



SFS Handbook: Grantee Processing in SFS (Grantee User Manual)

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SFS Handbook: Grantee Processing in SFS

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For questions regarding the information included in this Guide, contact the SFS Help Desk:
Phone: 518-457-7717 or 855-233-8363 (toll free) | Email: HelpDesk@sfs.ny.gov |
Using the SFS Support tile in the SFS Vendor Portal

SFS Handbook: Grantee Processing in SFS

Grantee Processing in SFS

Handbook Description:

This Handbook provides the knowledge and skills to support grants management activities using the [Statewide Financial System \(SFS\) Public Portal](#) and the [SFS Vendor Portal](#). The end-to-end grants management business process includes prequalification, searching for grant opportunities, bid submission, bid award, contract collaboration and execution, progress reporting, claims submission and payment processing.

The Statewide Financial System (SFS) is New York State (NYS) government's accounting and financial management system used to manage contracts and payments.

Using SFS, Agencies post grant opportunities in the form of bid events. From the SFS Public Portal, prospective grantees and the general public can search for grant opportunities (also known as bid events) and sign up to receive grant notifications.

Prospective grantees interested in responding to a grant opportunity must have credentials to access* the SFS Vendor Portal and be prequalified. Prequalification is a process applicable to Non-profits (or other organizations as defined by State policy) that requires the completion and acceptance of an online application to compete for state funding. Non-profits complete prequalification applications and submit them for agency review. Agencies are responsible for reviewing submitted prequalification applications and taking action on the application (e.g., approving it or returning it back for additional information).

Prequalified grantees log in to the SFS Vendor Portal to submit their bid response to the agency for review. The agency scores and reviews bid responses in order to award a grant to a grantee. The Grantee is the legal entity to which a grant is awarded and who is accountable for the use of the funds. Grantees collaborate with agencies on grant contract development and approval.

Once a grant contract has been approved, grantees can initiate and submit progress reports in the SFS Vendor Portal for agency review and approval. Grantees are encouraged to discuss the process for submitting claims with the agency they are doing business with, to confirm how payments will be processed based on the terms of the contract agreement.

***Note:** The SFS Delegated Administrator (Admin) within each organization is responsible for managing SFS Vendor Portal account changes, designating roles for User IDs within their organization, and managing address and contact information. Roles control what an individual has access to do and the tasks they can perform in the SFS Vendor Portal. Additional information regarding roles can be found in the [SFS Vendor Role Guide](#) and the [Vendor Portal Access Reference Guide](#).

Handbook Concepts:

This Grantee Handbook explores the following concepts:

- Searching and Viewing Bid Events (Grant Opportunities)
- Subscribing to Email Notifications
- Maintaining Grantee Information
- Managing Prequalification
- Responding to Bid Events
- Reviewing and Approving Grant Contracts
- Entering and Maintaining Grant Claims
- Running Grantee Reports

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Using SFS Handbooks:

This Handbook includes multiple lessons and training topics. Each training topic includes a series of steps which walkthrough how to perform a specific task. There are different types of steps within a training topic: steps that are action oriented, and steps that are intended to provide additional information and context to assist you with performing a task.

- Handbook steps that include text in **bold blue font** indicate that action is required (e.g., Click the **Add** button).
- Handbook steps that include text in **bold red font** are used for illustrative data entry purposes (e.g., Enter the applicable value into the **Schedule ID** field. For example, Enter "**5243**".)
- Handbook steps that include text in **bold black font** provide additional information and clarification about an SFS page, field, process, report, navigational elements, and processing tips (e.g., The **Process Scheduler Request** page displays. This page is used to verify and/or select the process that you want to run.)

Searching and Viewing Bid Events (Grant Opportunities)

Lesson Description:

This lesson provides the knowledge and skills to search and view Bid Events. Bid Events are posted by Agencies to allow bidders to submit responses in order to apply for a funding award. Bid Events are created by Agencies to capture details about a grant opportunity. It is comprised of customizable questions, fields, and attachments specific for the need of each award.

Lesson Objectives:

In this lesson, you will learn how to:

- Search and view bid events

Search for a Bid Event (Grant Opportunity) on the SFS Public Portal

Topic Description:

This topic provides the knowledge and skills to search for and view bid events.

Topic Objectives:

In this topic, you will learn:

- How to search for and view bid events

SFS role required to perform this task:

- No role required. Users do not need to log in to SFS to search for grant opportunities on the SFS Public Portal.

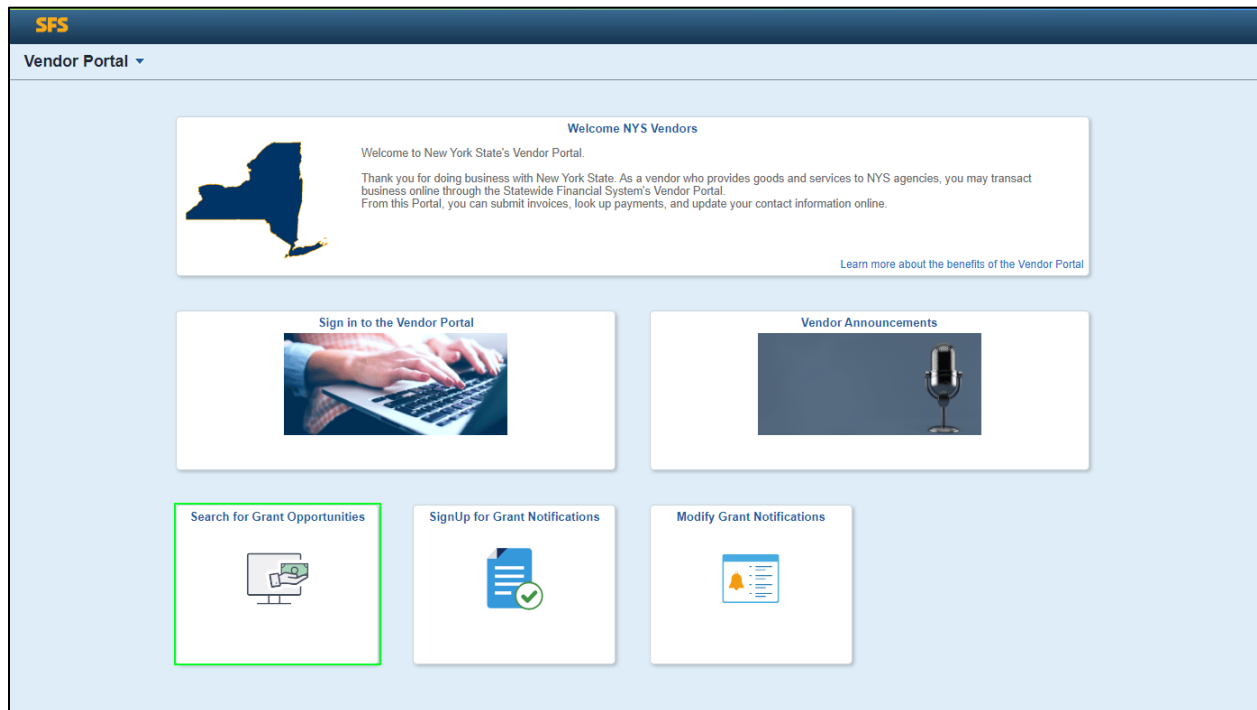
Procedure

Scenario: As a member of the public, you can search and view public bid events (grant opportunities) without signing in to the SFS Vendor Portal by visiting the [SFS Public Portal Homepage](#) and selecting the **Search for Grant Opportunities** tile.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

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Step	Action
1.	Navigate to the SFS Public Portal Homepage . Note: Users DO NOT need to log in to SFS, as this is a public page.
2.	Note: If you experience issues within the Vendor Portal, you may need to clear your browser cache. You can press Ctrl+Shift+Del to expedite the clearing process. Also, verify the Passwords checkbox is unselected. This will allow you to keep all saved passwords and usernames after clearing your cache.



Step	Action
3.	From the SFS Public Portal Homepage, click the Search for Grant Opportunities tile.

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Search for Grant Opportunities
Enter the search criteria and click the Search button

Search Criteria

Event ID

Search by Grant Opportunity

Search by Due Date From To

Search by Status **Available**

Search by Eligibility

Search by Funding Agency

Search by Service Area **Environmental Supp**

Search Results

Event ID	Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date =	Anticipated Release Date	Due Date
EVT0000001	DCJ01	SFY23-24 Securing Communities Against Hate Crimes	Advertised Only - Not in SFS	Not-For-Profit	01/25/24 4:00PM	01/25/24 4:00PM	05/17/2024 12:00PM EDT
OMH100	OMH01	Apartment Treatment Housing for Adults with SMI	Available	Not-For-Profit	02/01/24 9:00AM	02/01/24 9:00AM	04/09/2024 2:00PM EDT

Step	Action
4.	<p>The Search for Grant Opportunities page is used to search for opportunities posted by agencies.</p> <p>Enter the applicable search criteria in the Search Criteria fields.</p> <p>In this example, we will search for grant opportunities by Status and by Service Area, which are the most common search methods.</p>
5.	<p>The Search by Status options are:</p> <ul style="list-style-type: none"> • Anticipated: Represents summary information about an upcoming Bid Event (grant opportunity) which is provided for review only. Bid Responses (applications) cannot be started until the Bid Event becomes Available (published). <ul style="list-style-type: none"> ○ Includes only bid events in “Anticipated” status in the search results. • Available: Represents a Bid Event (grant opportunity) that is available for review and open for potential grantees to start a Bid Response (application). Bid Responses can be submitted beginning on the Event Start Date. <ul style="list-style-type: none"> ○ Includes bid events in “Available” and “Advertised Only-Not if SFS” statuses in the search results. ○ Note: “Advertised Only – Not in SFS” status represents summary information about a grant opportunity managed outside of SFS and is provided for review only. Directions on where to find additional information about the grant opportunity, including where to apply, are provided. • Anticipated and Available: Includes bid events in “Anticipated”, “Available”, and “Advertised Only-Not if SFS” statuses in the search results. • Closed: Includes only bid events where the end date has passed, and grantees can no longer bid on the grant opportunity.

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Step	Action
6.	In this example, we will click the Search by Status field drop-down list and select the Available list item.
7.	When you search by Service Area , only the bid events represented by the selected service area will display in the search results.
8.	In this example, we will click the Search by Service Area field drop-down list and select the Environmental Supports list item.
9.	Click the Search button.
10.	<p>Note: A list of Event IDs will populate in the Search Results based on the current search criteria.</p> <p>Click the applicable link in the Grant Opportunity column to view the abstract details.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Grant Opportunity</div>

Supplier Search Events | Search for Grant Opportunities

Overview

View Grant Opportunity
Log into SFS and Apply for Grant
Return to Search

Grant Opportunity ID: OMH100
Agency: Office of Mental Health
Grant Opportunity: Apartment Treatment Housing for Adults with SMI
Contact Name: John Doe
Contact Email: John.Doe@test.ny.gov

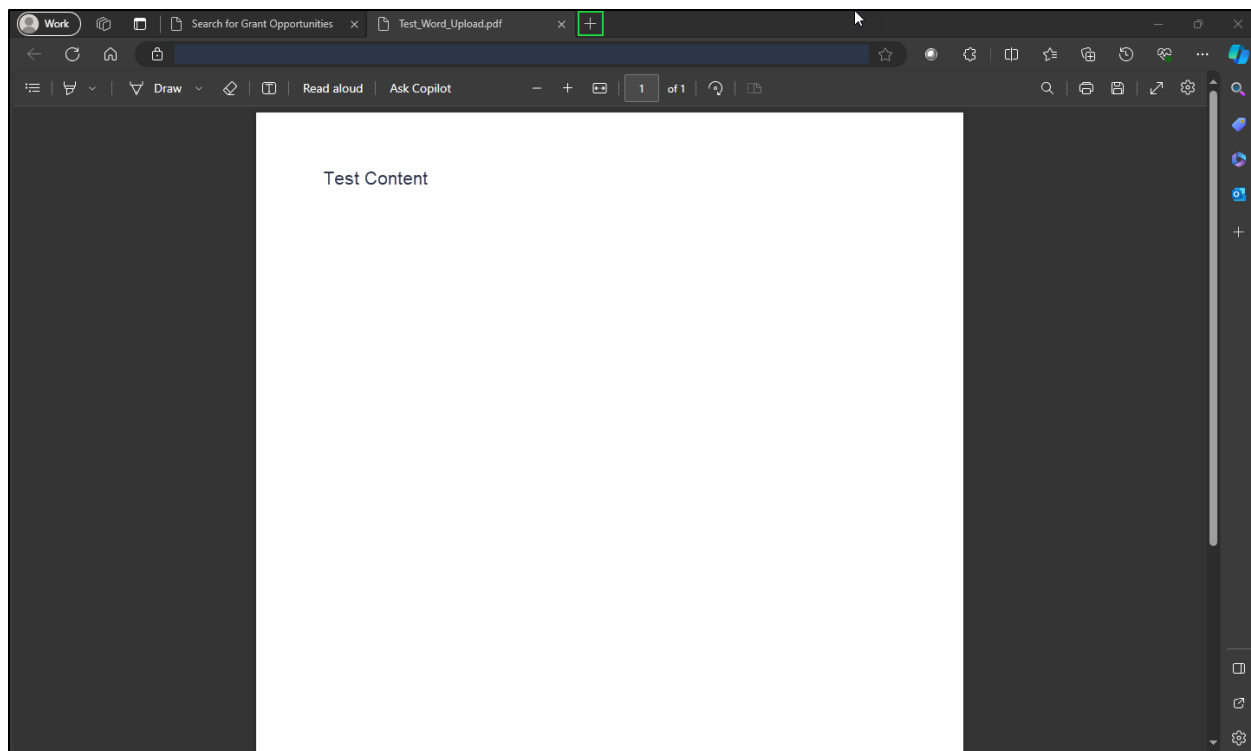
Solicitation Profile
The New York State Office of Mental Health (OMH) is committed to investing in community-based services that will reduce the demand for psychiatric hospitalization and long lengths of stay in inpatient settings. Based on the need for additional residential opportunities to support this mission, OMH is announcing this Request for Proposals (RFP) for the development and operation of up to 171 Treatment Apartment Program (TAP) housing units statewide. Approximately \$4,500,000 is available annually.
All Not-for-Profit applicants must be Prequalified by the due date and time of the RFP.
See RFP for full details: <https://omh.ny.gov/omhweb/rfp/>

Full Announcement Details

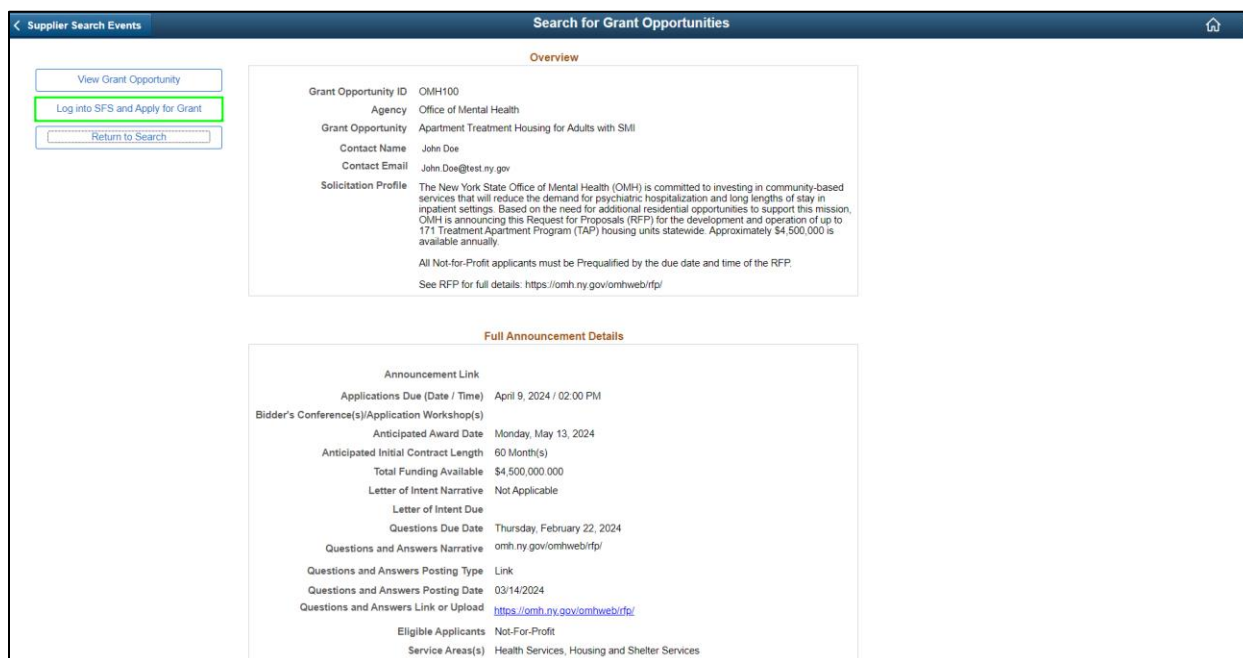
Announcement Link
Applications Due (Date / Time): April 9, 2024 / 02:00 PM
Bidder's Conference(s)/Application Workshop(s)
Anticipated Award Date: Monday, May 13, 2024
Anticipated Initial Contract Length: 60 Month(s)
Total Funding Available: \$4,500,000 000
Letter of Intent Narrative: Not Applicable
Letter of Intent Due
Questions Due Date: Thursday, February 22, 2024
Questions and Answers Narrative: omh.ny.gov/omhweb/rfp/
Questions and Answers Posting Type: Link
Questions and Answers Posting Date: 03/14/2024
Questions and Answers Link or Upload: <https://omh.ny.gov/omhweb/rfp/>
Eligible Applicants: Not-For-Profit
Service Area(s): Health Services, Housing and Shelter Services

Step	Action
11.	Click the View Grant Opportunity button to view the Request for Proposal (RFP) pdf associated to the grant opportunity.

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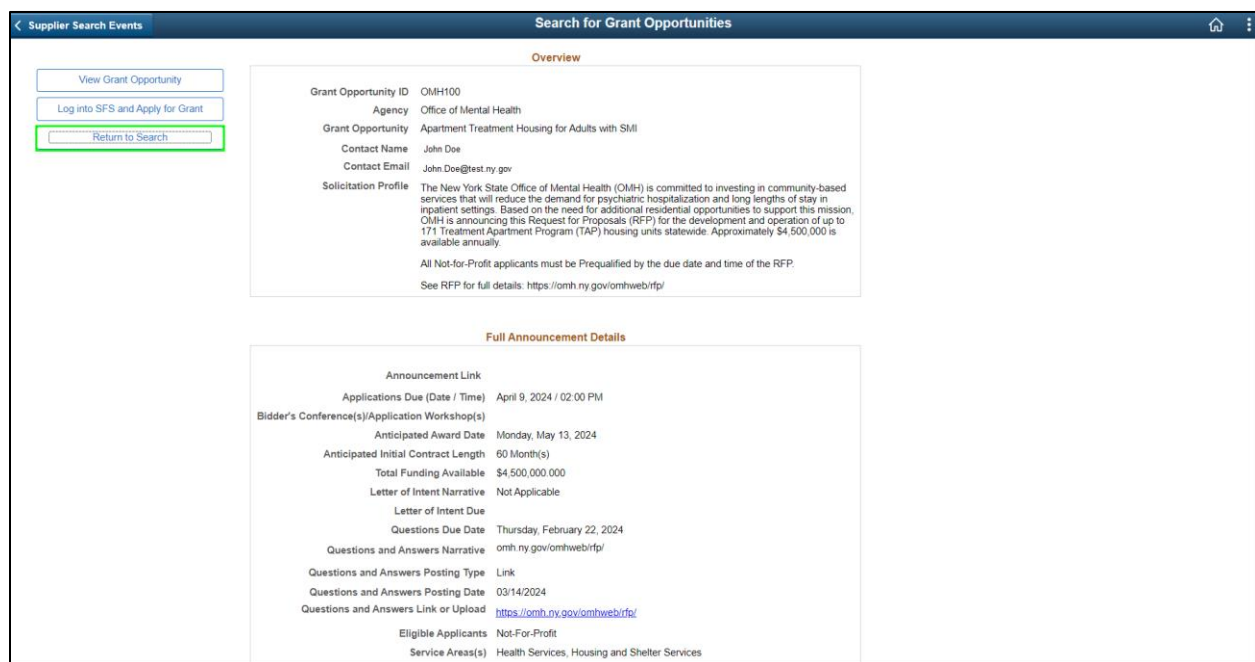


Step	Action
12.	Click the Close (X) browser tab when you are finished viewing the Request for Proposal (RFP) pdf associated to the grant opportunity.



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Step	Action
13.	<p>Note: If you have access to login to the SFS Vendor Portal and are interested in applying for this grant, click the Log into SFS and Apply for Grant button to access the SFS Vendor portal.</p> <p>In this training example, we will not click the Log into SFS and Apply for Grant button.</p>
14.	<p>Note: If you do not have access to the SFS Vendor Portal and if your organization is already established within the SFS Vendor portal, an SFS Delegated Administrator has been authorized within your organization to provision user login credentials, unlock accounts, or reset passwords. Please reach out to your SFS Delegated Administrator directly.</p> <p>Also, if you do not have a login and if you are new to the SFS Vendor portal, and would like to establish an account for the purposes of doing business with the State of New York, access the Grants Management website for instructions on how to register your organization. https://grantsmanagement.ny.gov/register-your-organization-sfs.</p>



Step	Action
15.	Click the Return to Search button to return to the Search for Grant Opportunities page.
16.	You have successfully completed the Search For a Bid Event (Grant Opportunity) On the SFS Public Portal topic.

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Subscribing to Email Notifications

Lesson Description:

This lesson provides the knowledge and skills for Grantees to subscribe to email notifications to receive information about grant opportunities for one or more service areas.

Lesson Objectives:

In this lesson, you will learn how to:

- Subscribe to email notifications.

Subscribe to Email Notifications

Topic Description:

This topic provides the knowledge and skills to subscribe to email notifications to receive information about grant opportunities for one or more service areas.

Topic Objectives:

In this topic, you will learn:

- How to subscribe to email notifications

SFS role required to perform this task:

- No role required. Users do not need to log in to SFS to subscribe to email notifications on the SFS Public Portal.

