

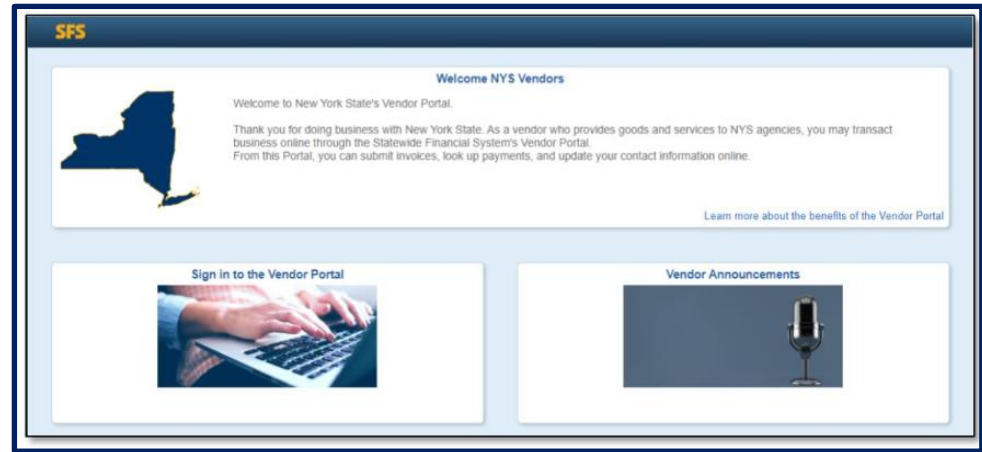


**Division of  
the Budget**

# **NYS Grants Management: Introducing Online Claiming in the Statewide Financial System**

# The Grants Management Website & SFS Vendor Portal

- The current Grants Management website will be maintained, but direct users to the SFS Vendor Portal.
- All State agencies will be required to post their grant opportunities on the Portal.
- Potential applicants can **Search** and view grant opportunities freely.
- Potential applicants have the option to sign up for email **Notification** when grant opportunities in self-identified areas of interest are posted. This simple process requires little more than an email address.
- Organizations interested in taking the next step in preparing to do business with the State must **Register** with the SFS.



# Searching for Opportunities

- There are no registration requirements. The ability to search for Opportunities is open to all interested parties.
- Users can Search for opportunities by name or use available criteria to produce a broader Search Result.
- Nonprofits can use the Eligibility criteria to limit Search Results to only those opportunities they can apply for.
- Users can access and even initiate a bid response by clicking the link in the Grant Opportunity column.

### Search for Opportunities

Enter the criteria and click the Search button.

Search by Grant Opportunity:

Search by Due Date From: 03/31/2022 To: 03/31/2022

Search by Status:

Search by Eligibility:

Search by Funding Agency:

Search by Service Area:

### Search Results

Click the Grant Opportunity Name to view more detail on Available Opportunities.  
Sort the results by clicking on a column heading (sorting by Eligibility is not an option).

Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date	Anticipated Release Date	Due Date
Department of Agriculture & Markets	<a href="#">Implementation of Agricultural Environmental Management (AEM) Plans on New York State Grown and Certified (NYS G&amp;C) Farms</a>	Available	Governmental Entity	8-Jan-20	NA	
Department of Environmental Conservation	<a href="#">2021 Environmental Restoration Program</a>	Available	Governmental Entity	1-Sep-21	NA	
Department of Environmental Conservation	<a href="#">2021 Municipal Waste Reduction and Recycling Program</a>	Available	Governmental Entity, Tribal Organization	2-Aug-21	NA	

