



Office of Information
Technology Services

Grants Management Update: Transitioning from the Gateway to SFS

June 28, 2022

Origins and Objectives

Grants Management was established to address the issue of late contracts through careful examination of cause and effect and the implementation of targeted solutions.

Cause

- Proliferation of grants management & tracking systems.
- Reliance on outdated agency-specific manual processes to award, develop and execute contracts
- Proliferation of contract documents including agency specific terms and conditions, budget forms, and work plans

Effect

- Potential grantees must use multiple State agency systems to identify and apply for grant opportunities as well as manage awards
- Vendors cannot work with the State as a single enterprise due to varying contract processes, procedures, and systems

Solution

- Position the State to be able to provide a statewide grants management solution for agencies and grantees
- Improve access to information and streamline process by bringing together grant opportunities, grant contracts, and grant payments processing into a single system
- Prequalify vendors to expedite application and contracting processes
- Standardize the grant application and contract template

Shared Accomplishments and Next Steps

Our shared accomplishments: the Grants Gateway, the Master Grant Contract, and Prequalification, have demonstrated the readiness of agencies and grantees to conduct business online.

- There are currently 25 State agencies managing grant applications and contracts online
- Over 500 competitive RFPs have been conducted
- Over 18,00 applications have been submitted
- Nearly 20,000 contracts have been fully executed online

It now time to transition the State's grants management activities into New York's Statewide Financial System (SFS). In the coming year, SFS will replace the Grants Gateway as the State's enterprise grant management solution.

Things To Know

- This is logical extension of the work done to date.
- The Grants Management Team will continue to support:
 - The design of the SFS grant making functions
 - Conversion from the Grants Gateway to SFS
 - Agency and Grantee Business Process transformation
 - Day-to-day nonprofit activities
- NYSFS employs Oracle's PeopleSoft Financial Management Solution and has many advantages including the ability for grantees to manage the full business process within a single system - from browsing available opportunities thru to receiving payments.
- At the conclusion of the transition, the Grants Gateway will be retired.
- Many improvements are envisioned.

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 are required to post their grant opportunities on the Portal.
- Potential applicants can **Search**, and view grant opportunities freely. There are no registration requirements.
- 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.

The screenshot displays the New York State Grants Management Website & SFS Vendor Portal. The page features a header with the New York State logo and navigation links for Services, News, Government, and Local. Below the header is a dark blue navigation bar with links for Grants Management, Get Started, Apply & Manage, Training & Guidance, Get Help, Key Initiatives, and Grants Gateway Login. The main content area has a large banner for "New York State Grant Opportunities" with a sub-headline "Find, Apply for, and Manage New York State Grants" and two buttons: "SEARCH FOR FUNDING" and "ACCESS THE GATEWAY". Below the banner is a grid of four service tiles: "WCB CUSTOMERS" (Manage your account, invoices and online payments for NYS Workers' Compensation Board), "VENDORS" (Submit invoices, look-up payments and update your contact information), "GRANT OPPORTUNITIES" (Find New York State grant opportunities using the Grants Gateway), and "AGENCIES" (Access New York State's financial and accounting system). Each tile includes a relevant image and a button for portal login or search.

<https://grantsmanagement.ny.gov/>

Potential Process Improvements

- Paperless Registration
 - Paper registration process will be retired; registration will be completed fully online in SFS
- Prequalification
 - The prequalification interface will be updated for increased usability and easier navigation
- Applications (Bid Events)
 - Expanded application question sets (lists/multiple choice)
- Multi Year Contracts
 - Multi year contracts will be streamlined by including multiple budgets and workplans in the initial contract
- Claims for Payment
 - Modifications and payments can be in process at the same time
 - Claims for payment can span periods in multi year contracts

How To Prepare for the Transition to SFS

General Next Steps

- Share this presentation within your organization; discuss it with your colleagues.
- Attend future Nonprofit Advisory Council meetings.
- Visit the Grants Management [website](#) to learn more about NYS grantmaking and – coming soon, additional information regarding the transition.
- Contact the Grants Management Helpdesk with any questions.

Recommended Actions – Grants Gateway

If your nonprofit is registered in the Grants Gateway, this is the time to perform an audit of your organization users.

- Verify that the active users assigned to your organization are still valid
- Inactivate those that are no longer valid
- Review the roles that each user has and verify with leadership that they are appropriate

For guidance on roles and assignments, please see the [Grants Gateway Vendor User Manual](#), section 2.

How To Prepare for the Transition to SFS

SFS

If your nonprofit is registered in the NYS Grants Gateway or you have done previous business with New York State (received payment for goods or services), it is likely your organization is already registered in the Statewide Financial System. 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 allows organizations to:

- Sign up for electronic payments
- Review payment information
- Maintain addresses and contact information

Additional guidance will be provided to you at the next NFPCAC meeting on who to contact if you do not know your organization's Vendor ID or do not have your enrollment login information.

*Thank
You!*