Procedure

Scenario: As a member of the public, you will subscribe to email notifications to receive information about grant opportunities without signing in to the SFS Vendor Portal.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

Step	Action
1.	Navigate to SFS Public Portal Homepage . Note: Users DO NOT need to log in to SFS, as this is a public page.
2.	Note: If you experience issues within the Vendor Portal, you may need to clear your browser cache. You can press Ctrl+Shift+Del to expedite the clearing process. Also, verify the Passwords checkbox is unselected. This will allow you to keep all saved passwords and usernames after clearing your cache.

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Step	Action
3.	Click the SignUp for Grant Notifications tile.

Information

Complete all required fields below.
Select the Sign-Up button below to complete the process.

*First Name

*Last Name

*Organization

*Email

*Confirm Email

Service Area Preferences

Select the checkbox next to the service area or service areas you wish to be notified about.
[Click here](#) for a description of each service area.

Select/De-Select All

Health and Human Services

- Education Supports
- Family Supports
- Health Services
- Housing and Shelter Services
- Justice Services
- Workforce Development

Non Health and Human Services

- Agricultural Supports
- Environmental Supports
- Public Transportation Services
- Public Safety Supports
- Government Supports

Sign Up

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Step	Action
4.	Note: Use the Information section to enter name, organization, and email address for the contact who should receive the email notifications.
5.	Enter the applicable value into the First Name field.
6.	Enter the applicable value into the Last Name field.
7.	Enter the applicable value into the Organization field.
8.	Enter the applicable value into the Email field.
9.	Enter the applicable value into the Confirm Email field.
10.	Note: In the Service Area Preferences section, there are two main notification lists. These main lists are: Health and Human Services , and Non Health and Human Services . Click the checkbox next to the main list item to receive all notifications for that main list item.
11.	Note: To view description details for each Service Area, click the Click here link.
12.	Click the applicable Service Area checkboxes.
13.	Click the Sign Up button to sign up for email notifications for the selected service areas. Note: When the Bid Event is published, an email notification advertising it will be sent to people who signed up for notifications about the service area(s) chosen.
14.	You have successfully completed the Subscribing to Email Notifications topic.

Modifying Email Notifications

Lesson Description:

This lesson provides the knowledge and skills for Grantees to modify contact information and/or service area preferences previously selected for email notifications.

Lesson Objectives:

In this lesson, you will learn how to:

- Modify contact information and/or service area preferences previously selected for email notifications.

Modify Email Notifications

Topic Description:

This topic provides the knowledge and skills to modify contact information and/or service area preferences previously selected for email notifications.

Topic Objectives:

In this topic, you will learn:

- How to modify contact information and/or service area preferences previously selected for email notifications.

SFS role required to perform this task:

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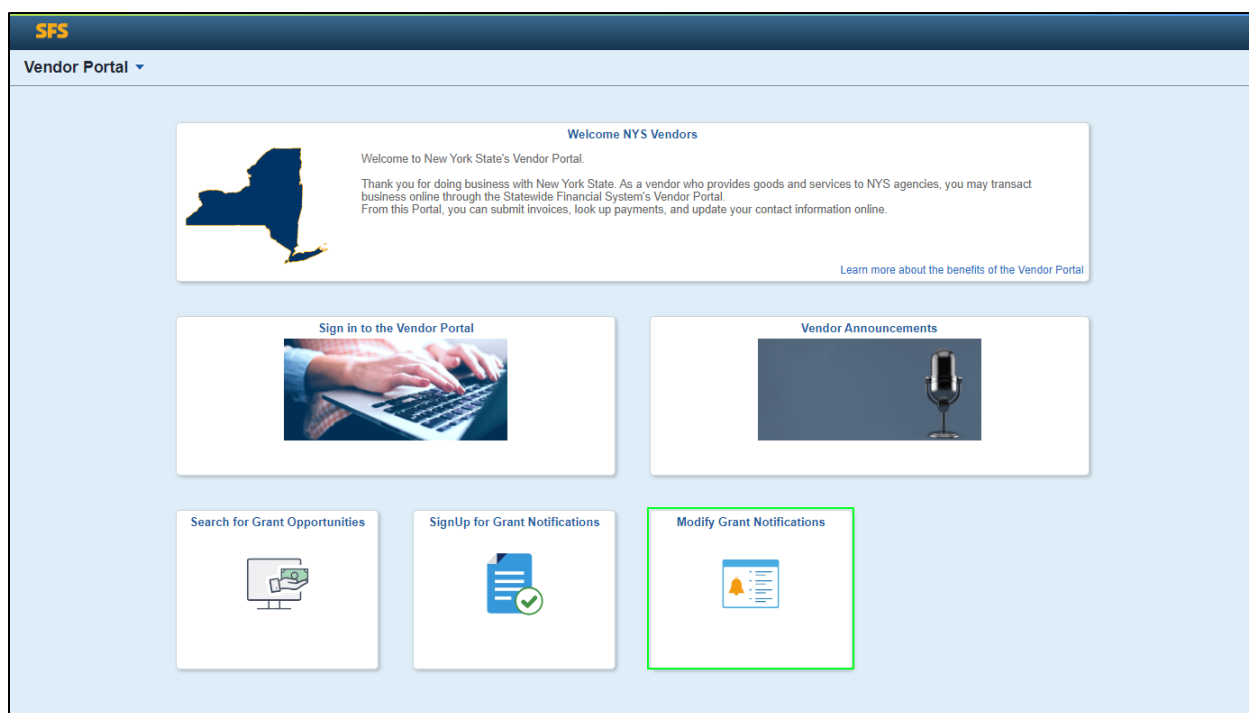
- No role required. Users do not need to log in to SFS to modify contact information and/or service area preferences previously selected for email notifications.

Procedure

Scenario: As a member of the public, you will modify contact information and/or service area preferences previously selected for email notifications without signing in to the SFS Vendor Portal.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

Step	Action
1.	Navigate to SFS Public Portal Homepage . Note: Users DO NOT need to log in to SFS, as this is a public page.
2.	Note: If you experience issues within the Vendor Portal, you may need to clear your browser cache. You can press Ctrl+Shift+Del to expedite the clearing process. Also, verify the Passwords checkbox is unselected. This will allow you to keep all saved passwords and usernames after clearing your cache.



Step	Action
3.	Click the Modify Grant Notifications tile to modify contact information and/or service area preferences previously selected for email notifications.

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Step	Action
4.	Enter the email address that was used to sign up for notifications, into the Enter Email Address field.
5.	Click the Search button.

Step	Action
6.	Your previous information and selections will populate. Update your information and/or service area preferences.
7.	To un-subscribe from all prior selected service areas, click the Un-subscribe checkbox.
8.	Click the Save button to save your changes.
9.	You have successfully completed the Modifying Email Notifications topic.

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Maintaining Grantee Information

Lesson Description:

This lesson provides the knowledge and skills to maintain Grantee Information.

Lesson Objectives:

In this lesson, you will learn how to:

- View and Update Grantee Information
- Adding a Grantee Contract Approver's Name to their Profile in SFS

View and Update Grantee Information

Topic Description:

This topic shows how to update a grantee's grant organizational profile information in the SFS Vendor Portal. Grantees doing business with New York State agencies access SFS by clicking the **Vendor Portal Login** from the [SFS website](#). There is a specific page in SFS where Grantees can view and make updates to their grant information.

Note: An SFS Vendor Portal account is required to access SFS.

Topic Objectives:

In this topic, you will learn:

- How to update a grantee's grant organizational profile information in SFS

SFS role required to perform this task:

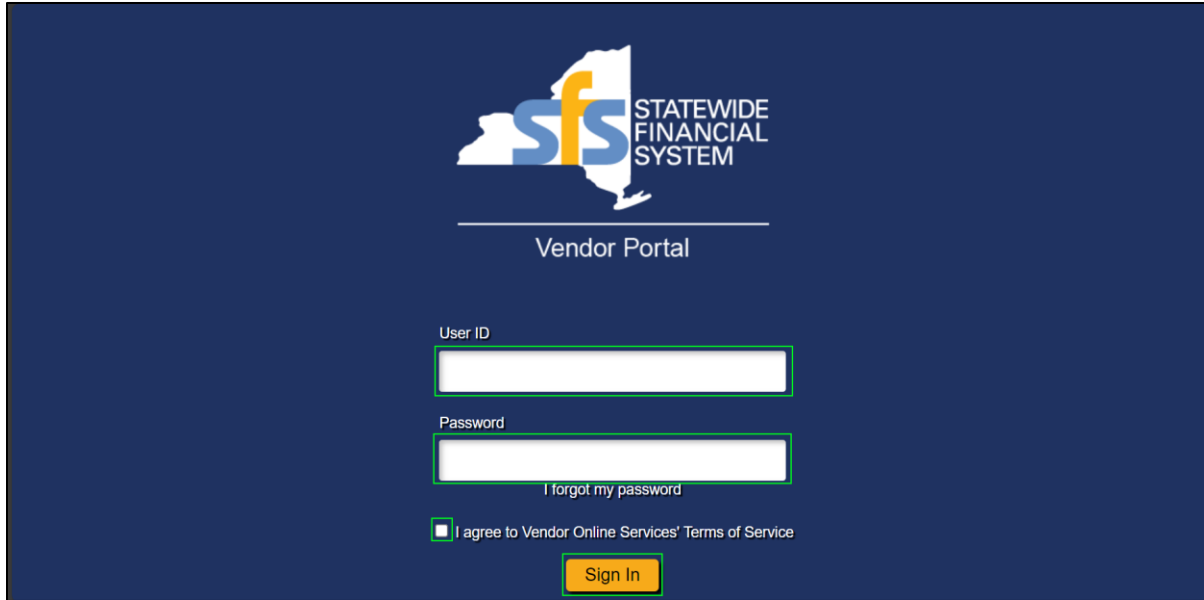
- Delegated Admin (NY_ES_SUPPLIER_ADMIN)

Procedure

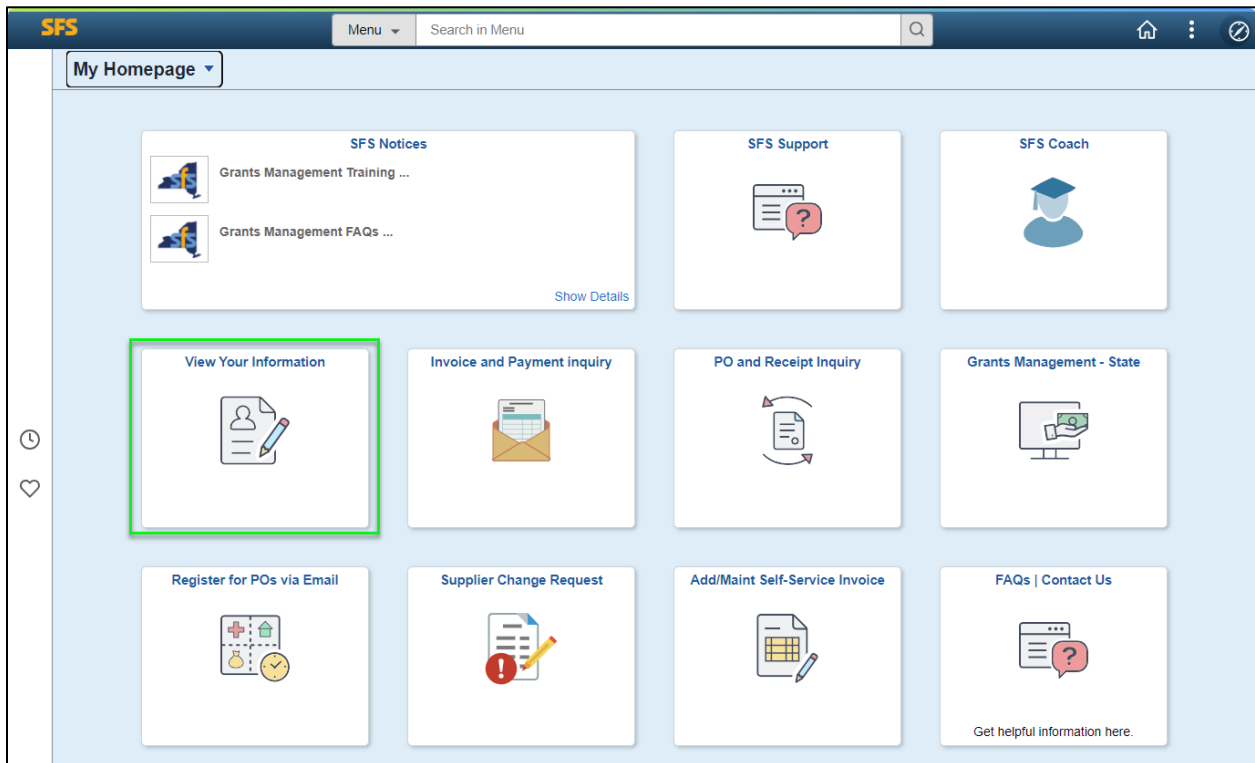
Scenario: You look up your organization's grant information in the SFS Vendor Portal and notice that some information needs to be updated. You will log in to the SFS Vendor Portal and make the applicable grant information updates before submitting for review and approval.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

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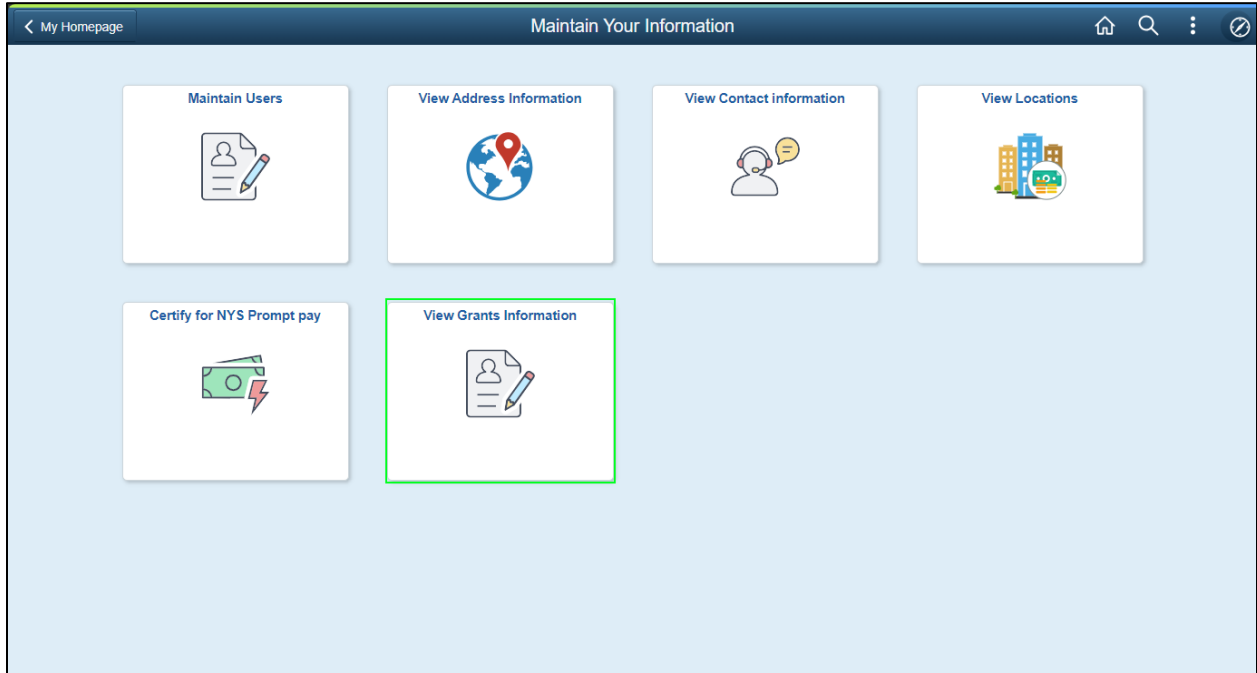


Step	Action
1.	Begin by navigating to the SFS Vendor Portal .
2.	Enter your User ID and Password and select the I agree to Vendor Online Services' Terms of Service checkbox.
3.	Click the Sign In button.

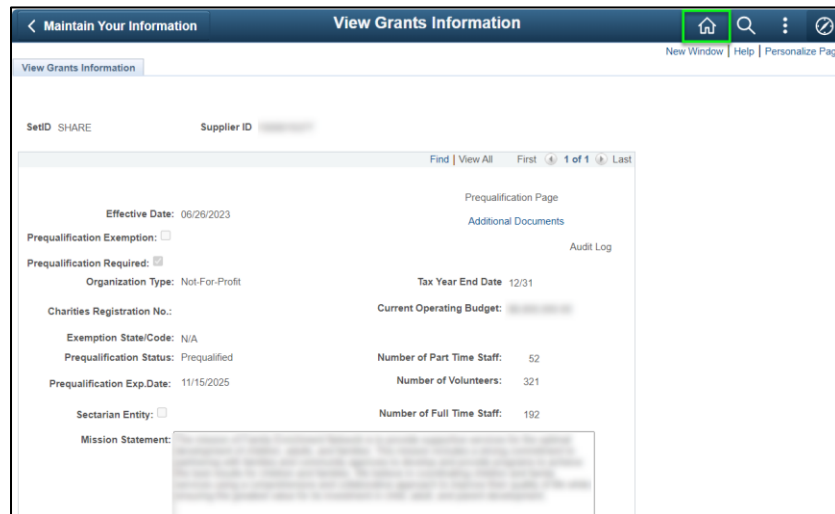


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Step	Action
4.	From the Homepage click the View Your Information tile.




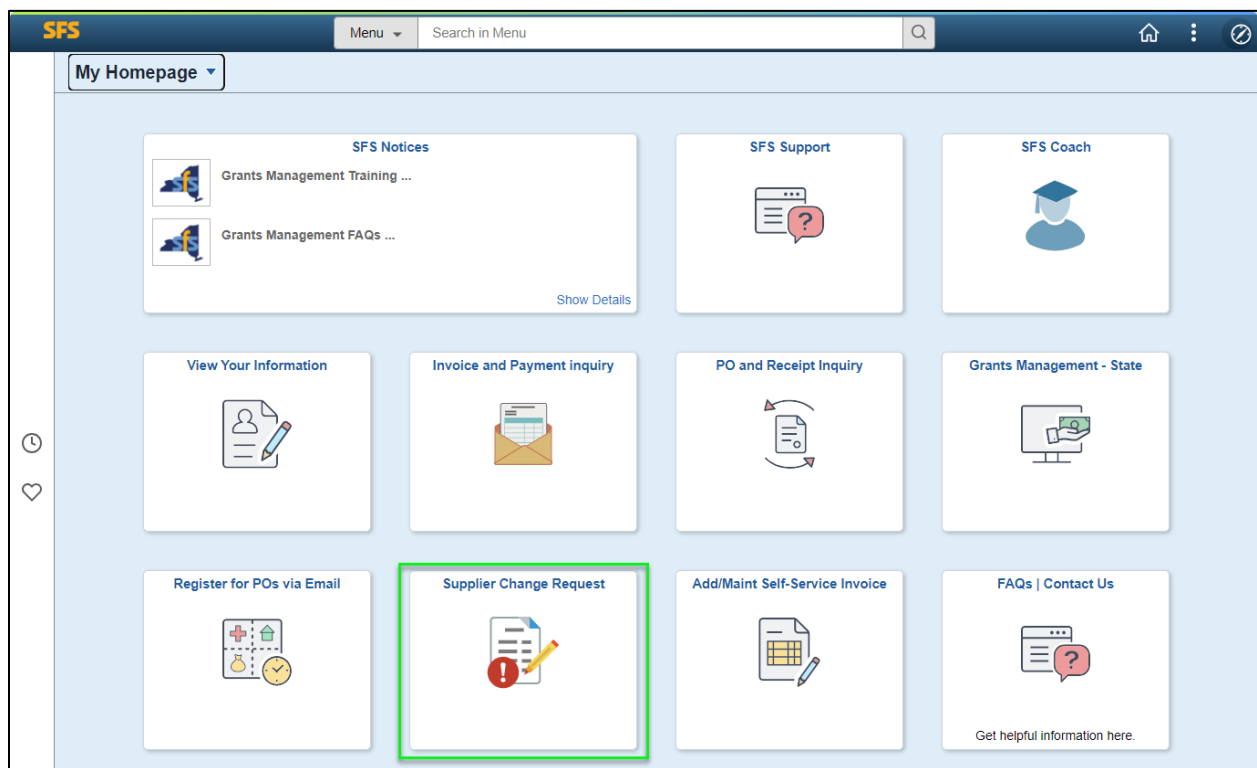
Step	Action
5.	Click the View Grants Information tile.



Step	Action
6.	Review the information. If changes are needed, initiate a Supplier Change Request.

