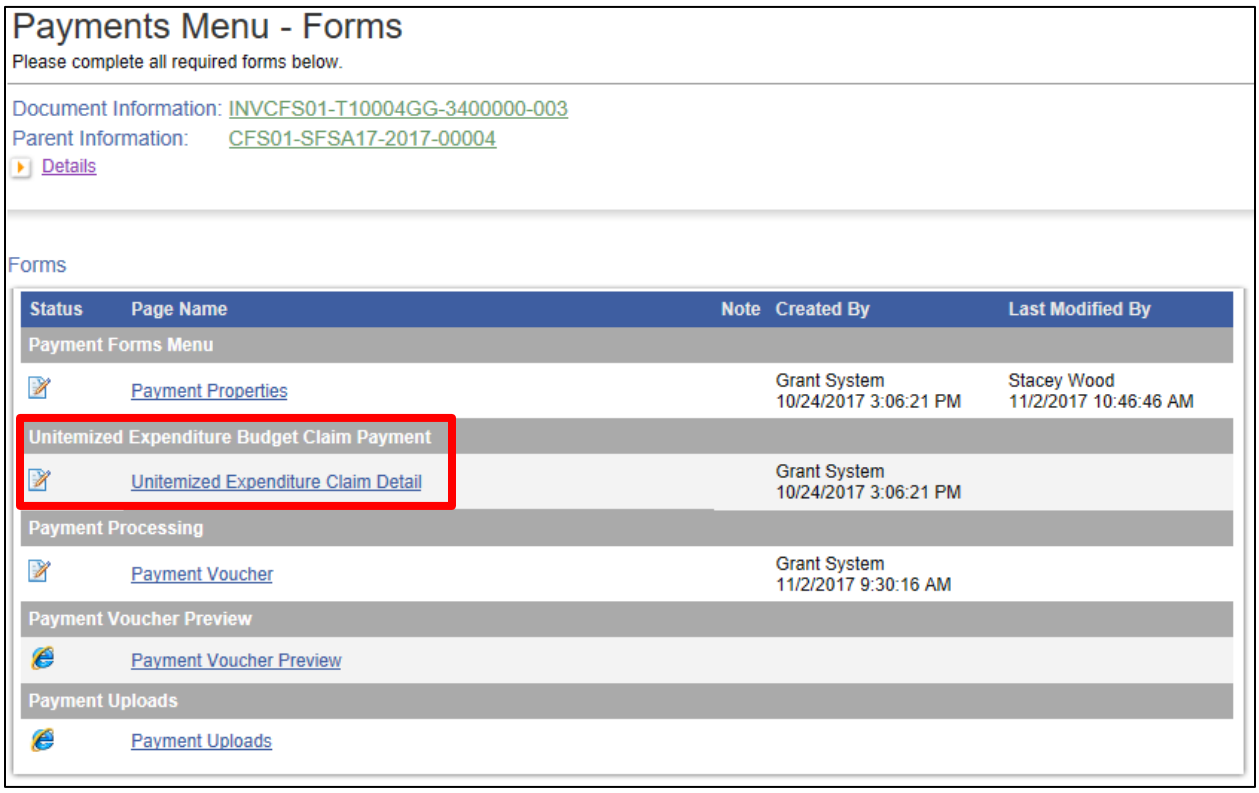
Advance Amount Calculated: Maximum amount of advance that can be requested as determined by the advance percentage allowed by the contract

Advance Amount Requested: Enter the Advance Amount Requested. The system edits will ensure that the amount requested does not exceed the maximum allowed by the contract.

Advance Request Justification: Enter any justification you may have for why you are requesting an advance. An example may be because you have start-up costs.

Unitemized Expenditure Claim Detail

Selecting Claim as the payment type with an Expenditure Budget will require you to fill out the Unitemized Expenditure Claim Detail form on the Forms Menu.



When the Claim Detail page opens, complete the expenditure amount for all categories that funding is being requested for under the 'Grant Funds' column. Please note that there is only one box for each category, so if you have multiple expenditures for the same category, they will need to be combined.

Example: You have John's salary of $1,000, Kelly's salary of $4,000, and Brett's Salary of $2,000. You would enter $7,000 in the 'Expenditures for this Report' for the salary category.

If the contract has match funding, enter the match funds under the 'Match Funds' column.

- Users may enter any comments in the 'Vendor Comments' field.

- Once completed, click the [SAVE] button at the top of the page.

UNITEMIZED EXPENDITURE CLAIM DETAIL

SFS Vendor ID: 1000001587
SFS Payee Name: MOSES LUDINGTON HOSPITAL
Payment Address: 1019 WICKER ST, TICONDEROGA, NY 12883
Instructions:

1. Enter claim amounts below in the **Expenditures for this Report** column.
2. Select the **Save** button to save and run the calculations.
3. The Payee Certification will be automatically populated on Save by Grantee Payment Signatory and updated when the request is submitted via status change.

Grant Funds

	Approved Budget	Previous Cumulative Expenditures	Expenditures for this Report	Current Cumulative Expenditures	Audit
Category of Expense	Grant Funds	Grant Funds	Grant Funds	Grant Funds	Grant Funds
Salary	$5,500.00	$0	$0.00	$0	$0.00
Fringe	$0.00	$0	$0.00	$0	$0.00
Contractual Services	$0.00	$0	$0.00	$0	$0.00
Travel	$0.00	$0	$0.00	$0	$0.00
Equipment	$2,000.00	$0	$0.00	$0	$0.00
Space/Property Rent	$0.00	$0	$0.00	$0	$0.00
Space/Property Own	$0.00	$0	$0.00	$0	$0.00
Utilities	$0.00	$0	$0.00	$0	$0.00
Operating Expenses	$0.00	$0	$0.00	$0	$0.00
Other Expenses	$0.00	$0	$0.00	$0	$0.00
Total	**$7,500.00**	**$0.00**	**$0**	**$0.00**	**$0**