# Grant Opportunity Abstract

VIEW GRANT OPPORTUNITY	
Log into SFS and Apply for Grant	
Register to be a Vendor in SFS	
Return to Search	
Overview	
Grant Opportunity ID	AGM01-NYSGC2-2019
Agency	Department of Agriculture & Markets
Grant Opportunity	Implementation of Agricultural Environmental Management (AEM) Plans on New York State Grown and Certified (NYS G&C) Farms
Contact Name	Lauren Prezorski
Contact Email	<a href="mailto:lauren.prezorski@agriculture.ny.gov">lauren.prezorski@agriculture.ny.gov</a>
Solicitation Profile	Ecosystem Based Management (EBM) funds to promote the advancement of environmentally and sustainably produced agricultural products.
Full Announcement Details	
Announcement Link	<a href="#">Link</a>
Applications Due (Date / Time)	June 01, 2020 / 04:00 PM ET
Bidder's Conference(s)/Application Workshop(s)	None available
Anticipated Award Date	Monday, May 25, 2020
Anticipated Initial Contract Length	3 Years
Total Funding Available	\$600,000.00
Anticipated Amount of Award(s)	\$50,000.00
Letter of Intent	Not Required
Letter of Intent Due	4/22/2020 0:00
Questions Due Date	Monday, April 13, 2020 Applicants should note that all clarifications are to be resolved prior to the submission of a proposal. A list of questions about the RFP, answers to those questions, as well as any addenda to the RFP, will be added to the Frequently Asked Questions document posted in the "Funding Opportunities" section of the Department's website, <a href="https://agriculture.ny.gov/funding-opportunities">https://agriculture.ny.gov/funding-opportunities</a> .
Questions and Answers Narrative	
Questions and Answers Posting Type	Link
Questions and Answers Posting Date	4/22/2020 0:00
Questions and Answers Link or Upload	<a href="#">Click here</a>
Eligible Applicants	Governmental Entity
Target Population(s)	
Service Area(s)	Agricultural Supports

- The Grant Opportunity Abstract provides an overview of the funding opportunity, including:
  - The type(s) of service(s) requested
  - The amount of available funding
  - Key dates
  - Contact information
- The View Grant Opportunity Button links users to a complete copy of the solicitation document or Request for Proposals.
- Nonprofits that have previously registered in SFS can easily initiate an online application, e.g. a Bid Response.
- Nonprofits that have NOT previously registered in SFS can easily request access online.

# Initiating an Online Claim

### Claim Entry and Submission

**Contract Selection**

Select that contract for the claim that is being entered.

Contract#	Contract ID	Contract Start Date	Contract End Date	Agency Name	Project Name	Contract Total
<a href="#">C30777GG</a>	DOH01-C30777GG-3450000	10/01/2015	06/30/2018	Department of Health	Primary Care	150,000.00

- Begin the online claiming process by navigating to the Contract Selection screen. Approved contracts eligible for online claiming will be displayed.
- Identify the desired contract and click on the Contract # to initiate a claim.

# Updating the Claim Header

### Claim Entry and Submission

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#### Claim Header

Enter your organizations reference number for this claim. In addition, please review and update your Vendor Location is needed.

Contract#		Vendor Location	MAINEPAY
Contract ID			2006 MADISON AVENUE
Project Name	Primary Care		NEW YORK, NY 10035
Agency Name	Department of Health		
Contract Start Date	10/01/2015	SFS Claim ID	
Contract End Date	06/30/2018	*Grantee Claim Reference	<input type="text"/>
Contract Total	412,500.00	Claim Status	New
		Claim Date	06/30/2018

Save    Cancel    ← Previous    Next →

- Enter a “Grantee Claim Reference” number to identify your claim. Choose carefully as this reference is a key tool in tracking payments downstream.
- Click the Save button. The system will assign an SFS Claim ID and update the status to “In Process.”

# Adding a Claim Line

### Claim Entry and Submission

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**Claim Lines**

Select the Contract Period and Claim Line Type for this claim line.