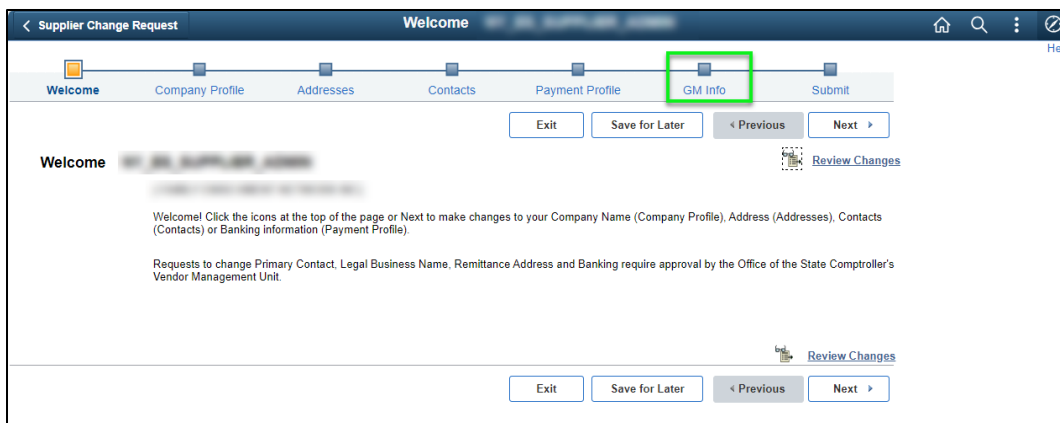
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Step	Action
7.	<p>Note:</p> <ul style="list-style-type: none"> The Supplier Change Request feature in SFS allows grantees to make changes to their organization profile, addresses, contacts, banking information, and grant information. Requests to change Primary Contact, Legal Business Name, Remittance Address and Banking require approval by the Office of the State Comptroller's Vendor Management Unit.
8.	<p>Click the Home icon to go back to the Homepage to initiate the Supplier Change Request.</p> 

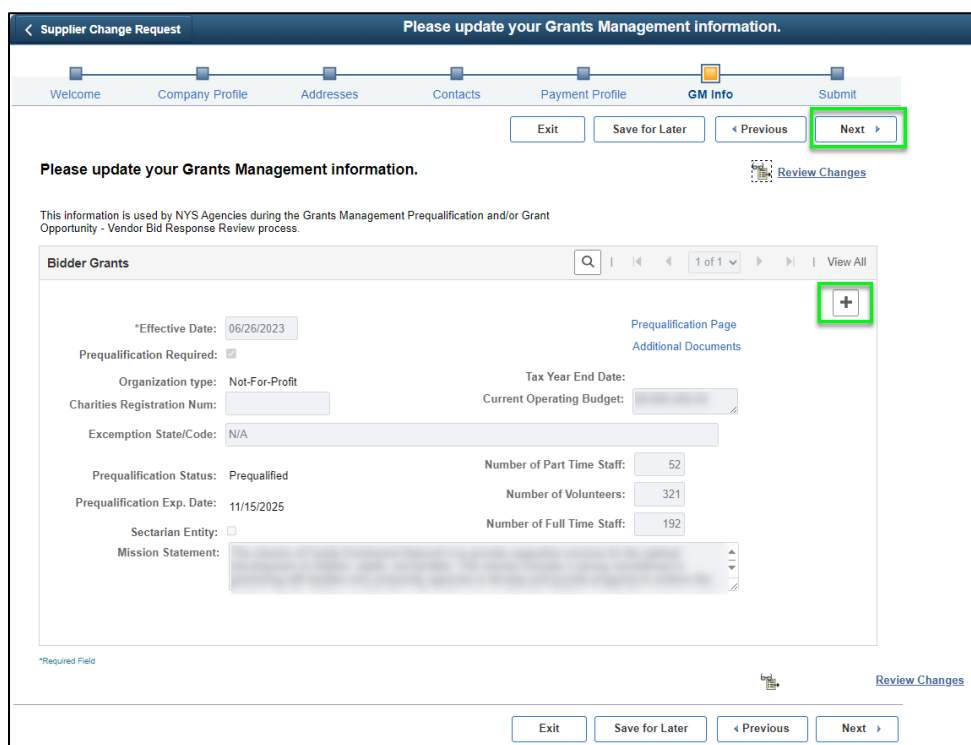


Step	Action
9.	Click the Supplier Change Request tile.

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Step	Action
10.	Click the GM Info train stop.



Step	Action
11.	To update the information currently displayed, click the Add a New Row (+) icon.
12.	Make any needed updates to your Grants Management information.
13.	Select Next button.

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Step	Action
14.	Select the applicable Audit Reason Code . Note: Audit Reason Code classifies the type of change that was made. Some examples are: Address Change, Name Change, Corrections, etc.
15.	Enter any additional information in the Comments field to clarify what was changed. Note: Comments are optional.
16.	Select Confirm Changes checkbox.
17.	Select Submit button to make the changes. Note: Upon submitting the Supplier Change Request, the information entered on the GM Info train stop will systematically update the corresponding fields on the View Grants Information Tab. Any changes made to information on the Grants Information tab will result in a new Effective Dated row.
18.	You have successfully completed the View and Update Grantee Information topic.

Adding a Grant Contract Approver's Name to their Profile in SFS

Topic Description:

This topic shows how to add a grant contract approver's name to their profile in SFS. This is needed so when the contract approver signs the grant contract in SFS, their name will display on the contract agreement.

Topic Objectives:

In this topic, you will learn:

- How to add a grant contract approver's name to their profile in SFS

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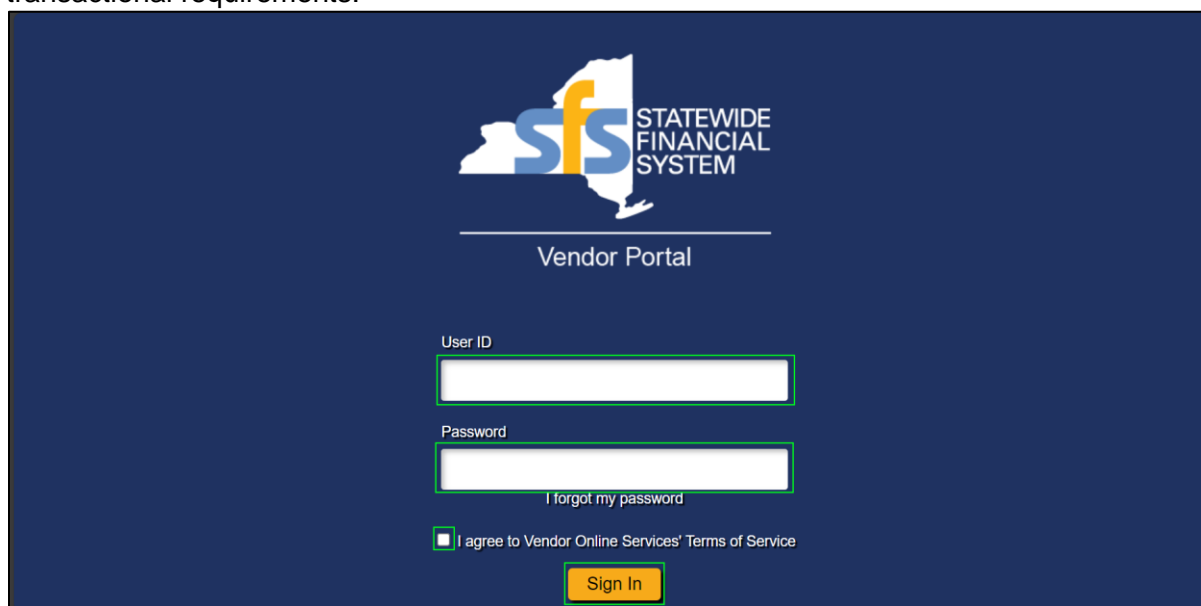
SFS role required to perform this task:

- Delegated Admin (NY_ES_SUPPLIER_ADMIN)

Procedure

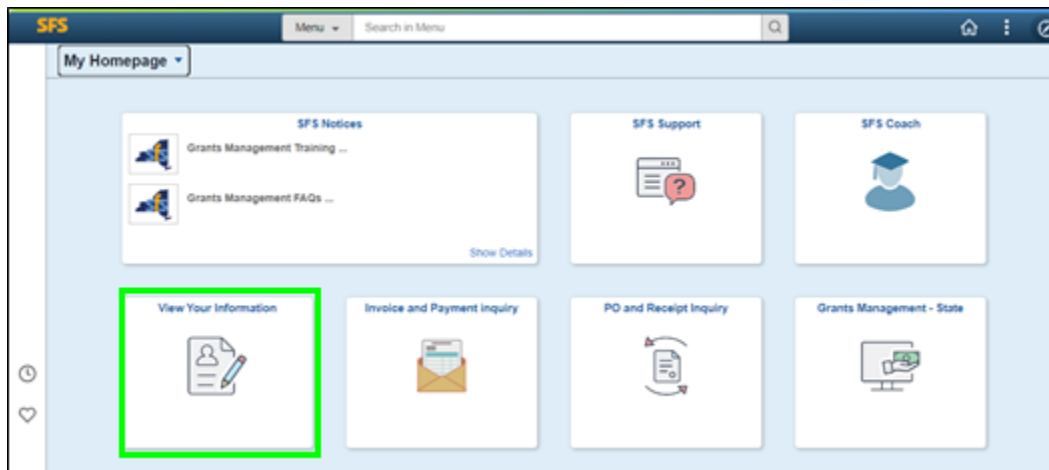
Scenario: As a Delegated Administrator for your organization, you need to add the name of one of your organization's contract approvers to their profile in SFS. This is needed so when the contract approver signs the grant contract in SFS, their name will display on the contract agreement.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

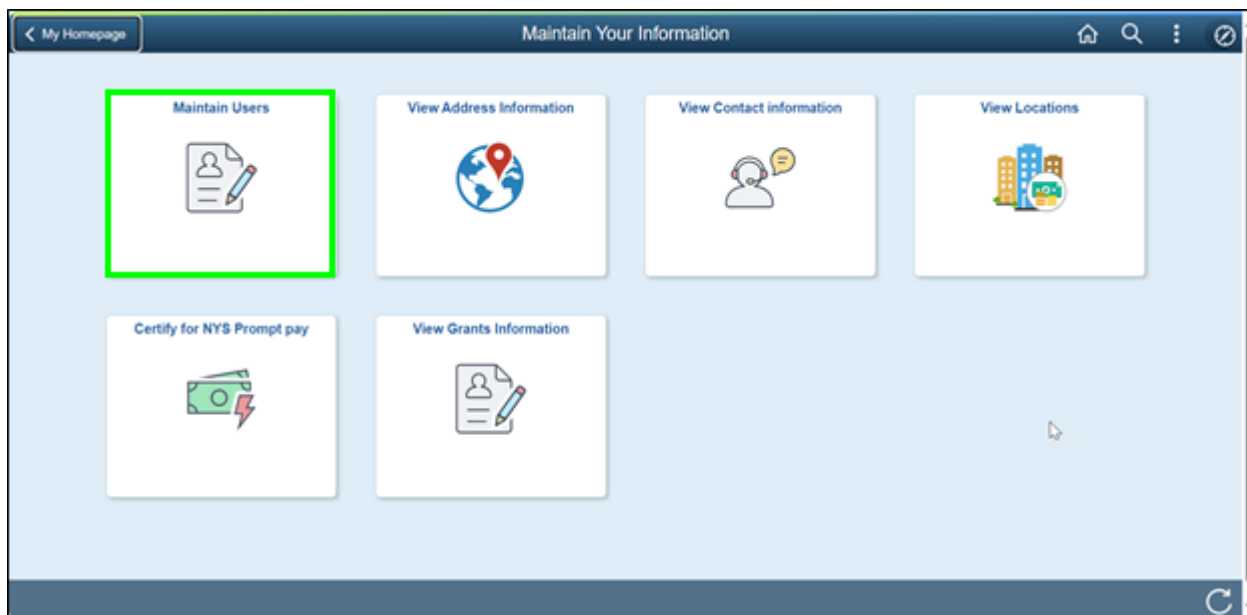


Step	Action
1.	Begin by navigating to the SFS Vendor Portal .
2.	Enter your User ID and Password and select the I agree to Vendor Online Services' Terms of Service checkbox.
3.	Click the Sign In button.

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Step	Action
4.	<p>Preferred Navigation: Click the View Your Information tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Maintain Supplier Information > Manage User Profiles.</p>



Step	Action
5.	Click the Maintain Users tile.

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The screenshot shows the 'Security' page in SFS. At the top, there is a navigation bar with '< My Homepage' and 'Security'. Below this, the 'Security' section is titled, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find Existing User ID' (highlighted with a green box) and 'Add a New User ID'. Under the 'Find Existing User ID' tab, there is a 'Search Criteria' section. The 'Search by: User ID begins with' field is highlighted with a green box. Below this field is a 'Search' button, also highlighted with a green box, and an 'Advanced Search' link. At the bottom of the page, there are links for 'Find Existing User ID' and 'Add a New User ID'.

Step	Action
7.	Click the Find Existing User ID tab.
8.	Enter the contract approver's User ID in the User ID begins with field.
9.	Click the Search button.

The screenshot shows the 'Setup User' page in SFS. At the top, there is a navigation bar with '< My Homepage' and 'Setup User'. Below this, the 'Setup User' section is titled, followed by the 'Logon Information' section. The 'User ID' field is highlighted with a green box. The 'Description' field is highlighted with a green box and contains the text 'Doe, John'. Below the 'Description' field, there is a note: '(Examples: Smith, Fred)'. There is a checkbox for 'Account Locked Out?' and a link: '(Click here to disable the access to the system for this user)'. Below this, there are fields for 'Operator Password (Encrypted)', 'Confirm Password', and '*E-mail Address' (containing 'test123@sfs.ny.gov'). There are also dropdown menus for 'Language Code' (set to 'English') and 'Rate Type' (set to 'Current Rate'). A 'Currency Code' field is set to 'USD' with a search icon.

Step	Action
10.	Enter the contract approver's name (Last Name, First Name) in the Description field. Note: This is needed so when the contract approver signs the grant contract in SFS, their name will display on the contract agreement.
11.	Click the Save button at the bottom of the page to save your changes.
12.	You have successfully completed the Adding a Grant Contract Approver's Name to their Profile in SFS topic.

Managing Prequalification Applications

Lesson Description:

SFS Handbook: Grantee Processing in SFS

This lesson provides the knowledge and skills to manage Prequalification information. Prequalification is a process applicable to not for profits or other organizations as defined by State policy, which requires the completion and acceptance of an online application in order to compete for state funding. The NYS Division of the Budget (DOB) is the policy-making body that drives the prequalification process.

Prequalification requires not for profits to complete an online application and receive an approved prequalification status prior to submitting a grant bid response.

Lesson Objectives:

In this lesson, you will learn how to:

- Enter and Submit Prequalification Information

Enter and Submit a Prequalification Application

Topic Description:

This topic provides the knowledge and skills to enter and submit a prequalification application. Organizations must complete an online Prequalification application in SFS which includes answering a series of questions regarding the organization and uploading key organizational documents.

Upon submission of the prequalification application, SFS routes the prequalification application to the state agency with which the organization expects to do the most business with. The agency indicator is based on criteria that exists on the grantee's profile in SFS.

Prequalification Specialists within the agency review the prequalification application. Agencies are responsible for approving the application or returning it back to the organization if it cannot be approved.

Grantees that have successfully prequalified will be assigned a prequalification expiration date based on policy.

Topic Objectives:

In this topic, you will learn:

- How to enter and submit a Prequalification Application

SFS role required to perform this task:

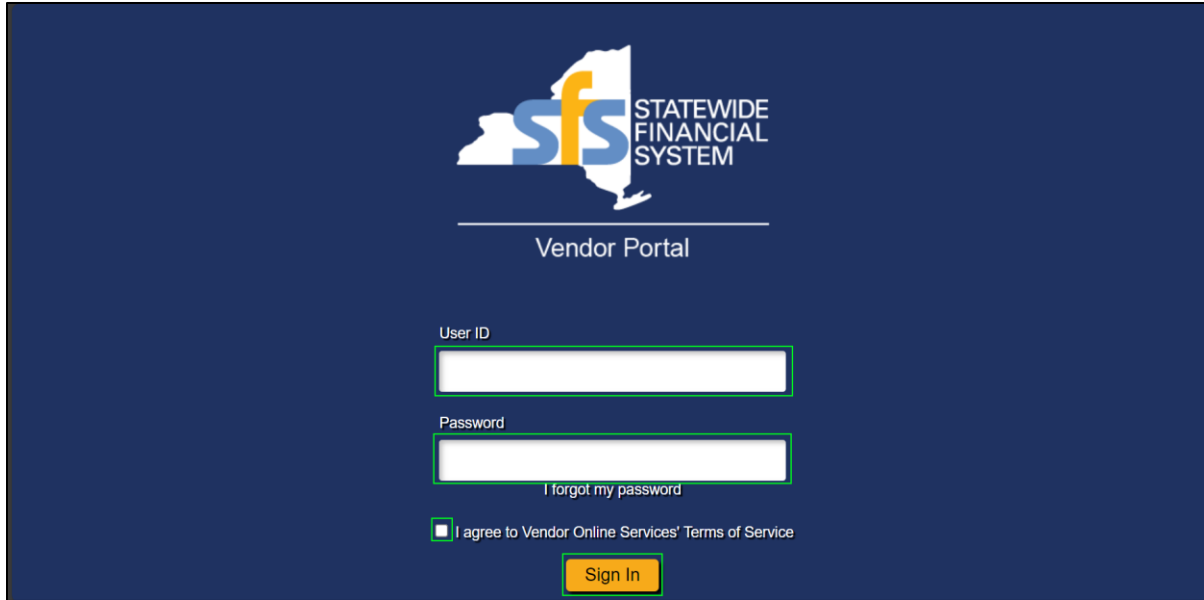
- Prequalification Processor (NY_GM_VENDOR_PREQUAL)

Procedure

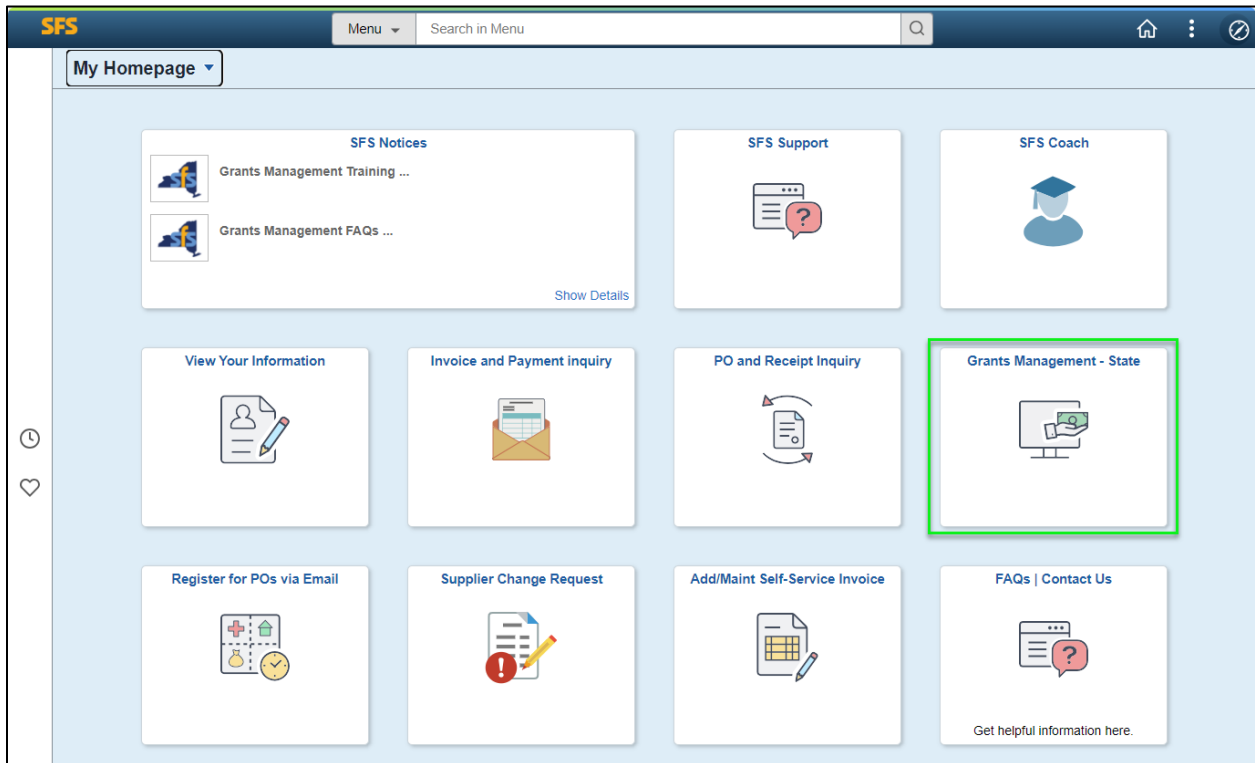
Scenario: As a Grantee User, you wish to apply for a grant, but first you must enter a Prequalification application with the Agency you are seeking the grant from. You will enter and submit a Prequalification application.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in SFS will be driven by the real-life transactional requirements.

SFS Handbook: Grantee Processing in SFS

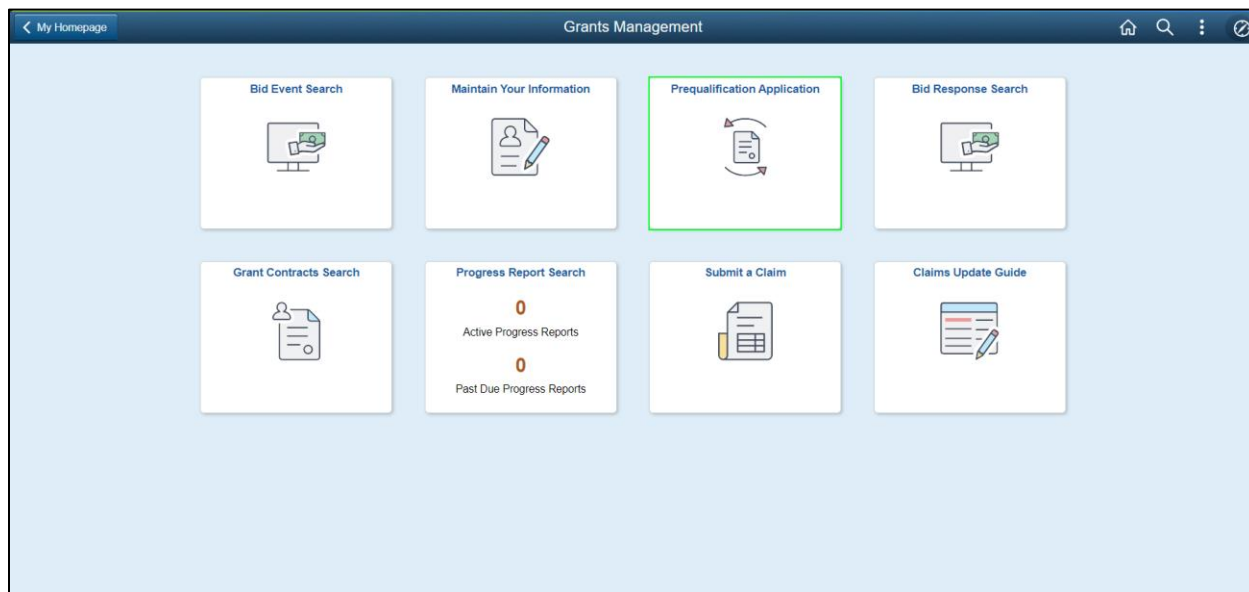


Step	Action
1.	Begin by navigating to the SFS Vendor Portal .
2.	Enter your User ID and Password and select the I agree to Vendor Online Services' Terms of Service checkbox.
3.	Click the Sign In button.