Match Funds

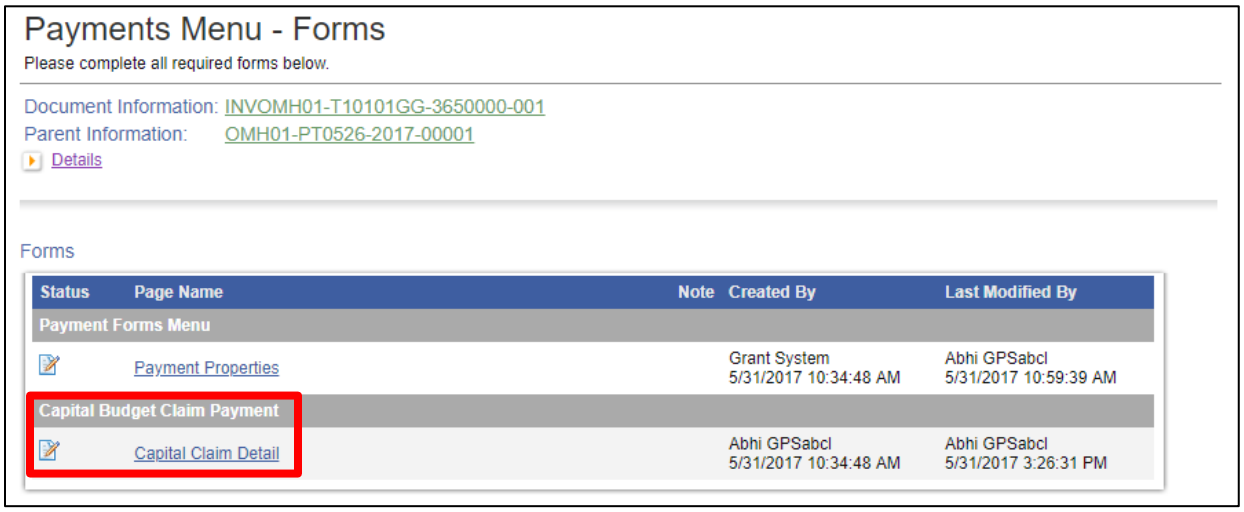
	Approved Budget	Previous Cumulative Expenditures	Expenditures for this Report	Current Cumulative Expenditures	Audit
Category of Expense	Match Funds	Match Funds	Match Funds	Match Funds	Match Funds
Salary	$0.00	$0	$0.00	$0	$0.00
Fringe	$0.00	$0	$0.00	$0	$0.00
Contractual Services	$0.00	$0	$0.00	$0	$0.00
Travel	$0.00	$0	$0.00	$0	$0.00
Equipment	$0.00	$0	$0.00	$0	$0.00
Space/Property Rent	$0.00	$0	$0.00	$0	$0.00
Space/Property Own	$0.00	$0	$0.00	$0	$0.00
Utilities	$0.00	$0	$0.00	$0	$0.00
Operating Expenses	$0.00	$0	$0.00	$0	$0.00
Other Expense	$0.00	$0	$0.00	$0	$0.00
Total	**$0**	**$0.00**	**$0**	**$0.00**	**$0**

Vendor Comments

0 of 250

Capital Budget Claim Form

Selecting Claim as the payment type with a Capital Budget will require you to fill out the Capital Claim Detail form on the Forms Menu.



When the Capital Claim Detail page opens, complete the Expenditures for this Report column for all categories that funding is being requested for under the 'Grant Funds' column. Please note that there is only one box for each category, so if you have multiple expenditures for the same category, they will need to be combined.

Example: You have one construction cost of $1,000, another construction cost of $4,000, and a third construction cost of $2,000. You would enter $7,000 in the 'Expenditures for this Report' for the Construction category.

If the contract has match funding, enter the match funds under the 'Match Funds' column.

- Users may enter any comments in the 'Vendor Comments' field.
- Once completed, click the [SAVE] button at the top of the page.

Grant Funds

	Approved Budget	Previous Cumulative Expenditures	Expenditures for this Report	Current Cumulative Expenditures	Audit
Category of Expenses	Grant Funds	Grant Funds	Grant Funds	Grant Funds	Grant Funds
Scoping and Pre Development	$20.00	$0	$4.00	$4.00	$4.00
Design	$20.00	$0	$2.00	$2.00	$2.00
Acquisition	$0	$0	$0	$0	$0
Construction	$20.00	$0	$0	$0	$0
Administration	$20.00	$0	$2.00	$2.00	$2.00
Working Capital/Reserves	$0	$0	$0	$0	$0
Other	$20.00	$0	$2.00	$2.00	$2.00
Total	**$100.00**	**$0.00**	**$10.00**	**$10.00**	**$10.00**

Match Funds

	Approved Budget	Previous Cumulative Expenditures	Expenditures for this Report	Current Cumulative Expenditures	Audit
Category of Expenses	Match Funds	Match Funds	Match Funds	Match Funds	Match Funds
Scoping and Pre Development	$0	$0	$0	$0	$0
Design	$0	$0	$0	$0	$0
Acquisition	$0	$0	$0	$0	$0
Construction	$0	$0	$0	$0	$0
Administration	$0	$0	$0	$0	$0
Working Capital/Reserves	$0	$0	$0	$0	$0
Other	$0	$0	$0	$0	$0
Total	**$0.00**	**$0.00**	**$0**	**$0.00**	**$0**

10.3 Payment Uploads

To upload any supporting documents for the payment request, click on the Forms Menu and select the 'Payment Uploads' link under the Forms. On the Payment Uploads form the system will display the upload grid with *Supporting Documentation* as the default (and only) option under the 'Type' column.

PAYMENT UPLOADS

Instructions

1. Use the grid below to upload documentation as needed.
2. Uploads must be in PDF format. Please note fillable PDFs and password protected PDFs are not allowed.
3. Click the Save button to complete the transaction.

Type		Description	Upload Date	Uploaded By	Display In Voucher	Delete
Supporting Documentation	- Select - Advance Justification Miscellaneous				☑	

Upload * C:\Users\SEldridge\Desk Browse...

Under the ‘Category’ column, the options displayed will vary based on the Payment Type selection (Advance or Claim) and Budget. Select the Category option that best fits the document to be uploaded.

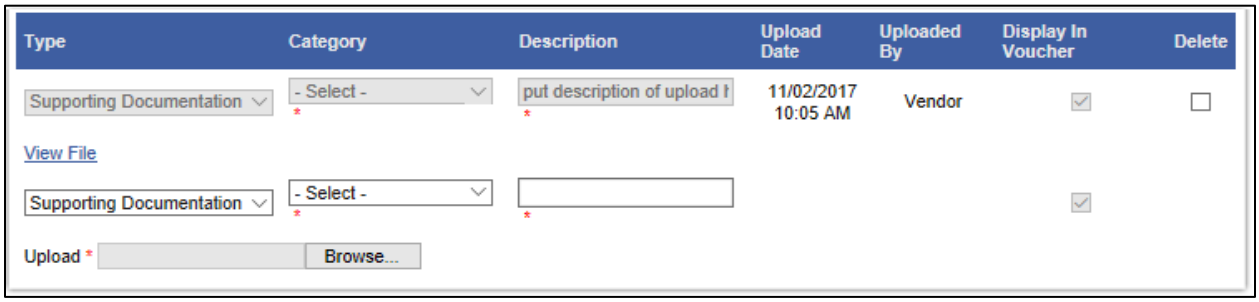
Enter a description of what the upload is (max of 140 characters).

> NOTE: The State Agency holding the contract will determine what types of documents are to be uploaded here. Please contact them if you are unsure.

Browse and attach the supporting documents for the selected category.

Click the [SAVE] button at the top of the page.

> NOTE: You may **only upload PDFs** to the Payment Upload form. They **can NOT** have password protection and can have a maximum size of 10MB each.