Contract#	-----	Vendor ID	
SFS Contract ID		Vendor Name	
Project Name	Primary Care	Vendor Location	MAINEPAY
Agency Name	Department of Health		2006 MADISON AVENUE NEW YORK, NY 10035
Contract Start Date	10/01/2015	Claim ID	0000000015
Contract End Date	06/30/2018	*Grantee Claim Reference	C30777-002
Contract Total	412,500.00	Claim Status	In Process
		Claim Date	06/30/2016

**Claim Lines**

Claim Ln#	*Contract Period	Period From Date	Period To Date	Contract Period Budget	*Claim Line Type
1	2	01/01/2016	12/31/2016	150,000.00	Reimbursement

Save   Cancel   ◀ Previous   Next ▶

- As noted in previous sessions, nonprofits can submit a single claim that transacts against one or more contract periods. This is accomplished by adding one or more claim lines.
- There are two types of claim lines: Advances and Reimbursements.
- Select the desired Contract Period, enter the Claim Line Type, and click the Save button.

# Reviewing the Claim Summary

- The Claim Summary displays all Claim Lines.
- Certification and Submission occurs at the bottom of the page.
- Once submitted, the claim is automatically routed for State approval.

**Claim Entry and Submission** Previous

**Claim Summary**

Certify and Submit claim after reviewing for completeness and accuracy. Additional claim lines can also be added if needed.

Contract Selection	<b>Contract Summary</b>	
Claim Header	Contract#	Vendor ID
Claim Lines	SFS Contract ID	Vendor Name
Claim Line Details	Project Name	Vendor Location
<b>Claim Summary</b>	Agency Name	MAINEPAY
	Contract Start Date	2006 MADISON AVENUE
	Contract End Date	NEW YORK, NY 10035
	Contract Total	SFS Claim ID
	Contract Period	*Grantee Claim Reference
	Period Date From	Claim Status
	Period Date Thru	Claim Date

Contract Total 412,500.00

Contract Period 2

Period Date From 01/05/2016

Period Date Thru 12/31/2016

SFS Claim ID 000000015

\*Grantee Claim Reference C30777-002

Claim Status In Process

Claim Date 06/30/2018

**Claim Line Summary**

Claim Line#	Contract#	NYS Contract#	Contract Period	Period From Date	Period To Date	Claim Line Type	Requested Amount
1			2	01/01/2016	12/31/2017	Reimbursement	150,000.00

**Certification and Submission**

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

Signatory Name  
Date

Save Submit Previous



# Preparing for the Transition to SFS

## What happens next?

- High level, non program specific training materials will be available in the new year.
- State Agencies will be planning for after Go-Live by identifying what contracts will have transactions due soon after the transition.
- State Agencies will be testing using actual converted Grants Gateway contracts starting in the new year.
- Testing will include identification of vendors that will have transactions in SFS due soon after Go-Live and program specific training for those transactions will be identified and provided.

## What can I do to prepare?

- Share this presentation within your organization.
- Attend future Nonprofit Advisory Council meetings.
- Visit the [Grants Management website](#) to learn more about NYS grantmaking and information regarding the transition.
- Verify your SFS registration and make sure your information is up to date.
- Contact the Grants Management Help Desk at [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) or 518-474-5595 with any questions.

# Verifying SFS Registration & Info

- If your nonprofit is registered in the Grants Gateway or you have done previous business with New York State, it is likely already registered in SFS. When your organization was registered in SFS, you received an enrollment email with login credentials and instructions on how to access the SFS Supplier/Vendor Portal.
- The SFS Supplier/Vendor Portal **is currently** available to you to:
  - Sign up for electronic payments
  - Review payment information
  - Maintain addresses and contact information
- Locate your SFS login information, login to the Supplier/Vendor Portal and verify your information. If you are not already signed up for ACH payments, please do so.
- If you encounter any of the following issues, contact the SFS Help Desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) or (855) 233-8363
  - Do not know Vendor ID
  - Do not have enrollment/welcome email
  - Vendor Primary Contact has left the organization
- If your User ID or password is no longer working, notify the Primary Contact on your account to reset your access.

## SFS Vendor Resources

Getting Started Guide: SFS Vendor Portal

Step-by-step SFS Training for Vendors

*Thank  
You!*