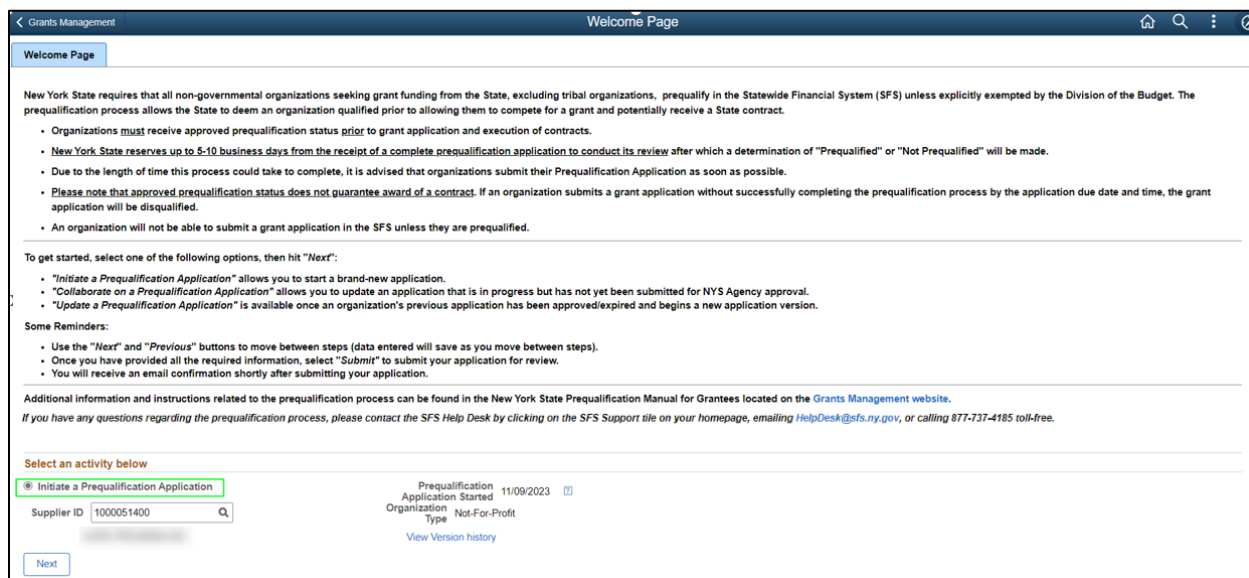


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Step	Action
4.	<p>Preferred Navigation: Click the Grant Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Manage Events and Place Bids > Prequalification.</p>

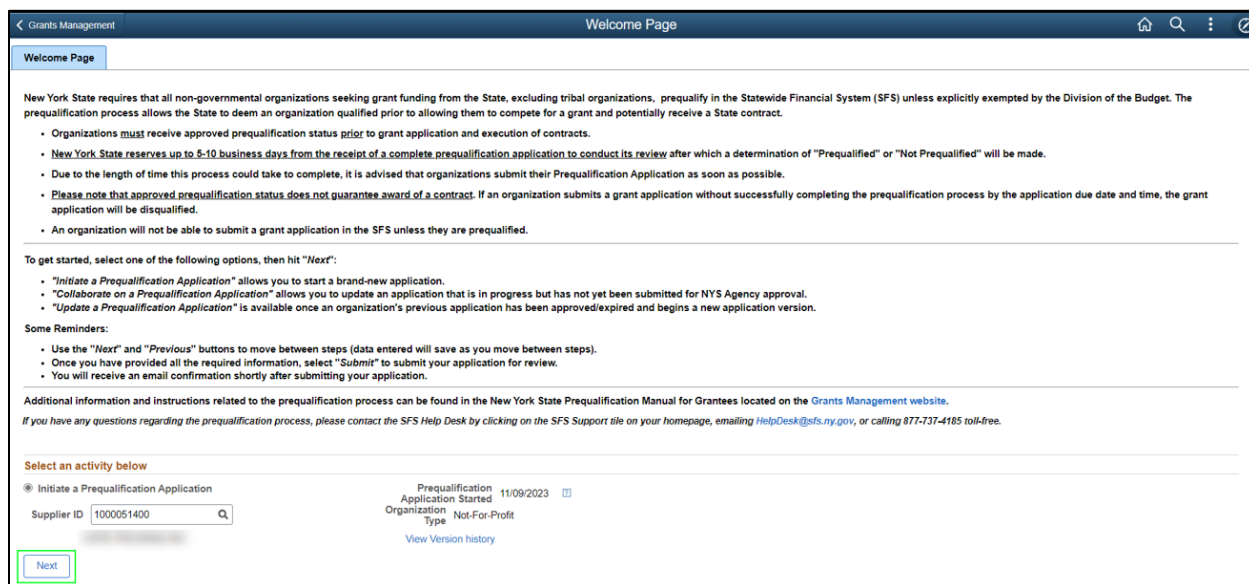


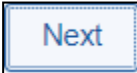
Step	Action
5.	Click the Prequalification Application tile.




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Step	Action
6.	<p>On the Welcome Page, your Supplier ID is defaulted based on your user credentials, as well as your Organization Type. You are presented with one of the following options:</p> <ul style="list-style-type: none"> • Initiate a Prequalification Application: allows you to start a brand-new application. This option only displays for application version 1. <ul style="list-style-type: none"> ○ Note: Application version 1 represents the grantee’s initial prequalification application with no prior versions in SFS. • Collaborate on a Prequalification Application: allows you to update an application that is in progress but has not yet been submitted for NYS Agency approval. • Update a Prequalification Application: is available once an organization’s previous application has been approved/expired and begins a new application version. <p>Select the applicable option under the Select an Activity Below text.</p>



Step	Action
7.	<p>Click the Next button.</p> 

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Step	Action
8.	<p>Enter the agency business unit that you expect to do business with into the State Agency field or click the magnifying glass icon to look up the information.</p> <p>If you are unsure of the business unit for the State Agency you expect to do business with, click the magnifying glass to view a list of business units and state agencies.</p> 

SFS Handbook: Grantee Processing in SFS

Cancel
Lookup

Search for: State Agency

▼ Search Criteria Show Operators

Business Unit
(begins with)

▼ Search Results

33 rows

Business Unit	State Agency Name
DVA01	Office of Veterans' Affairs
ESD01	Empire State Development
GTS01	Governor's Traffic Safety Committee
HCR01	NYS Homes and Community Renewal
HES01	Higher Education Services Corporation
IOL01	Interest on Lawyers Account
JUS01	Justice Center
OAS01	Office of Addiction Services and Supports
OFA01	Office for the Aging
OLS01	Office of Indigent Legal Services
OMH01	Office of Mental Health
OPD01	Office for People with Developmental Disabilities
OVS01	Office of Victim Services

Step	Action
9.	Click the scrollbar to scroll through the list of agencies and select the business unit associated to the state agency that you expect to do business with.

SFS Handbook: Grantee Processing in SFS

The screenshot shows the 'Prequalification Application' interface. On the left is a navigation sidebar with 'Organization Information' (Visited), 'Required Documents' (Not Started), 'Contacts' (Not Started), and 'Submit' (Not Started). The main content area includes:

- Supplier ID: 1000051400
- Supplier Information link
- Supplier Name: [Redacted]
- Email ID: test123@sfs.ny.gov
- Prequalification Status: Application In Progress
- Prequalification Expiration Date
- Organization Type: Not-For-Profit
- State Agency: OMH01 (Office of Mental Health)
- Tax Year End Date: [MM/DD] (highlighted in green)
- Version: 1
- Application ID: 000016146
- Buttons: 'Next', 'Save For Later', 'View Version History'

 Below this is the 'Profile Questions' section with question 1) and its corresponding 'Explanation/Comments' and 'Text Responses' fields.

Step	Action
10.	Enter the applicable tax year end date (format MM/DD) into the Tax Year End Date field.

This screenshot shows the 'Profile Questions' section of the application. Question 1) is expanded to show three sub-questions:

- 1a. Been suspended or debarred from any contracting process or been disqualified on any government procurement? (The dropdown menu is open, showing 'No' selected and 'Yes' below it.)
- 1b. Been subject to a denial or revocation of a government prequalification?
- 1c. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a government entity?

 Each question has an 'Explanation/Comments' field and a 'Text Responses' field. The dropdown for question 1a is highlighted with a green box.

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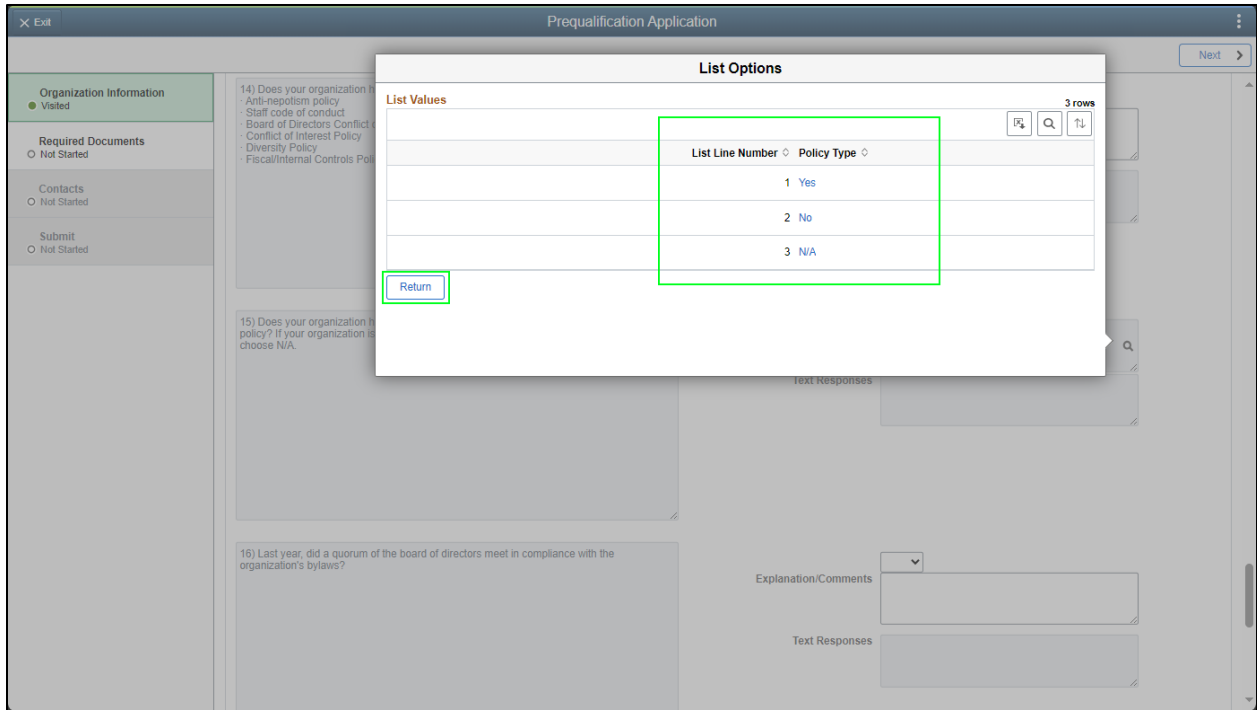
Step	Action
11.	Organizations must complete an online Prequalification application in SFS which includes answering Profile Questions regarding the organization and uploading key organizational documents. Note: Questions may vary based on your Organization Type .
12.	Complete the Questions by clicking the applicable drop-down list and selecting either Yes or No . Note: Some questions may ask for additional explanation depending on your answer. If so, add your explanation in the Explanation/Comments field as appropriate.

The screenshot shows the 'Prequalification Application' window. On the left, a sidebar contains 'Organization Information' (marked as 'Visited'), 'Required Documents' (Not Started), 'Contacts' (Not Started), and 'Submit' (Not Started). The main area displays three questions:

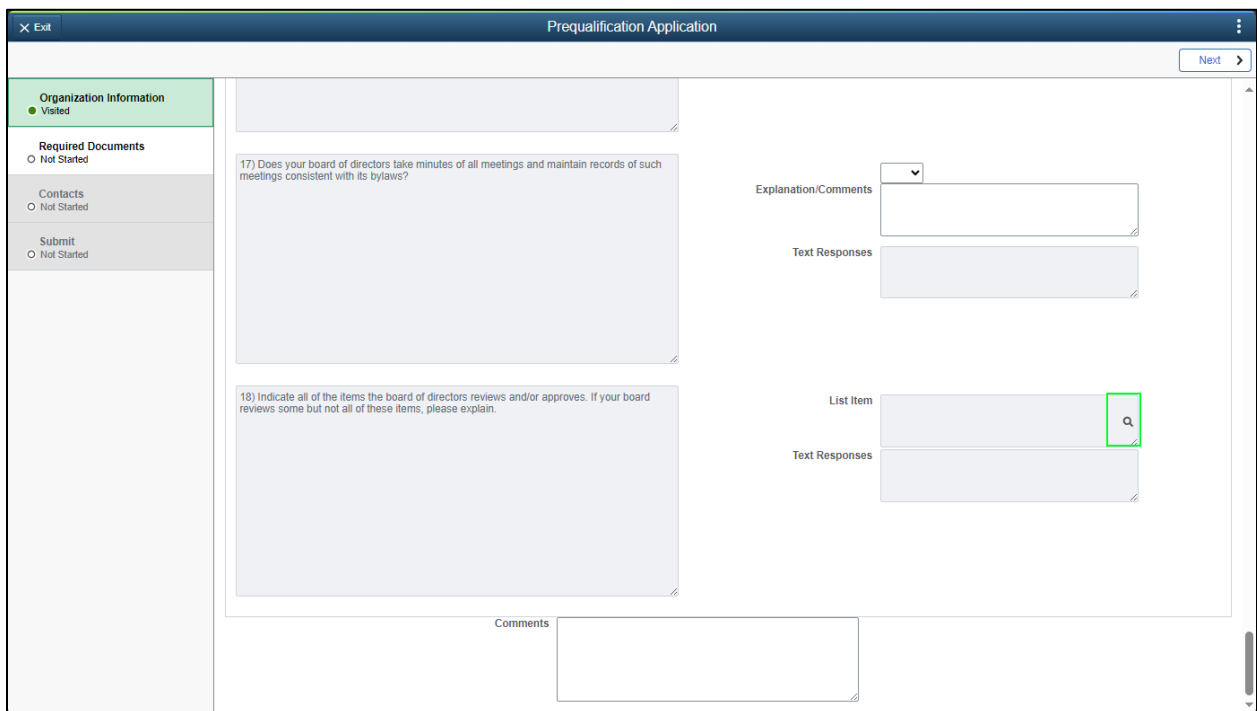
- Question 14:** 'Does your organization have all the following policies in place?' with a list of policies: Anti-nepotism policy, Staff code of conduct, Board of Directors Conflict of Interest Policy, Conflict of Interest Policy, Diversity Policy, and Fiscal/Internal Controls Policy.
- Question 15:** 'Does your organization have a written and posted Equal Employment Opportunity (EEO) policy? If your organization is not subject to the EEO posted policy requirement, please choose N/A.' This question is highlighted as a 'List Item' with a magnifying glass icon.
- Question 16:** 'Last year, did a quorum of the board of directors meet in compliance with the organization's bylaws?' This question has a dropdown menu for 'Explanation/Comments' and a 'Text Responses' field.

Step	Action
13.	Complete questions shown as List Item by selecting the magnifying glass which is question 15 in this example. Note: There are two list item questions (questions 15 and 18).

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Step	Action
14.	Select one of the options from List Options .
15.	Click Return .



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Step	Action
16.	Complete questions shown as List Item by selecting the magnifying glass which is question 18 in this example.

List Options

List Values
10 rows

List Line Number <small>◇</small>	Select <small>◇</small>	Policy Type <small>◇</small>
1	<input checked="" type="radio"/>	Annual Operating Budget
2	<input checked="" type="radio"/>	Policies and Procedures
3	<input checked="" type="radio"/>	Executive Performance and Compensation
4	<input checked="" type="radio"/>	Fundraising Plan
5	<input checked="" type="radio"/>	Internal Controls
6	<input checked="" type="radio"/>	Fiscal Controls
7	<input checked="" type="radio"/>	Annual Audit
8	<input checked="" type="radio"/>	Form 990
9	<input checked="" type="radio"/>	Program Operations and Performance Outcomes
10	<input checked="" type="radio"/>	Other (Please add details to Comment box at bottom of page)

Return

Step	Action
17.	Select Yes for all the items your board reviews and/or approves.
18.	Click Return .

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Step	Action
19.	<p>Enter any additional comments that you want the agency to see, in the Comments field located at the bottom of the page.</p> <p>Note: The Comments field could also be used to explain why your organization reviews some, but not all of the items listed in question 18.</p>
20.	<p>Click the Next button.</p> <div data-bbox="370 1205 553 1264" style="border: 1px solid black; padding: 2px; display: inline-block;"> Next > </div>

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Prequalification Application

Organization Information Visited

Required Documents Visited

Contacts Not Started

Submit Not Started

Organizations must upload documents via "Attach" or "Attach with Additional Details" link below, depending on the specific document, which will be evaluated as part of the prequalification process. Documents must be in PDF format and under 20MB in size.

Supplier ID 1000051400

Supplier Name [REDACTED]

Save For Later

Attachments

Required Documents	Attach	View/Delete	Attach with Additional Date Details	Date Attached/Uploaded	Attached/Uploaded By
1 Certificate of Incorporation or Equivalent Document	Attach	View/Delete	Attach with Additional Date Details		
2 Certificate of Assumed Name or DBA, if applicable	Attach	View/Delete	Attach with Additional Date Details		
3 IRS 501(c) Determination Letter	Attach	View/Delete	Attach with Additional Date Details		
4 Board of Directors Profile	Attach	View/Delete	Attach with Additional Date Details		
5 Senior Leadership Resumes	Attach	View/Delete	Attach with Additional Date Details		
6 Corporate Bylaws	Attach	View/Delete	Attach with Additional Date Details		
7 Organization Chart	Attach	View/Delete	Attach with Additional Date Details		
8 IRS 990	Attach	View/Delete	Attach with Additional Date Details		
9 Financial Statement/Audit	Attach	View/Delete	Attach with Additional Date Details		
10 CHAR500 or CHAR410	Attach	View/Delete	Attach with Additional Date Details		

Comments

Step	Action
21.	The Required Documents page is where you will upload the required documents for the agency to review.
22.	On the Required Documents page: <ul style="list-style-type: none"> All attachments must be in PDF format. Uploading any other document types will result in automatic deletion by the system. All rows must have an attachment uploaded for the Submit button to appear on the Prequalification application. You may need to scroll to see all the documents.

SFS Handbook: Grantee Processing in SFS

The screenshot shows the 'Prequalification Application' interface. On the left is a navigation sidebar with 'Required Documents' selected. The main area displays 'Supplier ID 1000051400' and 'Supplier Name'. Below is a table of attachments with columns: Required Documents, Attach, View/Delete, Attach with Additional Date Details, Date Attached/Uploaded, and Attached/Uploaded By. The 'Attach' column for the first seven rows is highlighted in green. A 'Comments' text box is at the bottom.

Required Documents	Attach	View/Delete	Attach with Additional Date Details	Date Attached/Uploaded	Attached/Uploaded By
1 Certificate of Incorporation or Equivalent Document	Attach	View/Delete	Attach with Additional Date Details		
2 Certificate of Assumed Name or DBA, if applicable	Attach	View/Delete	Attach with Additional Date Details		
3 IRS 501(c) Determination Letter	Attach	View/Delete	Attach with Additional Date Details		
4 Board of Directors Profile	Attach	View/Delete	Attach with Additional Date Details		
5 Senior Leadership Resumes	Attach	View/Delete	Attach with Additional Date Details		
6 Corporate Bylaws	Attach	View/Delete	Attach with Additional Date Details		
7 Organization Chart	Attach	View/Delete	Attach with Additional Date Details		
8 IRS 990	Attach	View/Delete	Attach with Additional Date Details		
9 Financial Statement/Audit	Attach	View/Delete	Attach with Additional Date Details		
10 CHAR500 or CHAR410	Attach	View/Delete	Attach with Additional Date Details		


Step	Action
23.	To add an attachment, click the Attach link.

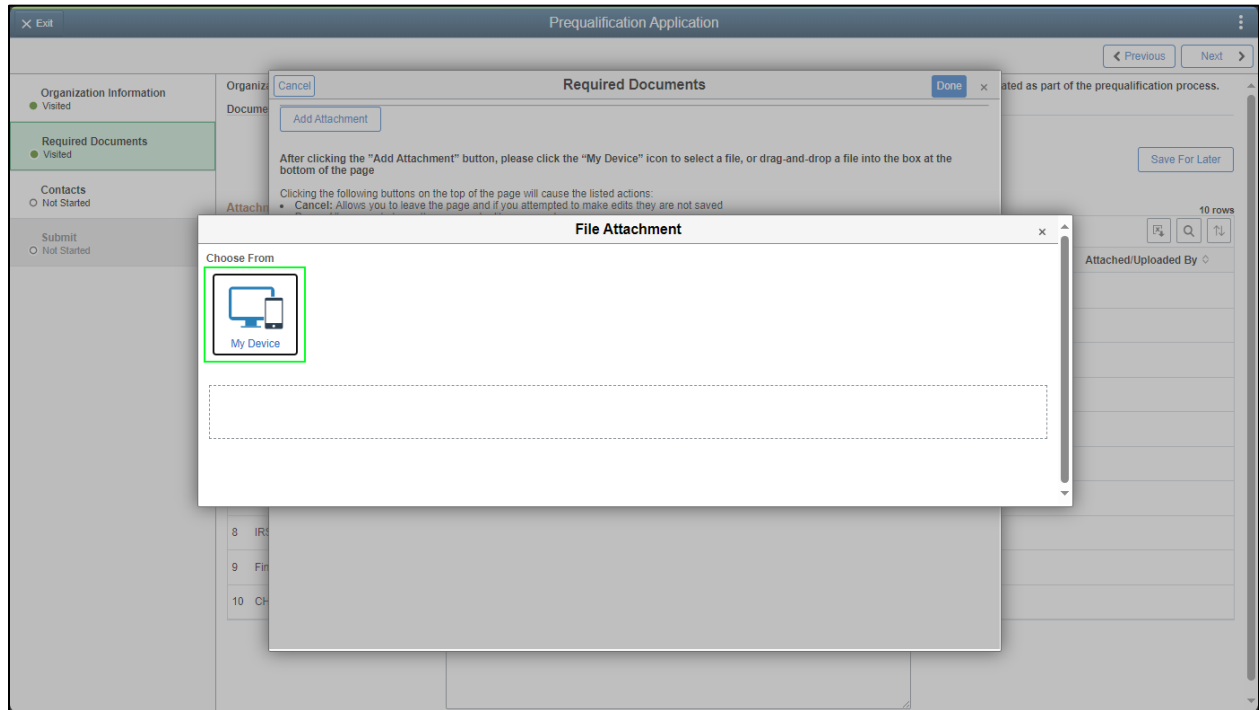
The screenshot shows the same interface as above, but with a modal dialog titled 'Required Documents' open. The dialog has 'Cancel' and 'Done' buttons. The 'Add Attachment' button is highlighted with a green box. The dialog text reads: 'After clicking the "Add Attachment" button, please click the "My Device" icon to select a file, or drag-and-drop a file into the box at the bottom of the page'. Below this, it lists actions for 'Cancel', 'Done', and 'X'.