Each time the [SAVE] button is clicked, the system will create a new blank line for an additional document to be uploaded. Repeat these steps as many times as needed. Use the View File link below the line to view/verify the uploaded document.

By default, the Display in Voucher box is checked, and all uploaded documents are viewable in the voucher unless the Grantee deletes the upload before the first submission. After the payment has been submitted, only the Agency reviewer can uncheck them.

To delete any uploaded document from the upload grid, select the checkbox under the Delete column for that document line and click the [SAVE] button at the top of the page.

> NOTE: All Grantee roles, other than the Grantee View Only role, can upload and delete documents from the upload grid. A document can ONLY be deleted until the payment request is submitted.

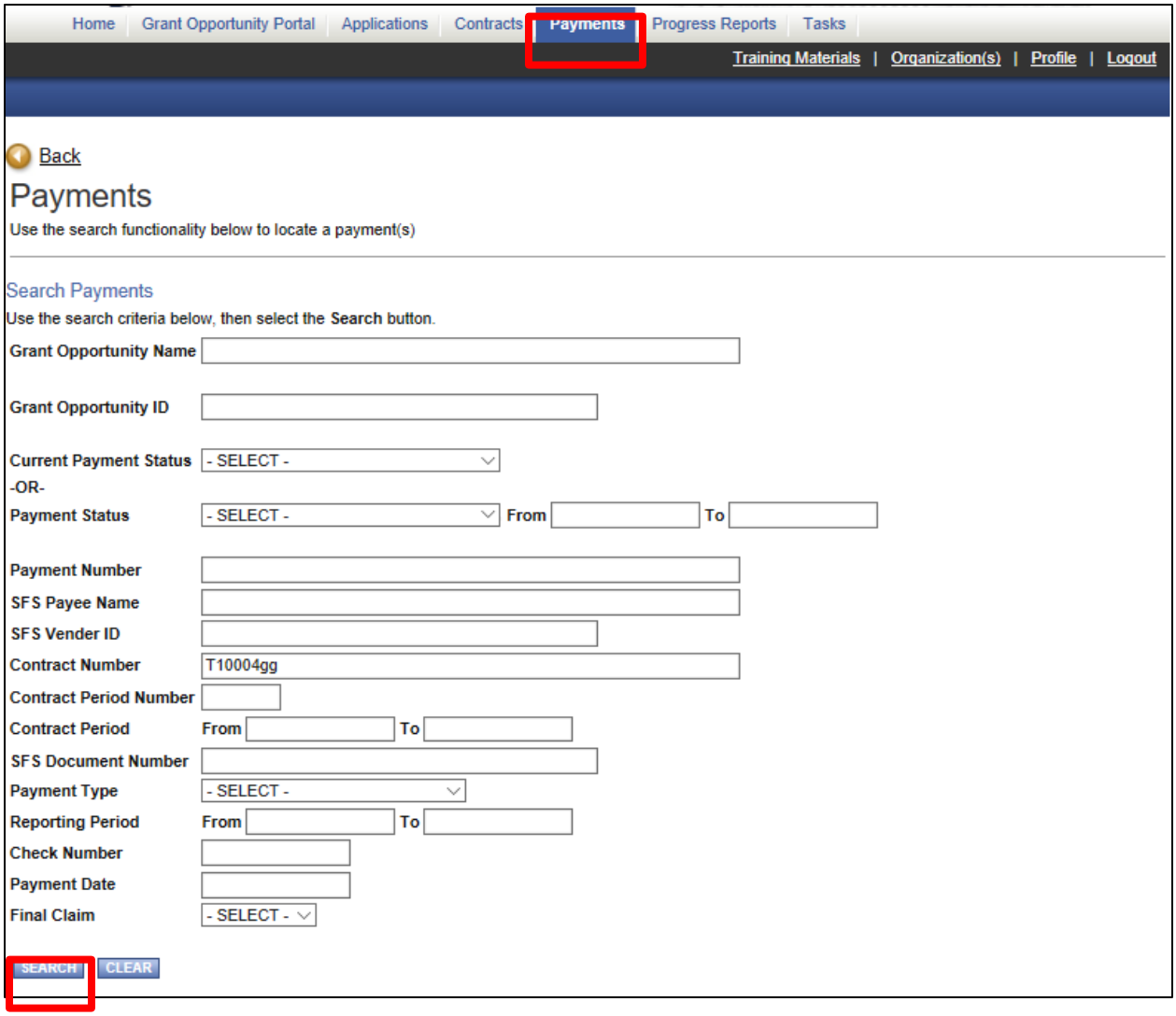
10.4 Payment Certification and Submission

Once the Advance or Claim Payment form has been completed, and any supporting documentation has been uploaded, the Grantee Payment Signatory can certify and submit the Payment Request to the State Agency.

If the Grantee Payment signatory was who originally created the payment request, or if they were added to the payment document or contract by another user, a task will show in their Task box with a status of 'Payment In Process'. Click on the payment number as shown below:

If the task does not show in the Grantee Payment Signatory's task box, they can search for it using the Payment Search tool by clicking on the Payments link at the top of the page. Enter your search criteria and click the [SEARCH] button at the bottom of the page. Find the payment you want to review in the Search Results and click on the Payment Number link.

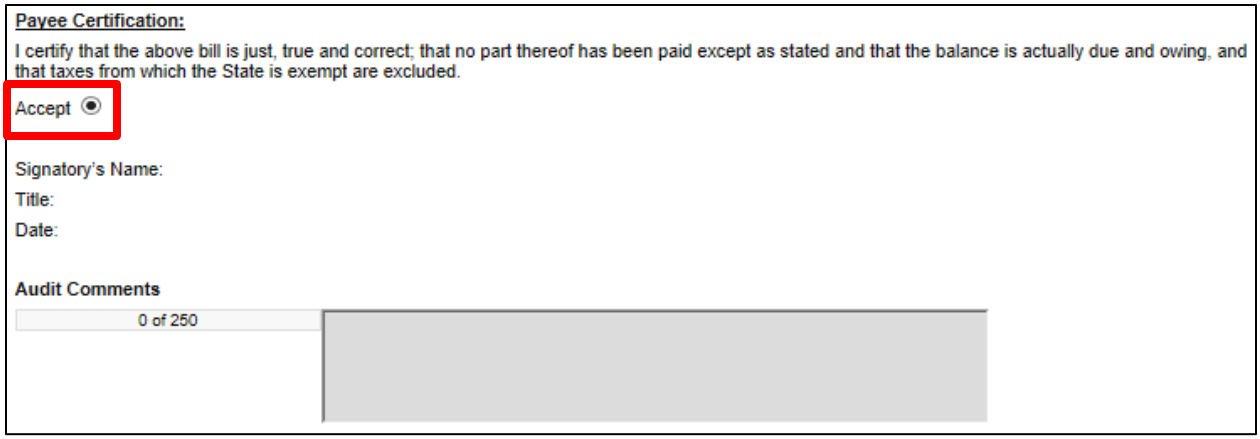
Alternatively, if the Grantee Payment Signatory is within the payment forms, they do not have to go to the home page to find the payment. They would go to the Forms menu and then click on the 'Unitemized Claim Detail' page.



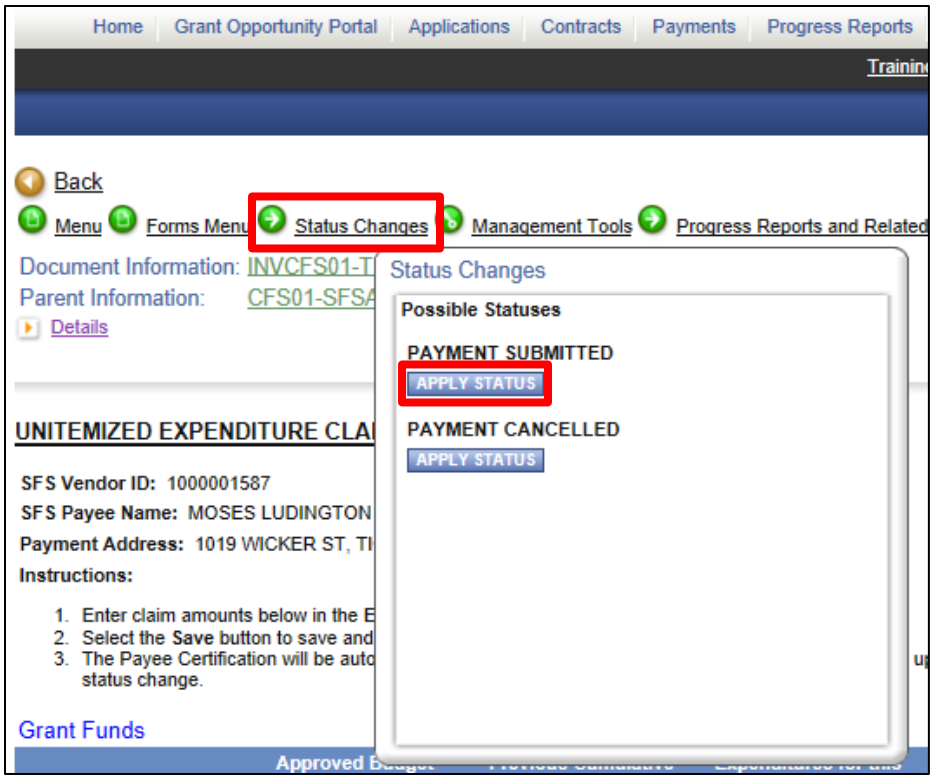
Review and verify information in each section of the Forms menu before the payment is certified and submitted. Once the payment is submitted, the system will not allow any modification except uploading new documents.

To certify the Payment, click on the 'Unitemized Claim Detail' link from the Forms Menu. Scroll to the Payee Certification section and click once on the 'Accept' radial button. Click the [SAVE] button at the top of the page.

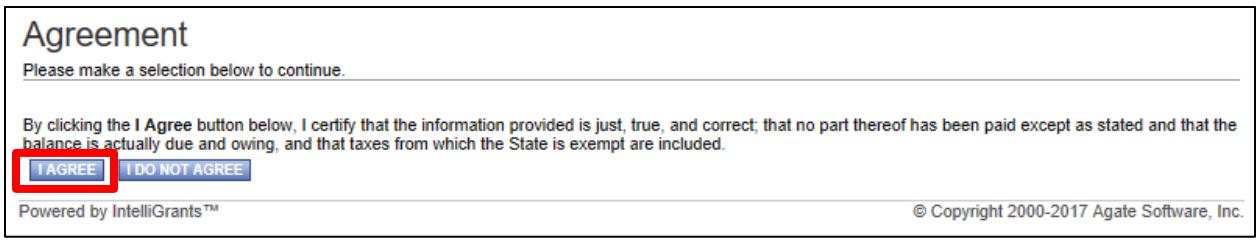
> NOTE: To uncheck the radial button click on it twice and hit the [SAVE] button at the top of the page.



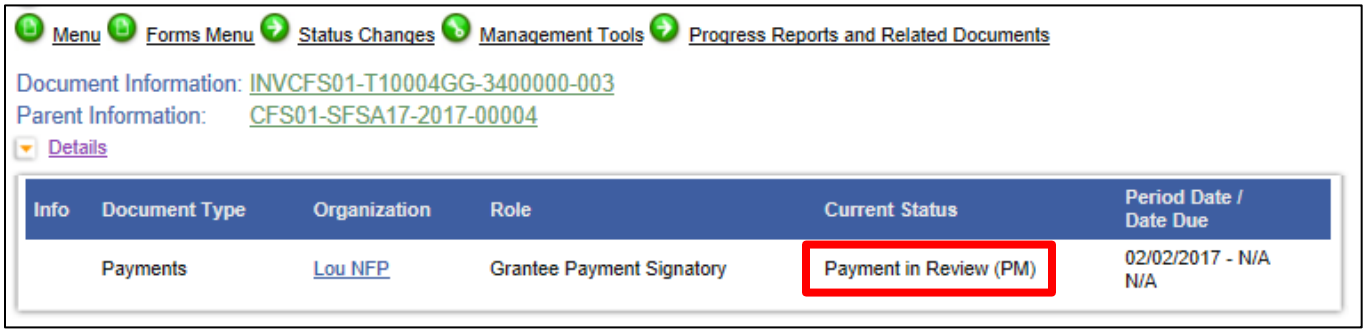
To submit the payment, hover over the Status Change link and click the [APPLY STATUS] button under the Payment Submitted label.



Click the [I AGREE] button to the attestation that comes up. If you click on [I DON'T AGREE], the payment will not be submitted.



After clicking on [I AGREE], the screen will refresh and the status is changed to 'Payment In Review (PM)' or 'Payment in Review (FS)'. The status depends on choices made by the State Agency earlier in the process. This status indicates that the payment was routed to the Agency Level 1 auditor's task box for review and audit.