Clicking the following buttons on the top of the page will cause the listed actions:

- Cancel: Allows you to leave the page and if you attempted to make edits they are not saved
- Done: Allows you to leave the page and edits are saved
- X: Closes out the page without saving changes

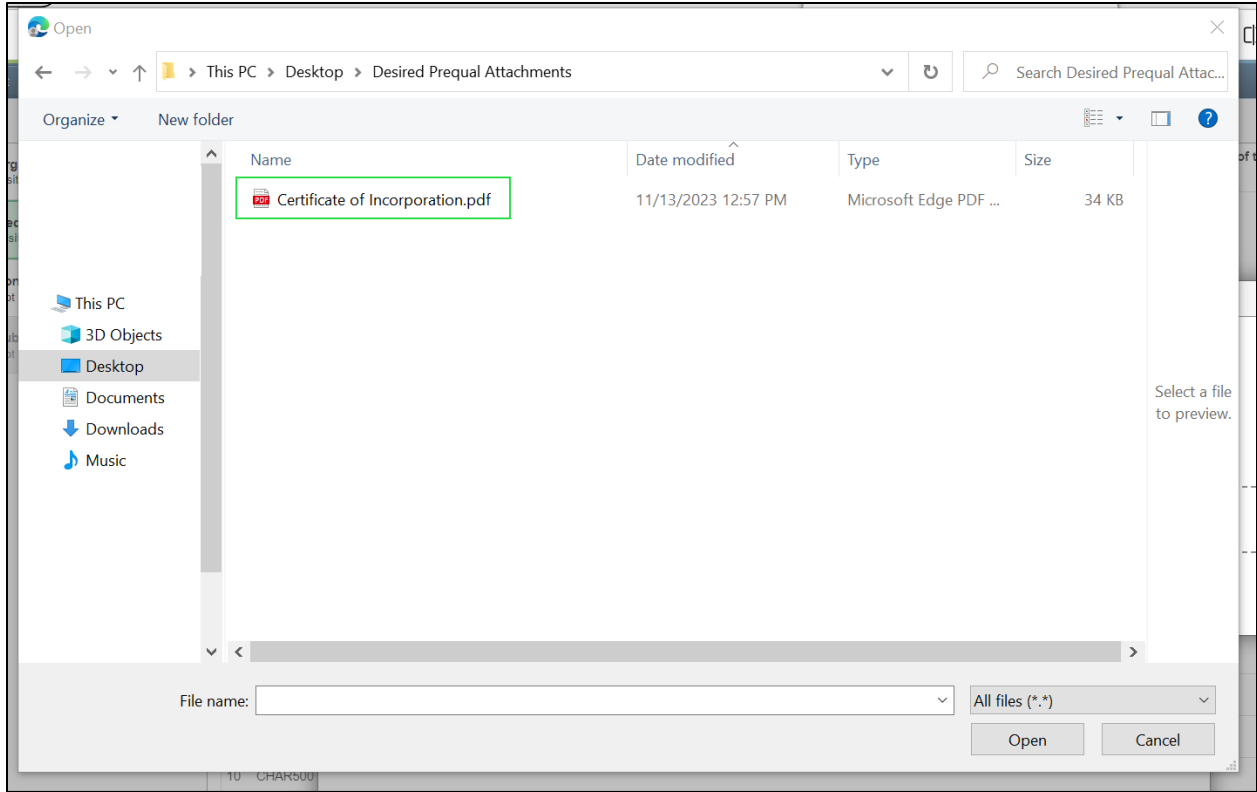
SFS Handbook: Grantee Processing in SFS

Step	Action
24.	Click the Add Attachment button. 



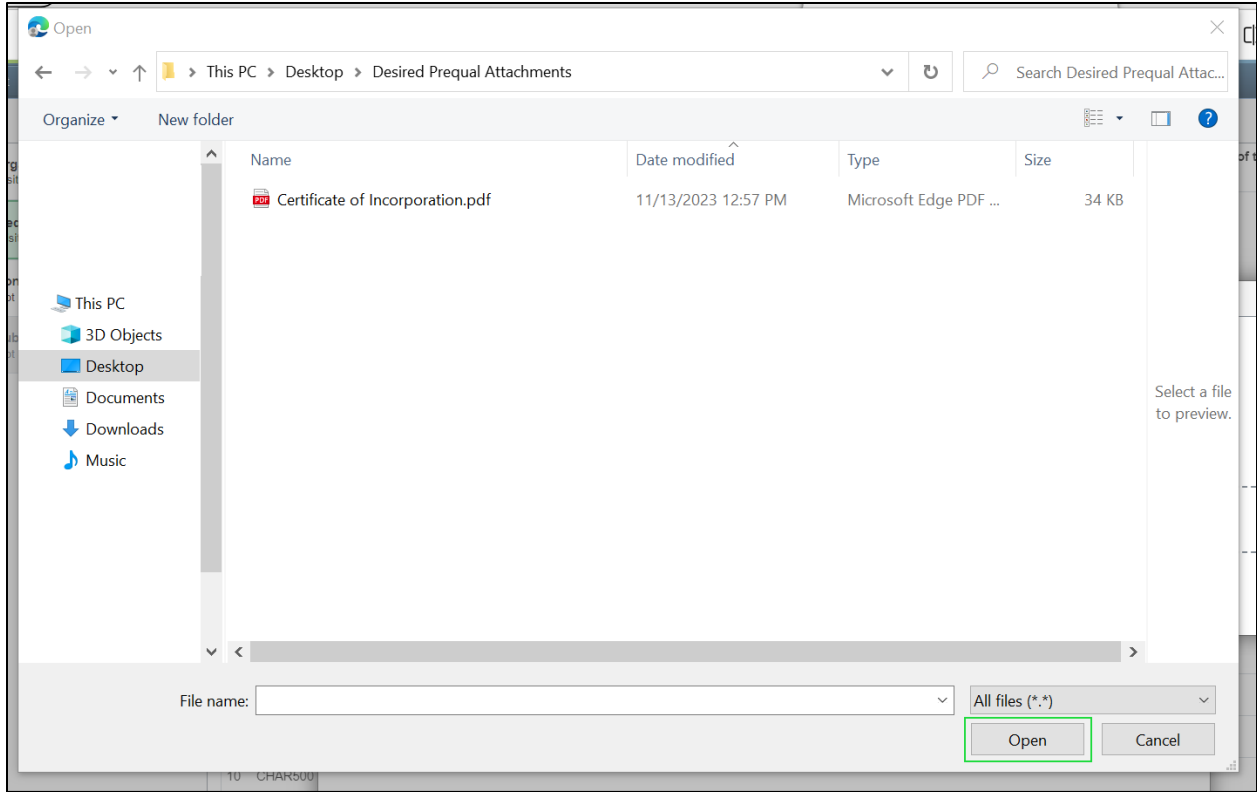
Step	Action
25.	Click the My Device button.

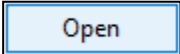
SFS Handbook: Grantee Processing in SFS



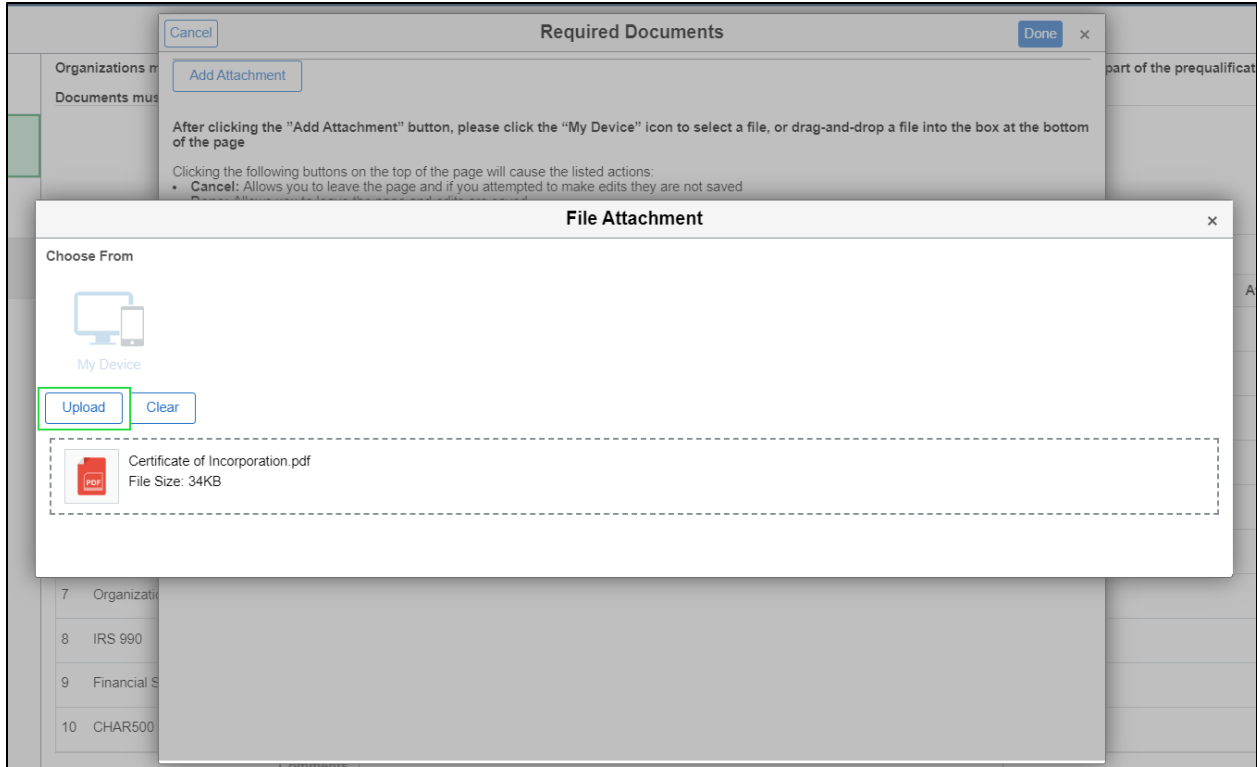
Step	Action
26.	Navigate to the directory location and select the applicable document for attachment.

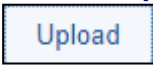
SFS Handbook: Grantee Processing in SFS



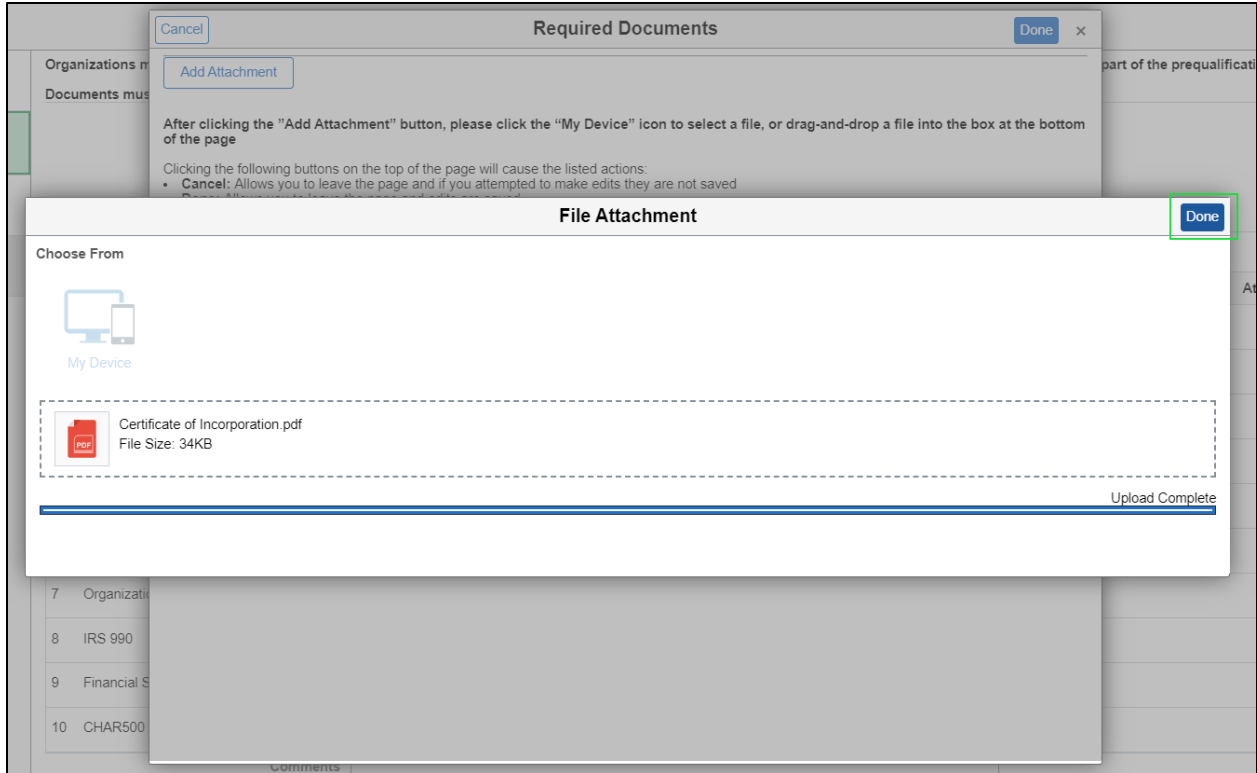
Step	Action
27.	Click the Open button. 


SFS Handbook: Grantee Processing in SFS



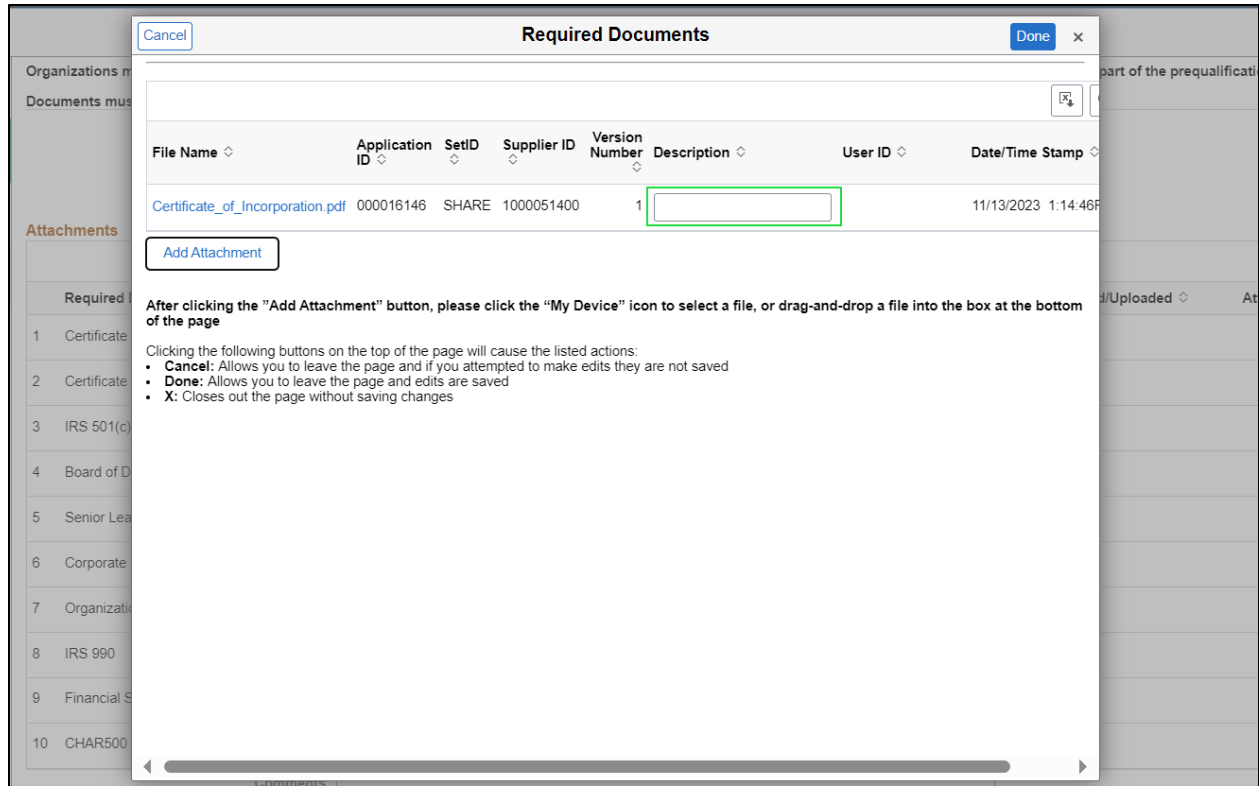
Step	Action
28.	Click the Upload button. 

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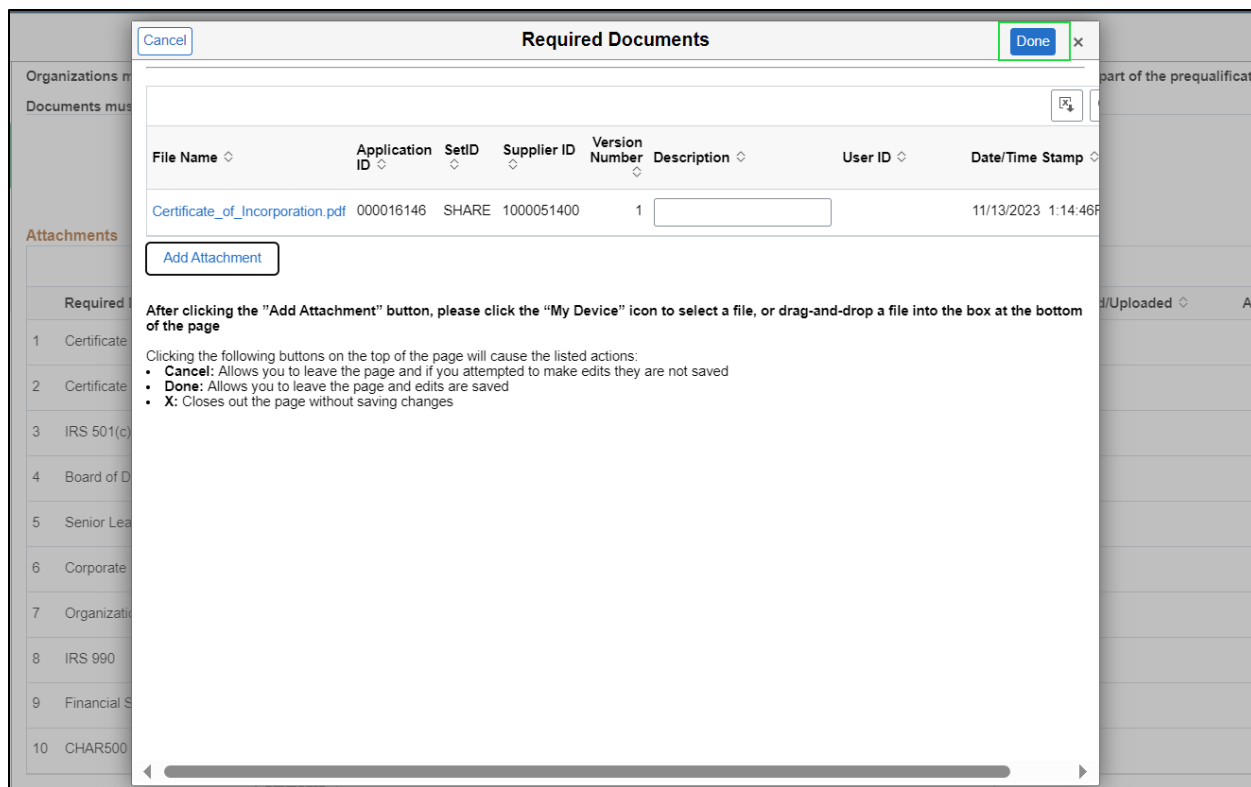
Step	Action
29.	Click the Done button. <div style="text-align: center; margin-top: 10px;">  </div>

SFS Handbook: Grantee Processing in SFS

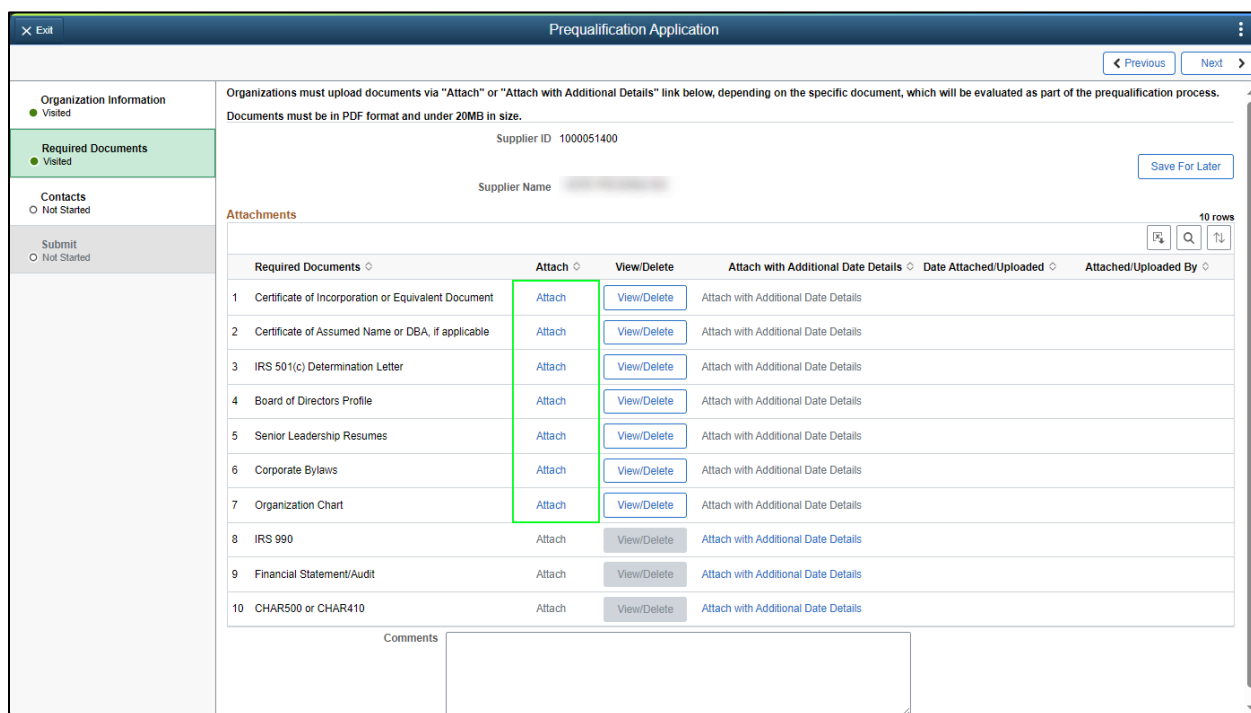


Step	Action
30.	Enter the applicable value in the Description field which should describe the document that was just attached. Note: This description will be visible to both agency and grantee.