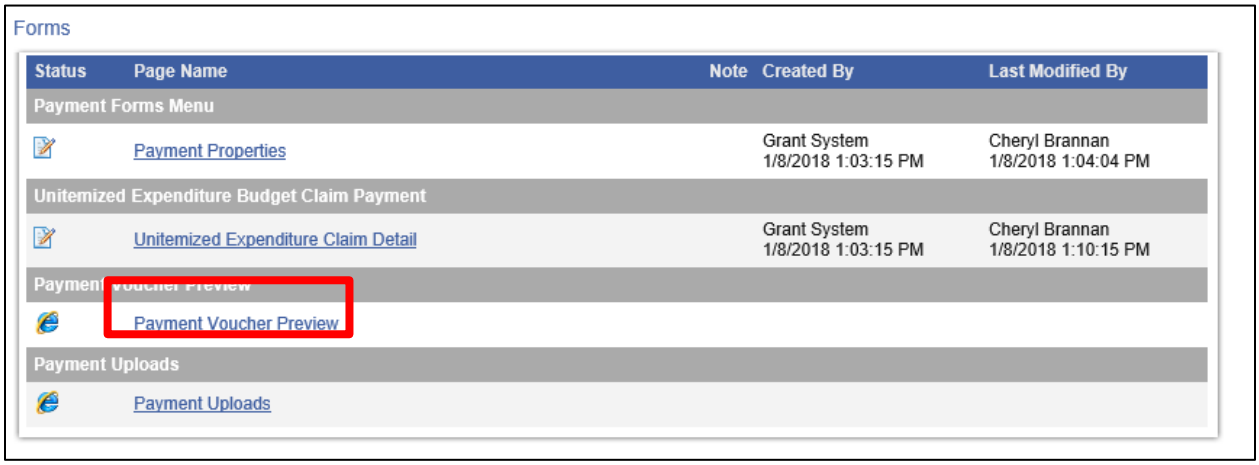


10.5 Payment Vouchers

10.5.1 Payment Voucher Preview

A payment voucher will contain a summary for the payment request, including supporting documents. It can be previewed by any Grantee role at any point before the final audited payment is submitted to SFS.

To preview the voucher for the payment, open the payment request, go to the Forms menu, and click on the Payment Voucher Preview link under Payment Processing.



Wait for the system to generate and create the link to open the document. Click on the [Open} button to open the document.

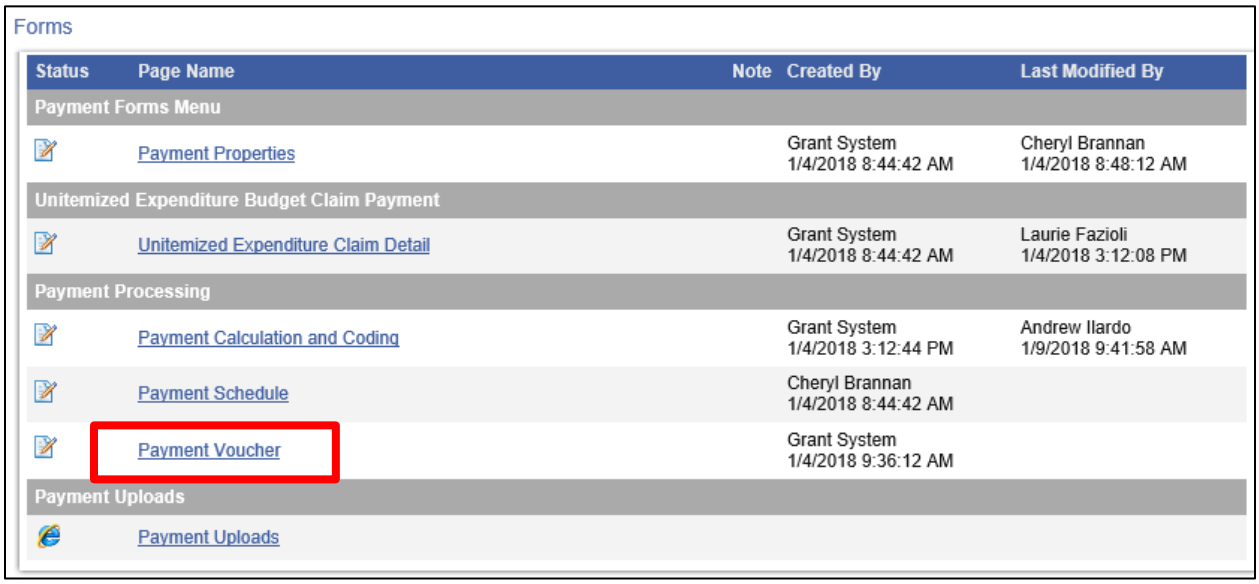
The payment voucher will include the following in this order:

- Cover Page
- Detail Page
- Attachments Page Directory followed by all attachments

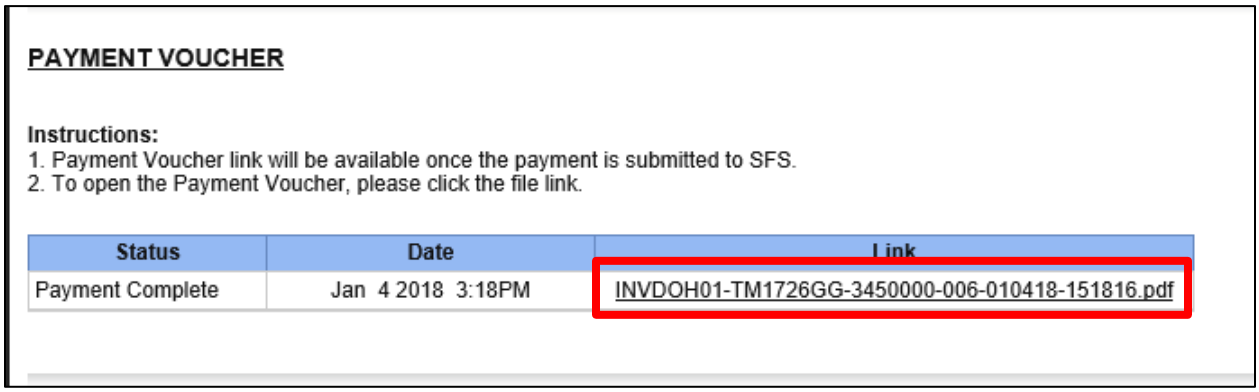
10.5.2 Final Payment Voucher

Once the payment is submitted to SFS, the system will generate a final version of the voucher and store it under the PAYMENT VOUCHER form.

To view the final payment voucher, open the payment request, go to the Forms menu, and click on the Payment Voucher link under Payment Processing.



The payment voucher page will open. Click on the link for the payment voucher.



PAYMENT VOUCHER

Instructions:
1. Payment Voucher link will be available once the payment is submitted to SFS.
2. To open the Payment Voucher, please click the file link.

Status	Date	Link
Payment Complete	Jan 4 2018 3:18PM	INVDOH01-TM1726GG-3450000-006-010418-151816.pdf

Wait for the system to generate and create the link to open the document. Click on the [Open] button to open the document.

The final payment voucher will include the following in this order:

- Cover Page
- Detail Page
- Attachments Page Directory followed by all attachments

10.6 Update Payment Request Information

Once a payment has been submitted, the system will not allow the user to update information or upload a new document unless the State agency Level 1 Auditor sets the status to ‘Payment Information Requested’. The auditor can move it to that status and create a task for the Grantee Payment Signatory if they need further supporting documentation or clarification on the payment request.

When the payment is in a status of ‘Payment Information Requested’, the system will only allow restricted changes on the payment request as outlined in the table below:

Role/Task	Update Payment Properties	Update Advance Amount or Expenditure Claim Funds amount	Update Advance Request Justification or Vendor Comments	Upload additional document(s)	Certify & Re-Submit Payment Request
Grantee Delegated Administrator					
Grantee			✓	✓	
Grantee Contract Signatory			✓	✓	
Grantee Payment Signatory			✓	✓	✓
Grantee System Administrator			✓	✓	
Grantee View Only					

If the payment is in the status of 'Payment Information Requested', a grantee role as outlined above should login, and open the payment request from the task list by clicking on the payment number.

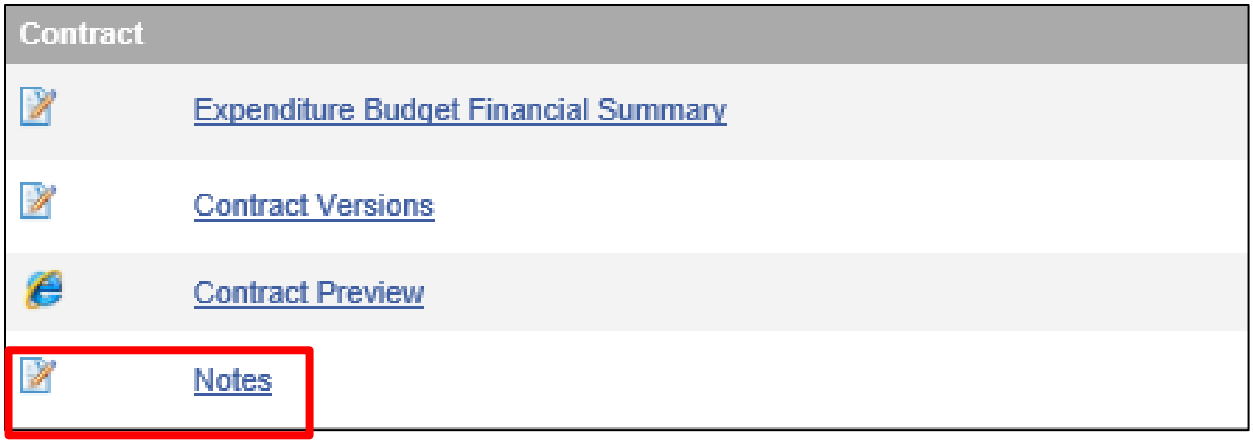
Once the requested document and the supporting comments are updated on the payment and saved, the Grantee Payment Signatory should re-certify the payment by single clicking the 'Accept' radial button on the Advance Request or Expenditure Claim details form as outlined in Section 4 of this document.

Re-submit the payment request by hovering over the Status Change link and clicking on the [APPLY STATUS] button under PAYMENT INFORMATION SUBMITTED heading. The payment status will change to 'Payment in Review (PM)' or 'Payment in Review(FS)' and will route back to the Agency Level 1 auditor's task list for review and audit.

11. Additional Tools and Resources

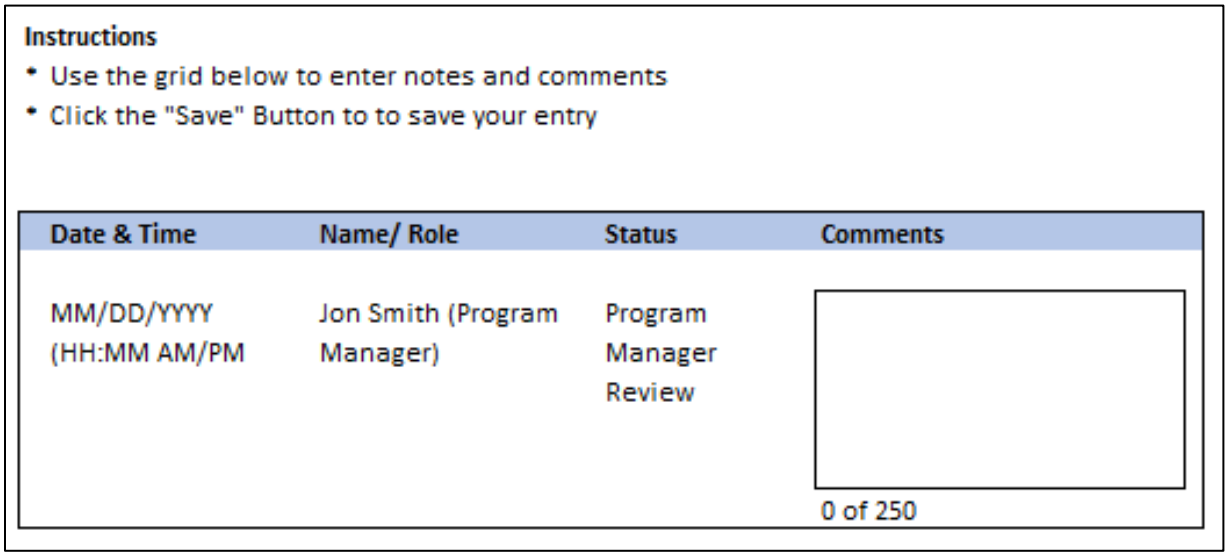
11.1 Notes

For contracts and periods that were initiated post May 1, 2018, you will find a Notes link on the bottom of the Forms Menu under the Contract heading.



This form is viewable by both you and the funding agency. You are able to view Notes that have been added at any point once you are in the contract build. You may update / add a note to this form when your contract is in the following statuses:

- Contract Information Requested (PM)
- Contract Information Requested (CM)
- Contract Information Requested Modification (PM)
- Contract Information Requested New Period (PM)
- Contract Information Requested New Period (CM)
- Grantee Contract Signature Required



Date & Time – Reflects the date and time the note was added to the page.