SFS Handbook: Grantee Processing in SFS



Step	Action
31.	Click the Done button.



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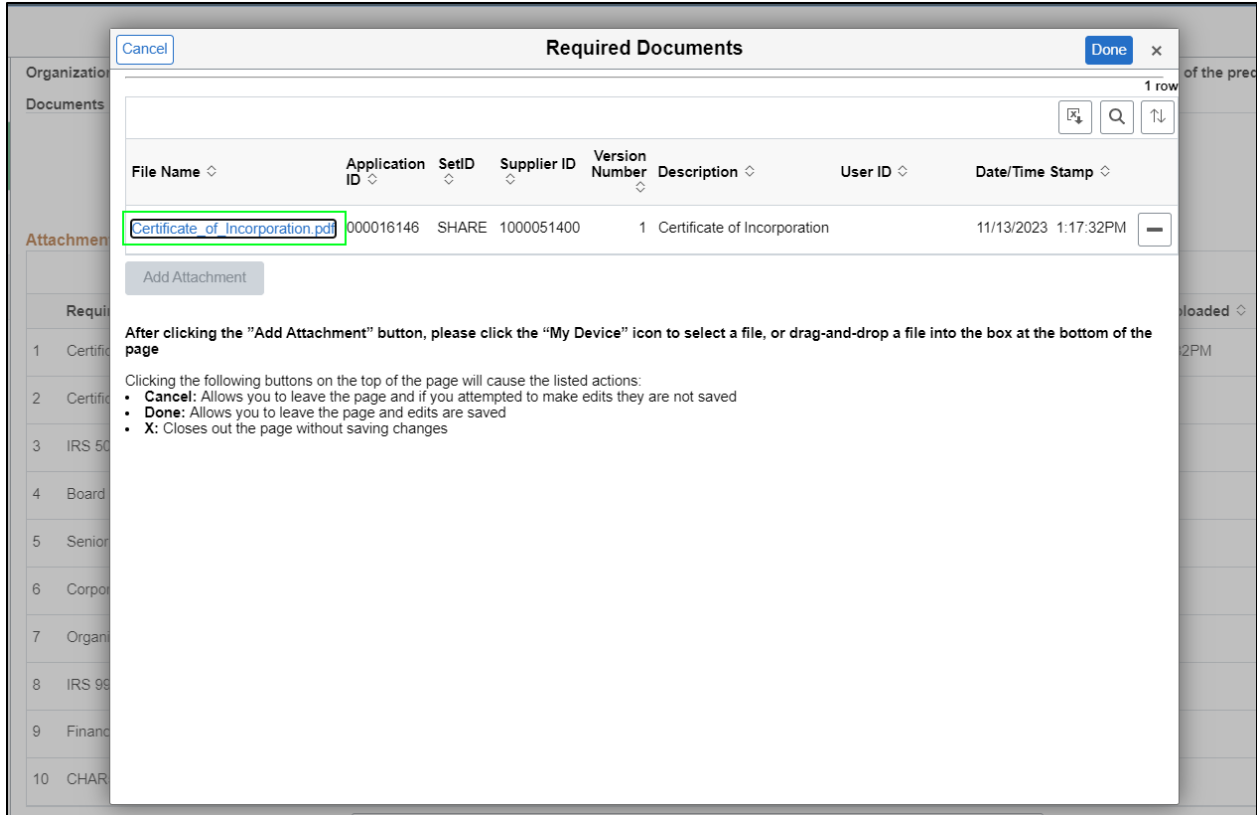
Step	Action
32.	Follow the same process to add attachments for any additional rows, using the Attach link.

The screenshot shows the 'Prequalification Application' window. On the left is a navigation sidebar with 'Required Documents' selected. The main area displays a table of attachments for a supplier with ID 1000051400. The table has columns for 'Required Documents', 'Attach', 'View/Delete', 'Attach with Additional Date Details', 'Date Attached/Uploaded', and 'Attached/Uploaded By'. The 'View/Delete' button for the first row, 'Certificate of Incorporation or Equivalent Document', is highlighted with a green box. Below the table is a 'Comments' text area.

Required Documents	Attach	View/Delete	Attach with Additional Date Details	Date Attached/Uploaded	Attached/Uploaded By
1 Certificate of Incorporation or Equivalent Document	Attach	View/Delete	Attach with Additional Date Details		
2 Certificate of Assumed Name or DBA, if applicable	Attach	View/Delete	Attach with Additional Date Details		
3 IRS 501(c) Determination Letter	Attach	View/Delete	Attach with Additional Date Details		
4 Board of Directors Profile	Attach	View/Delete	Attach with Additional Date Details		
5 Senior Leadership Resumes	Attach	View/Delete	Attach with Additional Date Details		
6 Corporate Bylaws	Attach	View/Delete	Attach with Additional Date Details		
7 Organization Chart	Attach	View/Delete	Attach with Additional Date Details		
8 IRS 990	Attach	View/Delete	Attach with Additional Date Details		
9 Financial Statement/Audit	Attach	View/Delete	Attach with Additional Date Details		
10 CHAR500 or CHAR410	Attach	View/Delete	Attach with Additional Date Details		

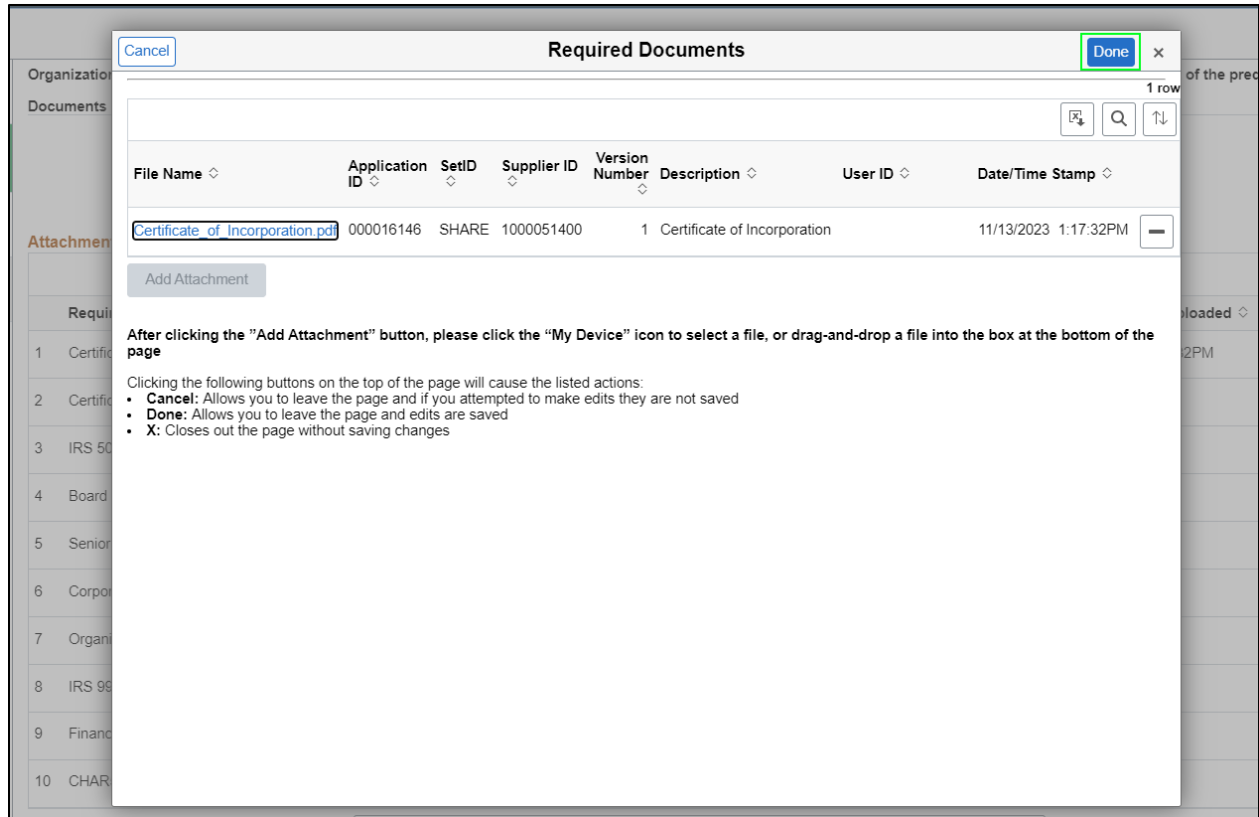
Step	Action
33.	To view an existing attachment, click the View/Delete button. Note: If the View/Delete button is not active, then a document hasn't been attached.

SFS Handbook: Grantee Processing in SFS



Step	Action
34.	To open the attachment, click the File Name link .
	In this example, we will not open the linked attachment.

SFS Handbook: Grantee Processing in SFS



Step	Action
35.	When you are finished viewing attachments, click the Done button.

SFS Handbook: Grantee Processing in SFS

Prequalification Application

Organizations must upload documents via "Attach" or "Attach with Additional Details" link below, depending on the specific document, which will be evaluated as part of the prequalification process. Documents must be in PDF format and under 20MB in size.

Supplier ID 1000051400

Supplier Name [REDACTED]

Save For Later

Attachments 10 rows

Required Documents	Attach	View/Delete	Attach with Additional Date Details	Date Attached/Uploaded	Attached/Uploaded By
1 Certificate of Incorporation or Equivalent Document	Attach	View/Delete	Attach with Additional Date Details		
2 Certificate of Assumed Name or DBA, if applicable	Attach	View/Delete	Attach with Additional Date Details		
3 IRS 501(c) Determination Letter	Attach	View/Delete	Attach with Additional Date Details		
4 Board of Directors Profile	Attach	View/Delete	Attach with Additional Date Details		
5 Senior Leadership Resumes	Attach	View/Delete	Attach with Additional Date Details		
6 Corporate Bylaws	Attach	View/Delete	Attach with Additional Date Details		
7 Organization Chart	Attach	View/Delete	Attach with Additional Date Details		
8 IRS 990	Attach	View/Delete	Attach with Additional Date Details		
9 Financial Statement/Audit	Attach	View/Delete	Attach with Additional Date Details		
10 CHAR500 or CHAR410	Attach	View/Delete	Attach with Additional Date Details		

Comments

Step	Action
36.	Note: Not for Profit Organizations must upload IRS 990 information. To do this, use the Attach with Additional Date Details link.

Prequalification Application

Organizations must upload documents via "Attach" or "Attach with Additional Details" link below, depending on the specific document, which will be evaluated as part of the prequalification process. Documents must be in PDF format and under 20MB in size.

Supplier ID 1000051400

Supplier Name [REDACTED]

Save For Later

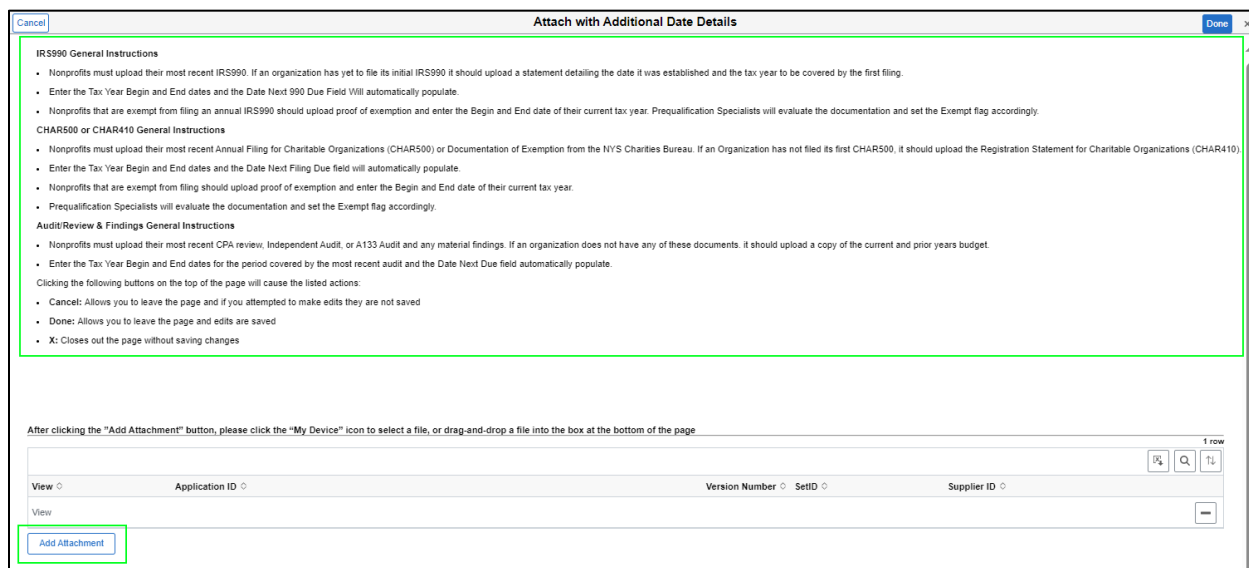
Attachments 10 rows

Required Documents	Attach	View/Delete	Attach with Additional Date Details	Date Attached/Uploaded	Attached/Uploaded By
1 Certificate of Incorporation or Equivalent Document	Attach	View/Delete	Attach with Additional Date Details		
2 Certificate of Assumed Name or DBA, if applicable	Attach	View/Delete	Attach with Additional Date Details		
3 IRS 501(c) Determination Letter	Attach	View/Delete	Attach with Additional Date Details		
4 Board of Directors Profile	Attach	View/Delete	Attach with Additional Date Details		
5 Senior Leadership Resumes	Attach	View/Delete	Attach with Additional Date Details		
6 Corporate Bylaws	Attach	View/Delete	Attach with Additional Date Details		
7 Organization Chart	Attach	View/Delete	Attach with Additional Date Details		
8 IRS 990	Attach	View/Delete	Attach with Additional Date Details		
9 Financial Statement/Audit	Attach	View/Delete	Attach with Additional Date Details		
10 CHAR500 or CHAR410	Attach	View/Delete	Attach with Additional Date Details		

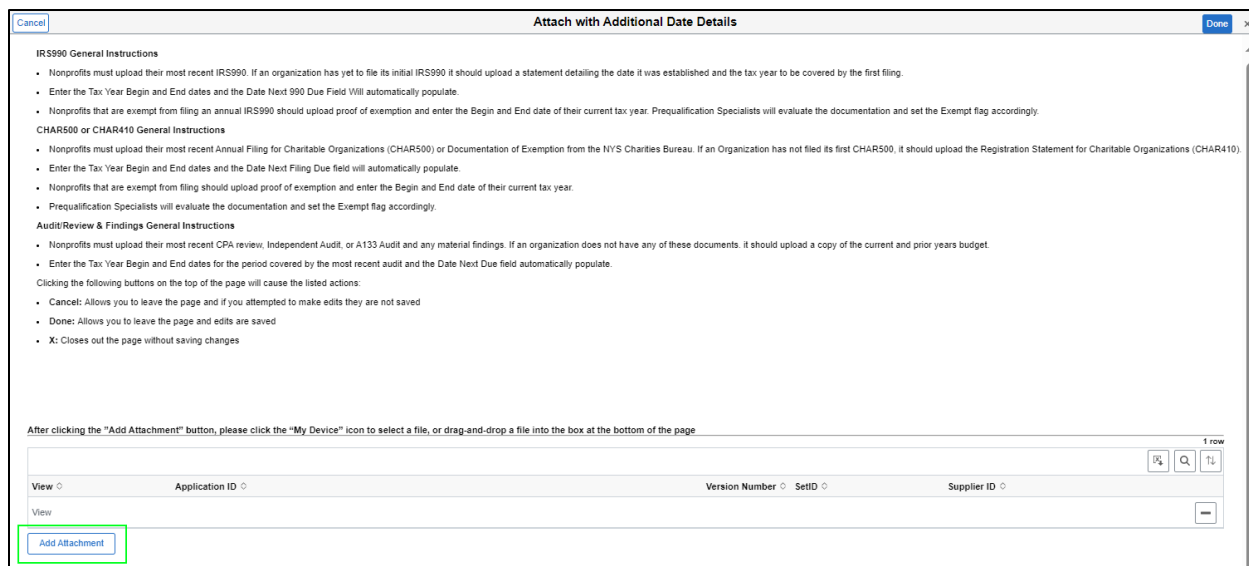
Comments

SFS Handbook: Grantee Processing in SFS

Step	Action
37.	Click the Attach with Additional Date Details link.

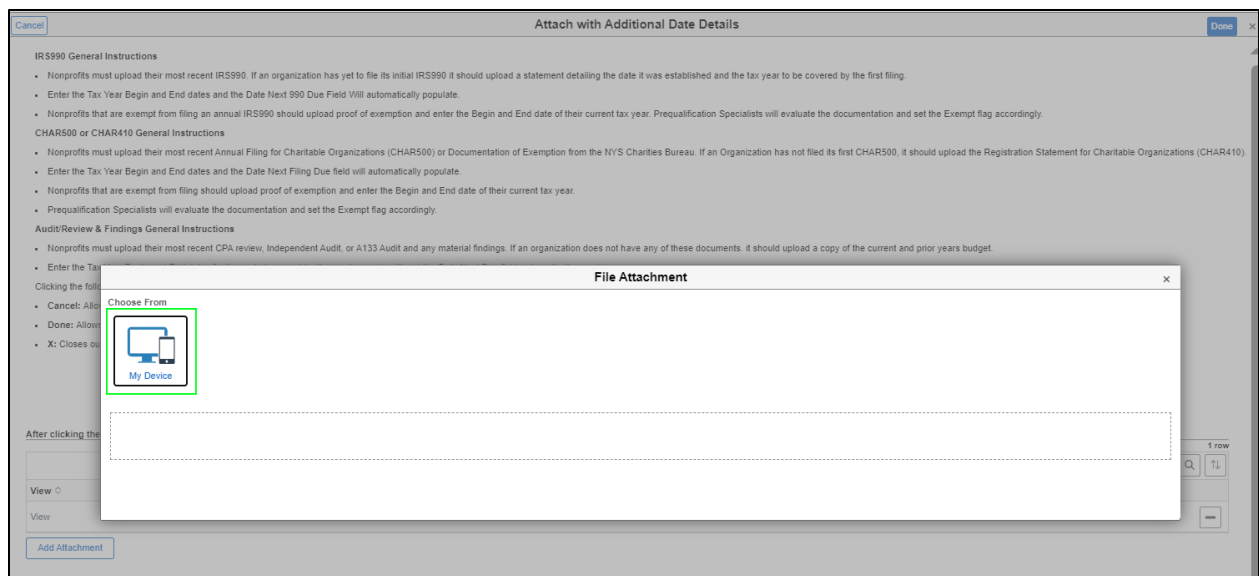


Step	Action
38.	Review the instructions for Upload as they apply to your Organization Type and then use the Add Attachment button to add the relevant documentation.
	Note: All attachments must be in PDF format. Uploading any other document types will result in automatic deletion by the system.

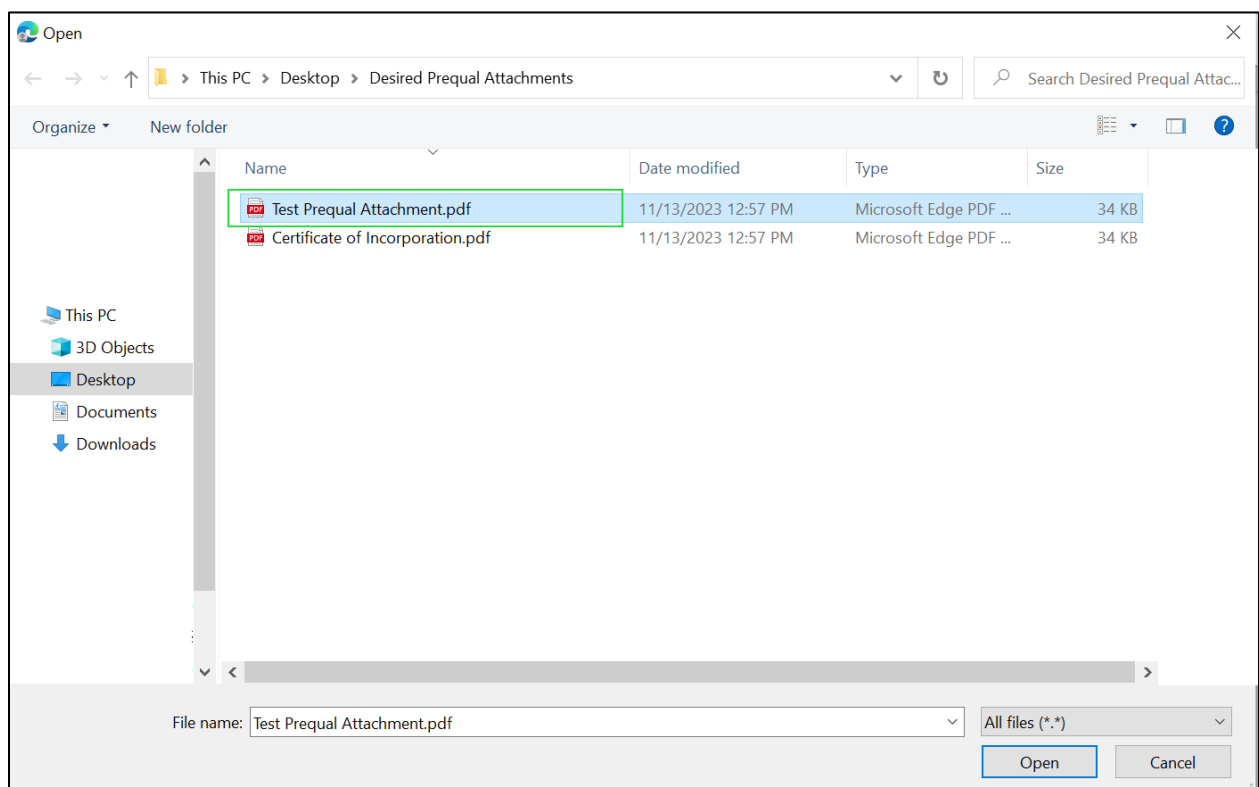


Step	Action
39.	Click the Add Attachment button.