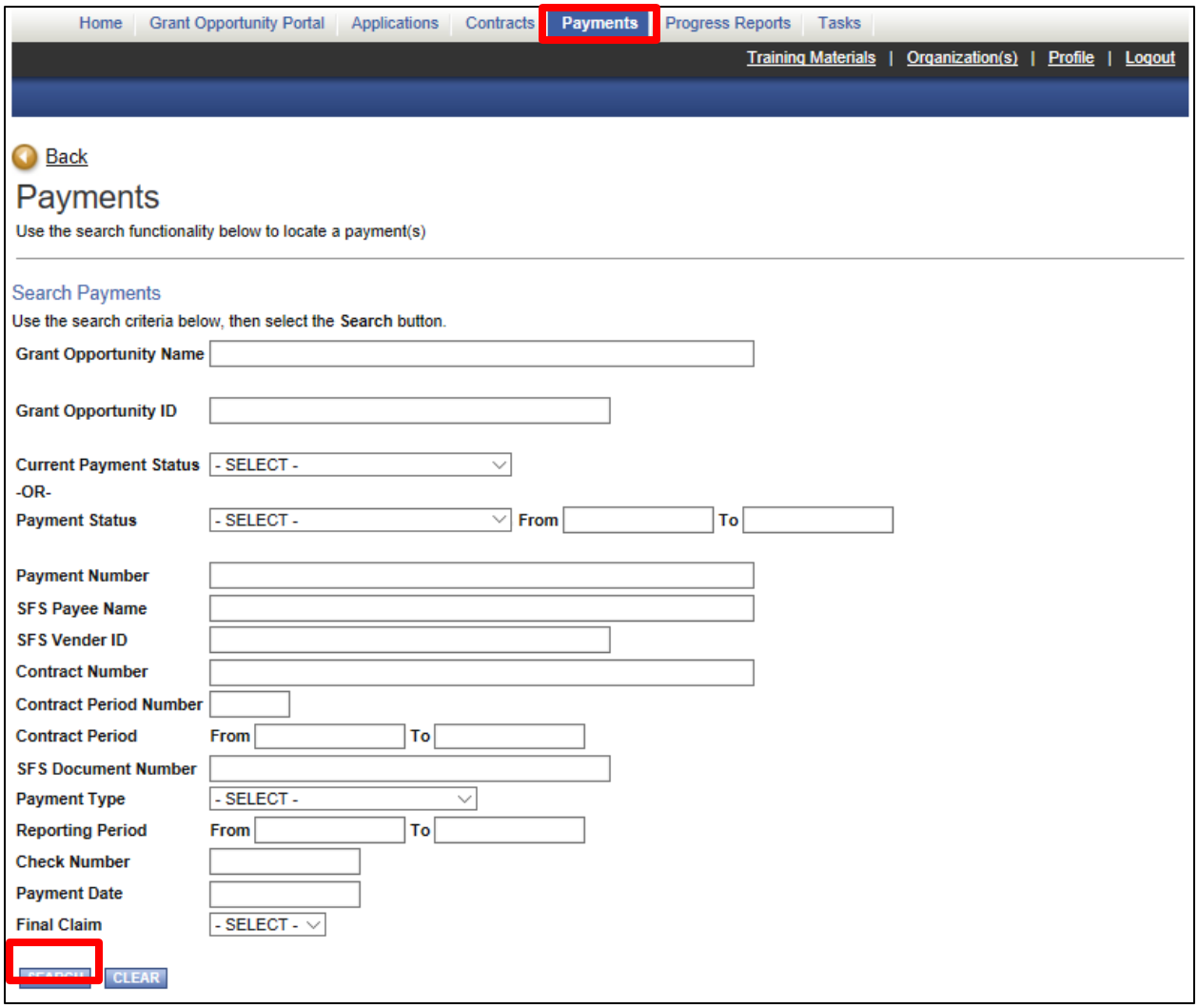
Name/Role – If any user in a grantee role enters a note, their name and role will be displayed. When the agency enters a note, you will see 'State' listed under this column.

Status – Displays the transaction status at the time the note was entered.

11.2 Search and View Payment Request Status

Any grantee role can search for the status of a payment request.

Log in and select the Payments link at the top of the page. Enter the search criteria and click on the [SEARCH] button at the bottom of the page.



Once the results are populated, look at the Payment Number column (far left) and the Status column (far right) to view a single or group of payments for payment requests that have already been initiated.

Search Results

Export Results to Screen Sort by: Application Number GO

Number of Results 6

Payment Number	Contract Number	Payment Type	Organization Legal Name	Reporting Period From/To	Period #	Period From/To	Status
INVCFS01-T10002GG-3400000-001	CFS01-T10002GG-3400000	Advance	Lou NFP	10/01/2017 - 10/31/2017	1	09/01/2017 - 08/31/2018	Payment Complete
INVCFS01-T10003GG-3400000-001	CFS01-T10003GG-3400000	Advance	Lou NFP	10/01/2017 - 10/05/2017	1	09/01/2017 - 08/31/2018	Payment Complete
INVCFS01-T10002GG-3400000-002	CFS01-T10002GG-3400000	Claim	Lou NFP	10/04/2017 - 10/06/2017	1	09/01/2017 - 08/31/2018	Payment In Process
INVCFS01-T10004GG-3400000-001	CFS01-T10004GG-3400000	Advance	Lou NFP	10/01/2017 - 10/06/2017	1	09/01/2017 - 08/31/2018	Payment Complete
INVCFS01-T10004GG-3400000-002	CFS01-T10004GG-3400000		Lou NFP		1	09/01/2017 - 08/31/2018	Payment In Process
INVCFS01-T10004GG-3400000-003	CFS01-T10004GG-3400000	Claim	Lou NFP	10/01/2017 - 01/31/2018	1	09/01/2017 - 08/31/2018	Payment in Review (PM)

If you already has a specific payment open to view, they can check the status by clicking on the Menu link and then on the Details link under the Document Information. Clicking on the dropdown arrow next to Details will open a box showing the current status, what role the user is logged in as and the Organization the payment is for.

Menu Forms Menu Status Changes Management Tools Progress Reports and Related Documents

Document Information: INVCFS01-T10004GG-3400000-003

Parent Information: CFS01-SFSA17-2017-00004

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payments	Lou NFP	Grantee Payment Signatory	Payment in Review (PM)	02/02/2017 - N/A N/A

Once a payment has reached the status of ‘Payment Complete,’ there is additional information populated on the Payment Calculation and Coding form. This form can be accessed by going back to the Forms Menu after the payment is in the status of ‘Payment Complete.’

Forms

Status	Page Name	Note	Created By	Last Modified By
Payment Forms Menu				
	Payment Properties		Grant System 12/27/2017 12:08:22 PM	Christy GPMTSIG 12/27/2017 12:08:41 PM
Unitemized Expenditure Budget Claim Payment				
	Unitemized Expenditure Claim Detail		Grant System 12/27/2017 12:08:22 PM	Christy GPMTSIG 12/27/2017 12:10:59 PM
Payment Processing				
	Payment Calculation and Coding		Grant System 12/27/2017 12:12:35 PM	Christy FM 12/27/2017 2:07:21 PM
	Payment Voucher		Grant System 12/27/2017 2:07:57 PM	
Payment Uploads				
	Payment Uploads			

The top section of the Payment Calculation and Coding form contains information about the payment that the State Agency uses to determine the net payment paid to the vendor and from which funding location within the State that the payments are coming from.

The bottom section called Voucher Details contains information that is important to the vendor.

Voucher Details

Liability Date	12/08/2017
MIR Date	12/27/2017
MIR Date Change	**MIR Date Change Reason** --Select--
Process Date	Dec 27 2017 2:07PM
Payment Date	12/28/2017
Payment Amount	$4,000.00
Reference/Invoice #	INVDOS01-T00208GG-3800000-006
Document Number	GV002194
Check Number	4018046
Check Date	01/02/2018

Liability Date: Payment Period To date on the Payment Properties Screen

MIR Date: Initial received/generated date field in the Payment Details section of the Payment Calculation and Coding form

MIR Date Change and Reason: If the MIR date should be changed for any reason, the State Agency changes the date here and issues a reason for the change

Process Date: Populated with the date the payment goes to the status of 'Payment Submitted to SFS'

Payment Date: The date payment was issued by the Statewide Financial System

Payment Amount: The amount of payment issued by the Statewide Financial System

Reference/Invoice Number: Payment Number

Document Number: Voucher number from the Statewide Financial System

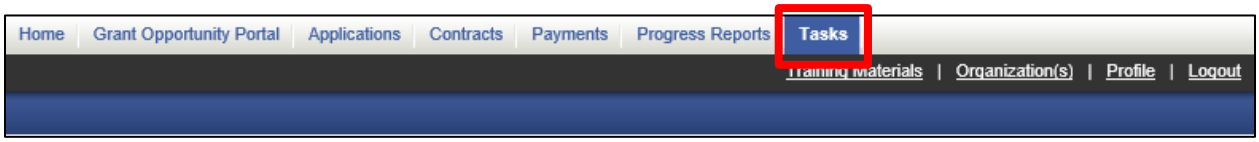
Check Number: Check or ACH number issued by the Statewide Financial System

Check Date: Date of Check or ACH issued by Statewide Financial System

11.3 Task List

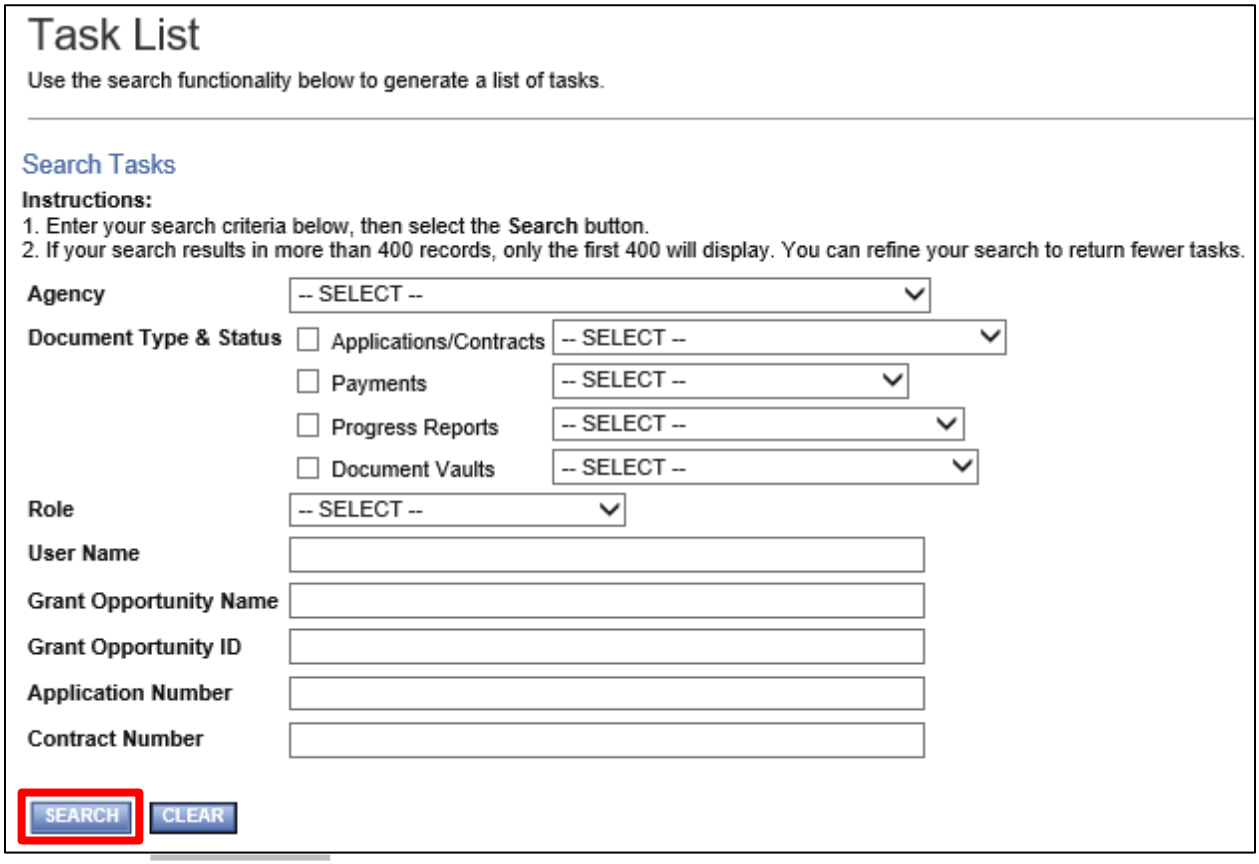
If you need to see the status of any document / vault / progress report / or payment within your organization, (whether it is assigned to you or someone else within your organization), you can use the Tasks tool at the top of the page to search for them.

Log in to the Grants Gateway and click on the Tasks link.



When the Search Tasks page comes up, enter as much information you have to search on. At a minimum you must select an Agency and you must select at least one Document Type.

Once you have entered the Search criteria, click the [SEARCH] button.



The amount of search criteria entered will determine the size of the search results you receive. The more information used to search, the more narrow the results list will be.

By using the bare minimum of search criteria, you will receive all documents of the type you selected that are in the agency you selected.

Search Results

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

Number of Results 1

Info	Document Type	Organization Legal Name	Name	Period	Current Status	Assigned To	Date Received	Status Days Remaining	Remaining Schedule Days
	Application/Contract	Stacey's Very Own NFP	TDA01-T00009GG-3410000	1: 01/01/19	Contract Info Requested (PM)	Stacey Eldridge	08/02/2018	-65	19

The Search Results will provide the following information:

Document Type – This should only reflect the Document Type that you selected in the search criteria.

Organization Legal Name – This is the organization that your role is associated with.

Name – The application / contract / payment / document vault or progress report link that will take you to the document.

Period – If the document is a contract or payment, this column will reflect which period it is in.

Current Status – This is the current status of the document.

Assigned To – This will show the name of the user within your organization that the document is assigned to.

Date Received – This is the date that the document was sent to the person it is Assigned To.

Status Days Remaining – The funding agency defines the number of days that it should take documents to be within a specific status. In the example above, it shows a negative number because it is that many days past the number of days it should have taken to move it to the next status.

Remaining Schedule Days – The number of days left in the overall schedule based on the sum of days assigned to each status within a process by the funding agency.

NOTE: You can also use the Task List to search for an