SFS Handbook: Grantee Processing in SFS

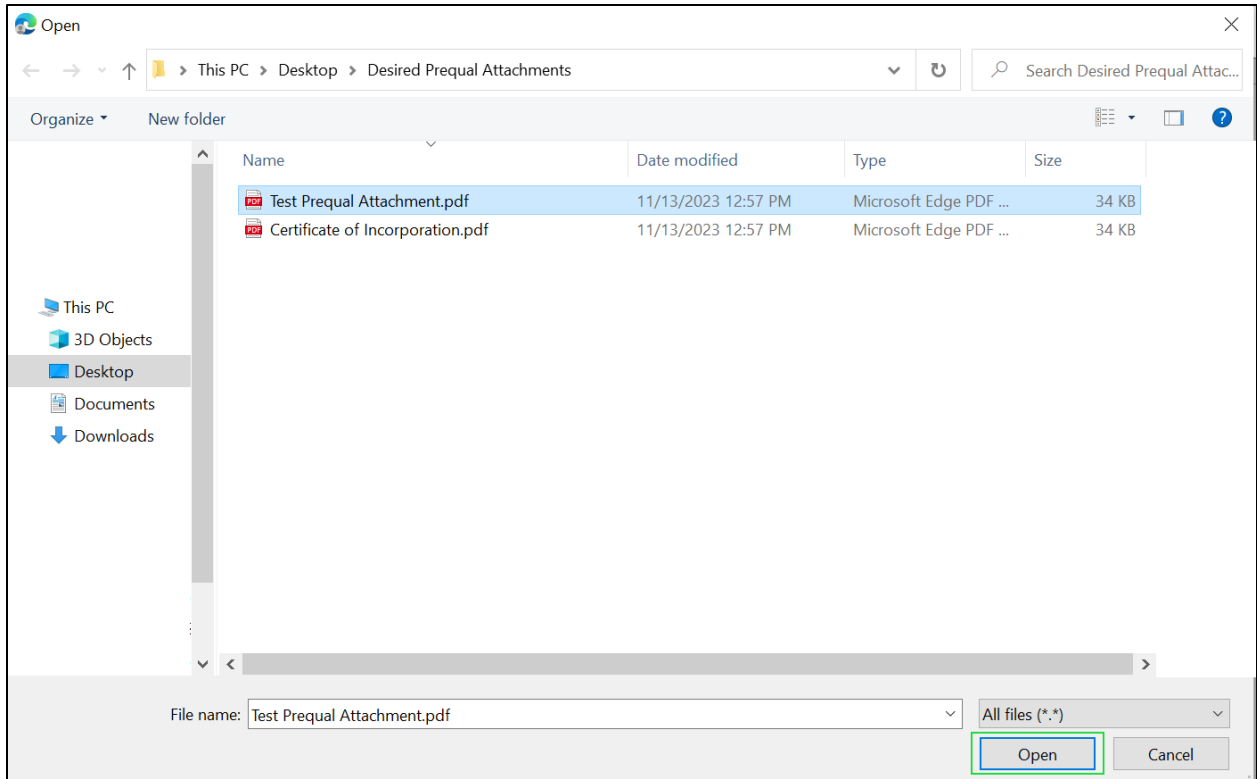


Step	Action
40.	Click the My Device button.



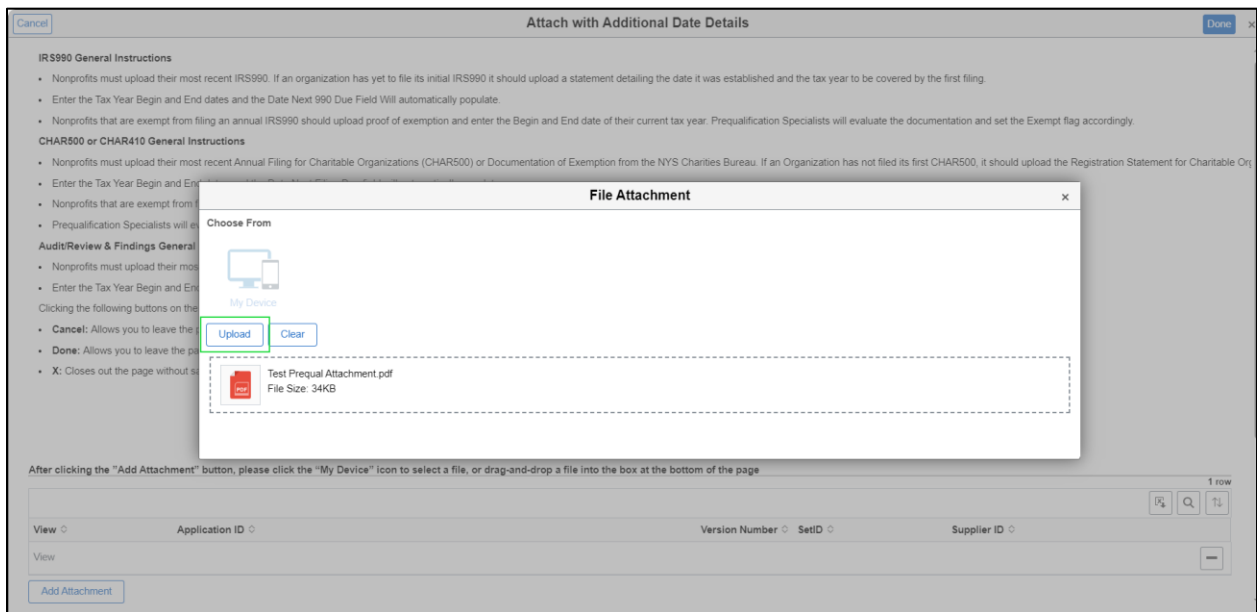
Step	Action
41.	Navigate to the directory location and select the applicable document for attachment.

SFS Handbook: Grantee Processing in SFS

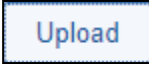


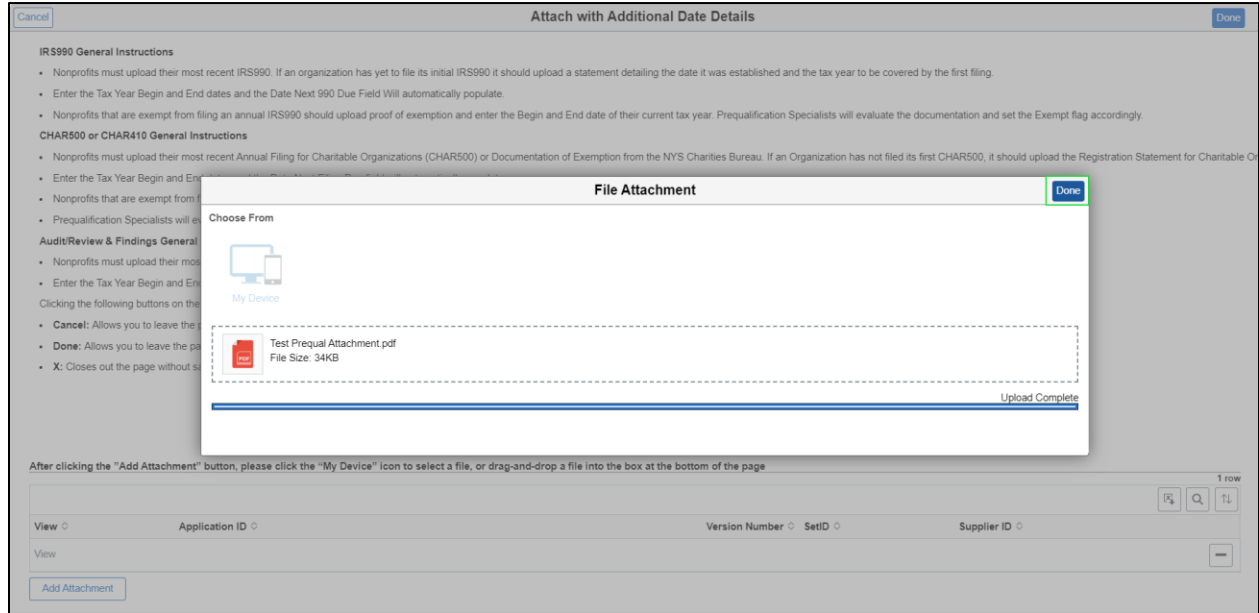
Step	Action
42.	Click the Open button.

Open



SFS Handbook: Grantee Processing in SFS

Step	Action
43.	Click the Upload button. 



Attach with Additional Date Details

IRS990 General Instructions

- Nonprofits must upload their most recent IRS990. If an organization has yet to file its initial IRS990 it should upload a statement detailing the date it was established and the tax year to be covered by the first filing.
- Enter the Tax Year Begin and End dates and the Date Next 990 Due Field will automatically populate.
- Nonprofits that are exempt from filing an annual IRS990 should upload proof of exemption and enter the Begin and End date of their current tax year. Prequalification Specialists will evaluate the documentation and set the Exempt flag accordingly.

CHAR500 or CHAR410 General Instructions

- Nonprofits must upload their most recent Annual Filing for Charitable Organizations (CHAR500) or Documentation of Exemption from the NYS Charities Bureau. If an Organization has not filed its first CHAR500, it should upload the Registration Statement for Charitable O...
- Enter the Tax Year Begin and End dates and the Date Next Due field will automatically populate.
- Nonprofits that are exempt from filing an annual CHAR500 should upload proof of exemption and enter the Begin and End date of their current tax year. Prequalification Specialists will evaluate the documentation and set the Exempt flag accordingly.

Audit/Review & Findings General Instructions

- Nonprofits must upload their most recent Audit/Review & Findings report.
- Enter the Tax Year Begin and End dates and the Date Next Due field will automatically populate.
- Clicking the following buttons on the top of the page will cause the listed actions:
- Cancel:** Allows you to leave the page and if you attempted to make edits they are not saved
- Done:** Allows you to leave the page and edits are saved
- X:** Closes out the page without saving changes

File Attachment

Choose From

My Device


Test Prequal Attachment.pdf
File Size: 34KB

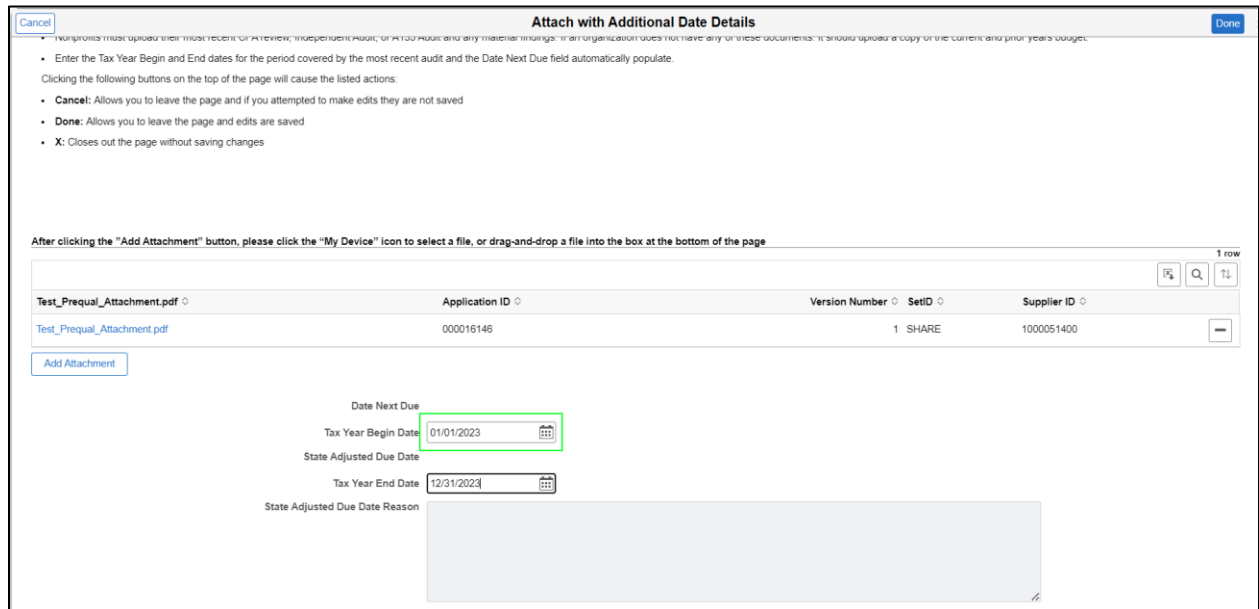
Upload Complete

After clicking the "Add Attachment" button, please click the "My Device" icon to select a file, or drag-and-drop a file into the box at the bottom of the page

View	Application ID	Version Number	SetID	Supplier ID
View				

Add Attachment

Step	Action
44.	Click the Done button. 



Attach with Additional Date Details

IRS990 General Instructions

- Nonprofits must upload their most recent IRS990. If an organization has yet to file its initial IRS990 it should upload a statement detailing the date it was established and the tax year to be covered by the first filing.
- Enter the Tax Year Begin and End dates and the Date Next Due field will automatically populate.
- Nonprofits that are exempt from filing an annual IRS990 should upload proof of exemption and enter the Begin and End date of their current tax year. Prequalification Specialists will evaluate the documentation and set the Exempt flag accordingly.

CHAR500 or CHAR410 General Instructions

- Nonprofits must upload their most recent Annual Filing for Charitable Organizations (CHAR500) or Documentation of Exemption from the NYS Charities Bureau. If an Organization has not filed its first CHAR500, it should upload the Registration Statement for Charitable O...
- Enter the Tax Year Begin and End dates and the Date Next Due field will automatically populate.
- Nonprofits that are exempt from filing an annual CHAR500 should upload proof of exemption and enter the Begin and End date of their current tax year. Prequalification Specialists will evaluate the documentation and set the Exempt flag accordingly.

Audit/Review & Findings General Instructions

- Nonprofits must upload their most recent Audit/Review & Findings report.
- Enter the Tax Year Begin and End dates and the Date Next Due field will automatically populate.
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- Cancel:** Allows you to leave the page and if you attempted to make edits they are not saved
- Done:** Allows you to leave the page and edits are saved
- X:** Closes out the page without saving changes

File Attachment

Choose From

My Device

Test Prequal Attachment.pdf
File Size: 34KB

Upload Complete

After clicking the "Add Attachment" button, please click the "My Device" icon to select a file, or drag-and-drop a file into the box at the bottom of the page

Test_Prequal_Attachment.pdf	Application ID	Version Number	SetID	Supplier ID
Test_Prequal_Attachment.pdf	000016146	1	SHARE	1000051400

Add Attachment

Date Next Due

Tax Year Begin Date: 01/01/2023

State Adjusted Due Date

Tax Year End Date: 12/31/2023

State Adjusted Due Date Reason

SFS Handbook: Grantee Processing in SFS

Step	Action
45.	Enter the applicable date (format MM/DD/YYYY) in the Tax Year Begin Date field or click the Calendar icon to select the date.

Cancel
Attach with Additional Date Details
Done

* Nonprofits must upload their most recent CP-A Review, Independent Audit, or A100 Audit and any financial filings. If an organization does not have any of these documents, it should upload a copy of the current and prior years' budget.

- Enter the Tax Year Begin and End dates for the period covered by the most recent audit and the Date Next Due field automatically populate.

Clicking the following buttons on the top of the page will cause the listed actions:

- **Cancel:** Allows you to leave the page and if you attempted to make edits they are not saved
- **Done:** Allows you to leave the page and edits are saved
- **X:** Closes out the page without saving changes

After clicking the "Add Attachment" button, please click the "My Device" icon to select a file, or drag-and-drop a file into the box at the bottom of the page

Test_Prequal_Attachment.pdf	Application ID	Version Number	SetID	Supplier ID
Test_Prequal_Attachment.pdf	000016146	1	SHARE	1000051400

[Add Attachment](#)

Date Next Due

Tax Year Begin Date

State Adjusted Due Date

Tax Year End Date

State Adjusted Due Date Reason

Step	Action
46.	Enter the applicable date (format MM/DD/YYYY) in the Tax Year End Date field or click the Calendar icon to select the date.

Cancel
Attach with Additional Date Details
Done

* Nonprofits must upload their most recent CP-A Review, Independent Audit, or A100 Audit and any financial filings. If an organization does not have any of these documents, it should upload a copy of the current and prior years' budget.

- Enter the Tax Year Begin and End dates for the period covered by the most recent audit and the Date Next Due field automatically populate.

Clicking the following buttons on the top of the page will cause the listed actions:

- **Cancel:** Allows you to leave the page and if you attempted to make edits they are not saved
- **Done:** Allows you to leave the page and edits are saved
- **X:** Closes out the page without saving changes

After clicking the "Add Attachment" button, please click the "My Device" icon to select a file, or drag-and-drop a file into the box at the bottom of the page

Test_Prequal_Attachment.pdf	Application ID	Version Number	SetID	Supplier ID
Test_Prequal_Attachment.pdf	000016146	1	SHARE	1000051400

[Add Attachment](#)

Date Next Due


Tax Year Begin Date

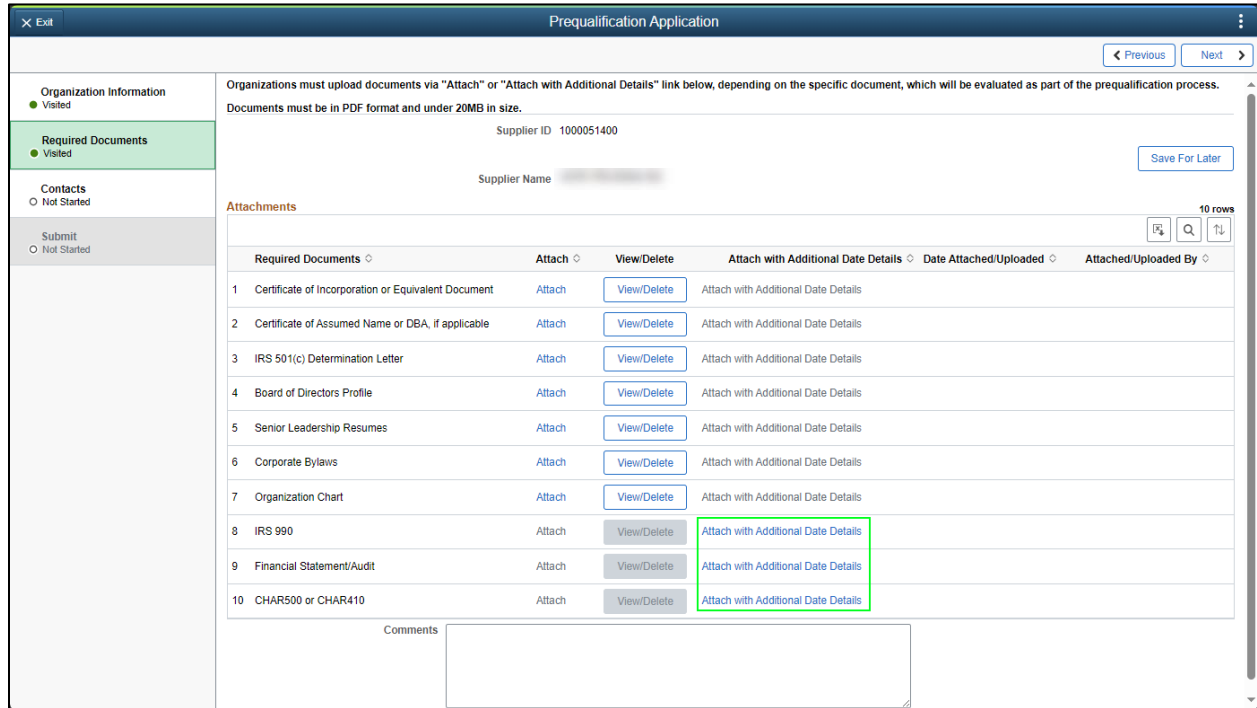
State Adjusted Due Date

Tax Year End Date

State Adjusted Due Date Reason

SFS Handbook: Grantee Processing in SFS

Step	Action
47.	Click the Done button. 



The screenshot shows the 'Prequalification Application' interface. On the left, there is a navigation menu with 'Required Documents' selected. The main area displays 'Supplier ID 1000051400' and 'Supplier Name'. Below this is a table of attachments. The table has columns for 'Required Documents', 'Attach', 'View/Delete', 'Attach with Additional Date Details', 'Date Attached/Uploaded', and 'Attached/Uploaded By'. The 'Attach with Additional Date Details' links for rows 8, 9, and 10 are highlighted with a green border.

Required Documents	Attach	View/Delete	Attach with Additional Date Details	Date Attached/Uploaded	Attached/Uploaded By
1 Certificate of Incorporation or Equivalent Document	Attach	View/Delete	Attach with Additional Date Details		
2 Certificate of Assumed Name or DBA, if applicable	Attach	View/Delete	Attach with Additional Date Details		
3 IRS 501(c) Determination Letter	Attach	View/Delete	Attach with Additional Date Details		
4 Board of Directors Profile	Attach	View/Delete	Attach with Additional Date Details		
5 Senior Leadership Resumes	Attach	View/Delete	Attach with Additional Date Details		
6 Corporate Bylaws	Attach	View/Delete	Attach with Additional Date Details		
7 Organization Chart	Attach	View/Delete	Attach with Additional Date Details		
8 IRS 990	Attach	View/Delete	Attach with Additional Date Details		
9 Financial Statement/Audit	Attach	View/Delete	Attach with Additional Date Details		
10 CHAR500 or CHAR410	Attach	View/Delete	Attach with Additional Date Details		

Step	Action
48.	Follow the same process to add attachments for any additional rows with the Attach with Additional Date Details link.

SFS Handbook: Grantee Processing in SFS

Prequalification Application

Organization Information Visited

Required Documents Visited

Contacts Not Started

Submit Not Started

Organizations must upload documents via "Attach" or "Attach with Additional Details" link below, depending on the specific document, which will be evaluated as part of the prequalification process. Documents must be in PDF format and under 20MB in size.

Supplier ID 1000051400

Supplier Name [REDACTED]

Save For Later

Attachments 10 rows

Required Documents	Attach	View/Delete	Attach with Additional Date Details	Date Attached/Uploaded	Attached/Uploaded By
1 Certificate of Incorporation or Equivalent Document	Attach	View/Delete	Attach with Additional Date Details		
2 Certificate of Assumed Name or DBA, if applicable	Attach	View/Delete	Attach with Additional Date Details		
3 IRS 501(c) Determination Letter	Attach	View/Delete	Attach with Additional Date Details		
4 Board of Directors Profile	Attach	View/Delete	Attach with Additional Date Details		
5 Senior Leadership Resumes	Attach	View/Delete	Attach with Additional Date Details		
6 Corporate Bylaws	Attach	View/Delete	Attach with Additional Date Details		
7 Organization Chart	Attach	View/Delete	Attach with Additional Date Details		
8 IRS 990	Attach	View/Delete	Attach with Additional Date Details		
9 Financial Statement/Audit	Attach	View/Delete	Attach with Additional Date Details		
10 CHAR500 or CHAR410	Attach	View/Delete	Attach with Additional Date Details		

Comments

Step	Action
49.	Click the Next button.

Next >

Prequalification Application

Organization Information Visited

Required Documents Visited

Contacts Visited

Submit Not Started

Identify the contact information for your organization.

Supplier ID 1000051400

Save For Later

SetID	Supplier ID	Contact Name	Telephone	Contact Type	Email ID
1	SHARE	1000051400	--		

Add Contacts

SFS Handbook: Grantee Processing in SFS

Step	Action
50.	<p>Click the Add Contacts button to add a contact person from your organization who should receive email notifications regarding the prequalification application and who the agency can contact if they have questions about the prequalification application.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">Add Contacts</div> <p>Note: There will be system email notifications to the grantee contact(s) when their prequalification application is Submitted, Approved, Requested for More Information, Expired, or Due to Expire.</p>

Cancel
Add New Contact
Done x

Contact Information

Description

 * First Name
 * Last Name
 Title
 *Email Id
 *Telephone
(Enter 10 digit ###-###-#### Phone #)
 Fax Number
 Contact Type

Clicking the following buttons on the top of the page will cause the listed actions:

- **Cancel:** Allows you to leave the page and if you attempted to make edits they are not saved
- **Done:** Allows you to leave the page and edits are saved
- **X:** Closes out the page without saving changes

Step	Action
51.	<p>Enter the applicable value in the Description field.</p> <p>This can be a description of the contact, such as Prequal Contact. If your organization will have multiple contacts, you want to consider Primary Prequal Contact or Secondary Prequal Contact.</p>

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Cancel
Add New Contact
Done x

Contact Information

Description

* First Name

* Last Name

Title

*Email Id

*Telephone

(Enter 10 digit ### ### #### Phone #)

Fax Number

Contact Type

Clicking the following buttons on the top of the page will cause the listed actions:

- Cancel:** Allows you to leave the page and if you attempted to make edits they are not saved
- Done:** Allows you to leave the page and edits are saved
- X:** Closes out the page without saving changes

Step	Action
52.	Enter the applicable value in the First Name field.
53.	Enter the applicable value in the Last Name field.
54.	Enter the applicable value in the Email Id field.
55.	Enter the applicable value in the Telephone field.

Cancel
Add New Contact
Done x

Contact Information

Description

* First Name

* Last Name

Title

*Email Id

*Telephone

(Enter 10 digit ### ### #### Phone #)

Fax Number

Contact Type

Clicking the following buttons on the top of the page will cause the listed actions:

- Cancel:** Allows you to leave the page and if you attempted to make edits they are not saved
- Done:** Allows you to leave the page and edits are saved
- X:** Closes out the page without saving changes

SFS Handbook: Grantee Processing in SFS

Step	Action
56.	The Title , Fax Number , and Contact Type fields are optional, and can be populated or left blank.

Cancel
Add New Contact
Done ✕

Contact Information

Description

* First Name

* Last Name

Title

*Email Id

*Telephone
(Enter 10 digit ###-###-#### Phone #)

Fax Number

Contact Type

Clicking the following buttons on the top of the page will cause the listed actions:

- **Cancel**: Allows you to leave the page and if you attempted to make edits they are not saved
- **Done**: Allows you to leave the page and edits are saved
- **X**: Closes out the page without saving changes

Step	Action
57.	Click the Done button.



✕ Exit
Prequalification Application
⋮

< Previous
Next >

Organization Information
● Visited

Required Documents
● Visited

Contacts
● Visited

Submit
○ Not Started

Identify the contact information for your organization.


Supplier ID 1000051400

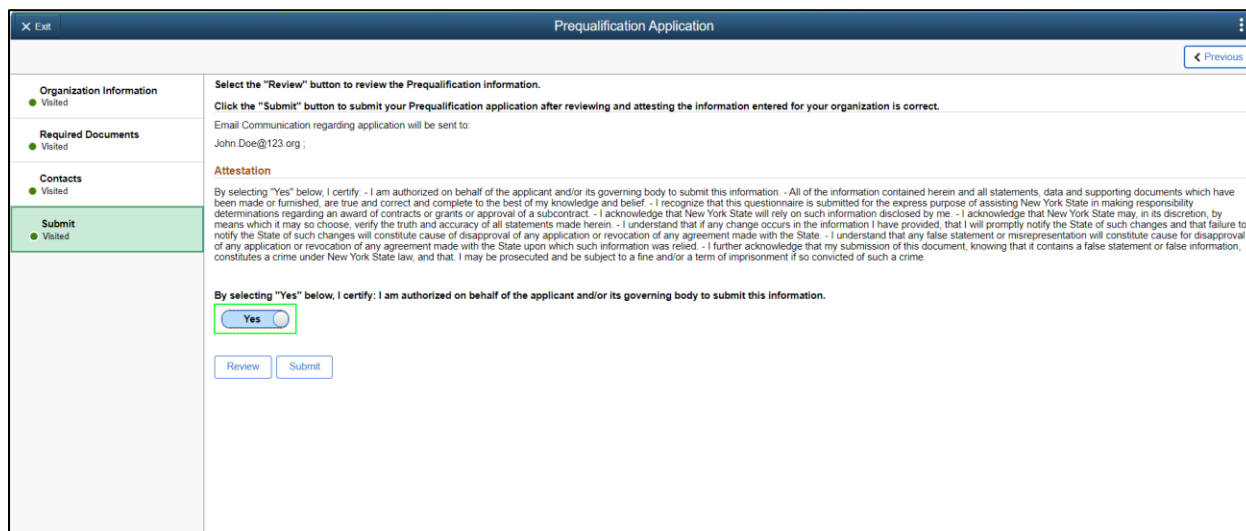
Save For Later

SetID	Supplier ID	Contact Name	Telephone	Contact Type	Email ID
1	SHARE	1000051400	John Doe	518-555-1212	John.Doe@123.org

Add Contacts

SFS Handbook: Grantee Processing in SFS

Step	Action
58.	Multiple contacts can be added. If needed, click the Add Contacts button and follow steps 51-57 to add additional prequalification contacts from your organization.
59.	Click the Next button. 



The screenshot shows a web browser window titled "Prequalification Application". On the left is a navigation menu with sections: "Organization Information" (Visited), "Required Documents" (Visited), "Contacts" (Visited), and "Submit" (Visited). The main content area contains the following text:

Select the "Review" button to review the Prequalification information.
Click the "Submit" button to submit your Prequalification application after reviewing and attesting the information entered for your organization is correct.

Email Communication regarding application will be sent to:
John.Doe@123.org ;

Attestation

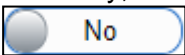
By selecting "Yes" below, I certify - I am authorized on behalf of the applicant and/or its governing body to submit this information. - All of the information contained herein and all statements, data and supporting documents which have been made or furnished, are true and correct and complete to the best of my knowledge and belief. - I recognize that this questionnaire is submitted for the express purpose of assisting New York State in making responsibility determinations regarding an award of contracts or grants or approval of a subcontract. - I acknowledge that New York State will rely on such information disclosed by me. - I acknowledge that New York State may, in its discretion, by means which it may so choose, verify the truth and accuracy of all statements made herein. - I understand that if any change occurs in the information I have provided, that I will promptly notify the State of such changes and that failure to notify the State of such changes will constitute cause of disapproval of any application or revocation of any agreement made with the State. - I understand that any false statement or misrepresentation will constitute cause for disapproval of any application or revocation of any agreement made with the State upon which such information was relied. - I further acknowledge that my submission of this document, knowing that it contains a false statement or false information, constitutes a crime under New York State law, and that I may be prosecuted and be subject to a fine and/or a term of imprisonment if so convicted of such a crime.

By selecting "Yes" below, I certify: I am authorized on behalf of the applicant and/or its governing body to submit this information.

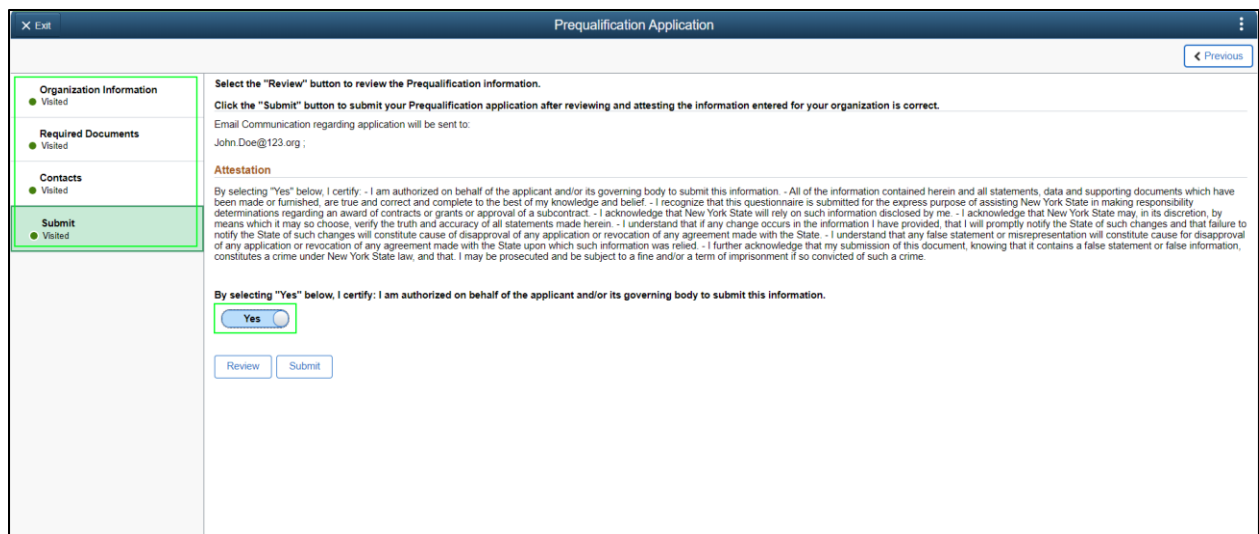
Yes

No

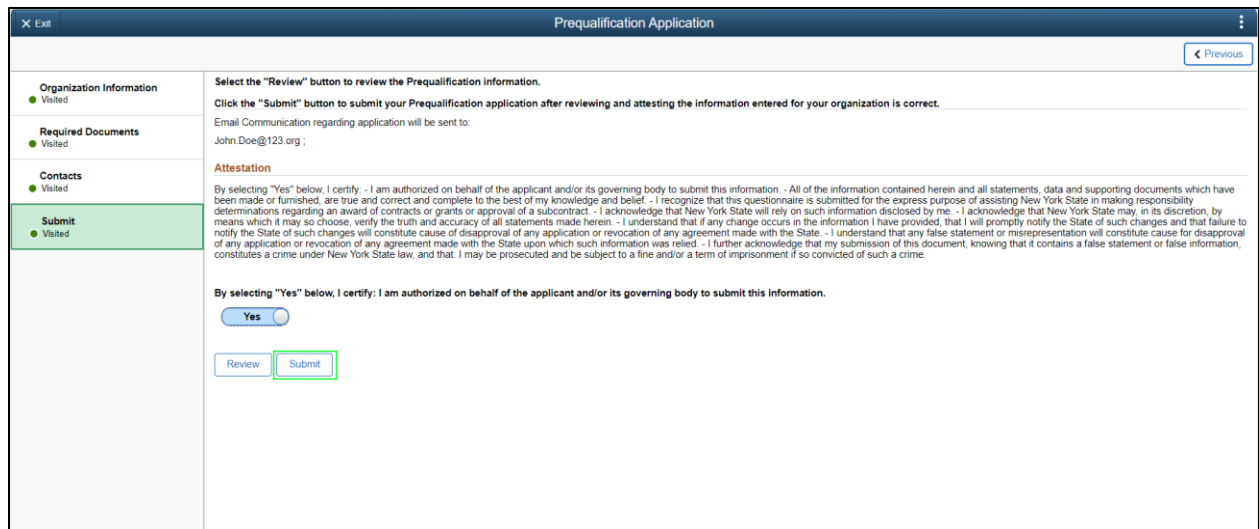
Buttons: Review, Submit


Step	Action
60.	On the Submit page, you certify that you are authorized to submit the information on the prequalification application and submit the prequalification application for agency review. You also have the option to review the information that you entered on the application, prior to submitting. To certify, click the Attestation toggle option to Yes .  Note: If you made additional changes to the application after clicking Yes , then you will need to reset the application before submitting by toggling back to No and then back to Yes .

SFS Handbook: Grantee Processing in SFS

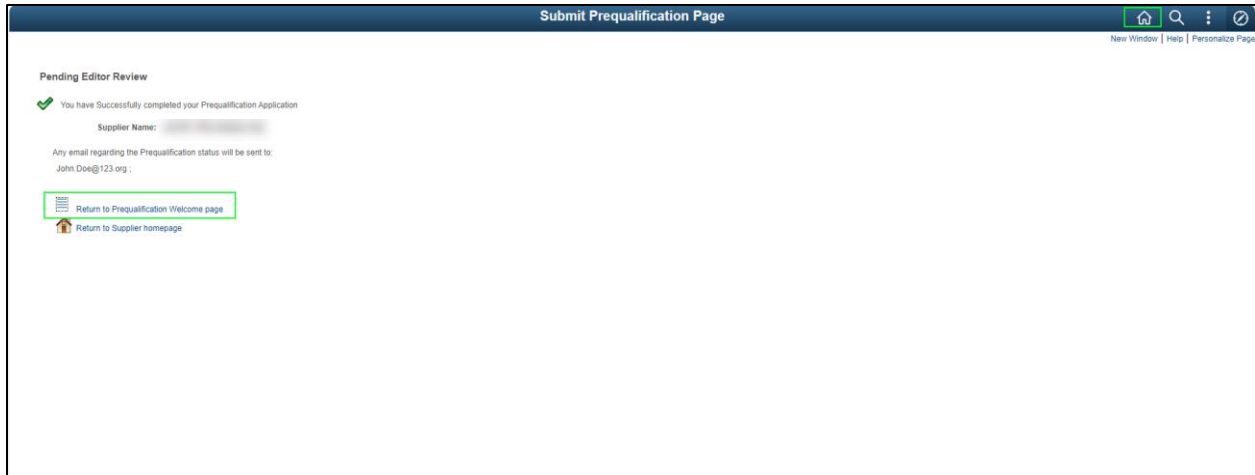


Step	Action
61.	If you are interested in reviewing all the information that you entered on the application, before you submit, click the Review button. In this example, we will not click the review button. Note: This is an optional step.
62.	Note: If you need to update information entered on the previous sections, select the applicable section from the list on the left side of the page and make the update(s).



Step	Action
63.	To submit the application for agency review, click the Submit button. 

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Step	Action
64.	The application is routed for review to the agency you selected in the State Agency field, on the Organization Information section. Note: There will be system email notifications to the contact(s) listed in the Contacts section when the prequalification application is Submitted, Approved by the agency, or returned by the agency for more information.
65.	To return to the Prequalification Welcome page, click the Return to Prequalification Welcome page link or click the Home icon in the upper right corner of the page to return to the SFS Vendor Portal homepage.
66.	You have successfully completed the Enter and Submit a Prequalification Application topic.

Responding to Bid Events (Grant Opportunities)

Lesson Description:

This lesson provides the knowledge and skills to respond to Bid Events. Bid Events are grant opportunities that allow bidders to submit a bid response in order to apply for a funding award.

As part of a bid response, bidders provide responses to questions, attach documents, and provide other required, relevant information.

Lesson Objectives:

In this lesson, you will learn how to:

- Respond to Bid Event Expenditure Budget Types
- Respond to Bid Event Performance Budget Types
- Respond to Bid Event Capital Budget Types
- Using the Match Worksheet for a Bid Response

Respond to Bid Event Expenditure Budget Types

SFS Handbook: Grantee Processing in SFS

Topic Description:

This topic provides the knowledge and skills to respond to Bid Event Expenditure Budget Types. Budget types dictate the grant opportunity attributes available for each section of a period budget. Expenditure budget types allow grantees to record projected costs on a bid event and on a grant contract.

Topic Objectives:

In this topic, you will learn:

- How to respond to Bid Event Expenditure Budget Types

SFS role(s) required to perform this task:

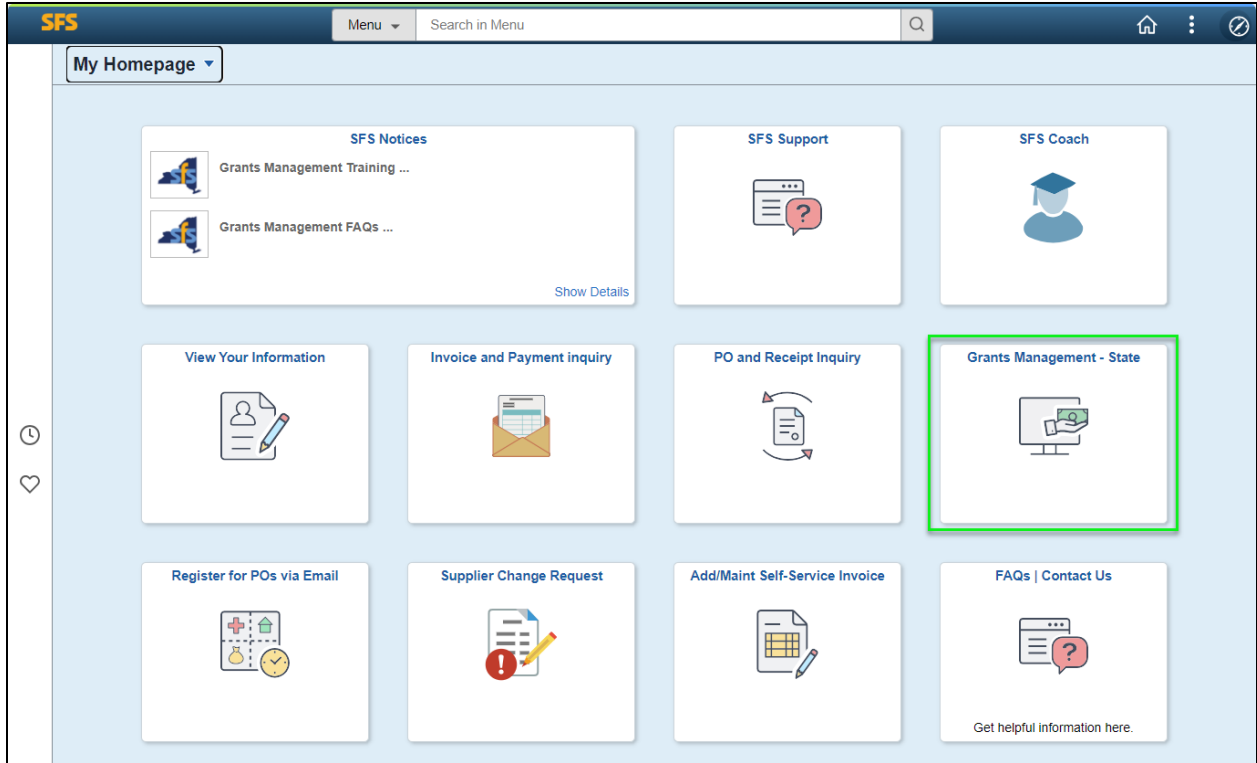
- Bid Response Initiator (NY_GM_VENDOR_EVENT_INITIATE)
 - **Note:** This role allows you to initiate a bid response to a bid event but not submit the bid response to the agency.
- Bid Response Submitter (NY_GM_VENDOR_EVENT_SUBMIT)
 - **Note:** This role allows you to both initiate a bid response and submit a bid response to the agency.


Procedure

Scenario: You will log in to the SFS Vendor Portal, search for an available bid event (grant opportunity) and respond to the agency questions. You will also enter your budget, work plan information, and your bid price before submitting to the agency for review.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

SFS Handbook: Grantee Processing in SFS



Step	Action
1.	<p>Preferred Navigation: Click the Grant Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Manage Events and Place Bids > View Events and Place Bids</p>  <p>Note: You must log in to the SFS Vendor Portal to respond to a bid event.</p>



Step	Action
2.	Click the Bid Event Search tile.

SFS Handbook: Grantee Processing in SFS

Search Criteria

Event ID

Search by Grant Opportunity

Search by Due Date From To

Search by Status

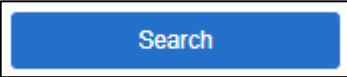
Search by Eligibility

Search by Funding Agency

Search by Service Area

Search Results

Event ID	Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date	Anticipated Release Date	Due Date
EVT0000082	OMH01	101123 TEST-4	Available	Governmental Entity, Not-For-Profit	10/11/23 1:46PM	10/11/23 1:46PM	10/20/2023 1:46PM EDT

Step	Action
3.	Enter the applicable search criteria in the Search Criteria fields. In this example, we will select the Search by Status field drop-down list and click Available from the list.
4.	Click the Search button. 
5.	Note: A list of Event IDs will populate based on the search criteria entered. Click an Event ID link to initiate a bid response.

Event Details

Information On Inquiry Options:

Bidding Shortcuts: [View Event Activity](#), [View Event Package](#), [Upload XML Bid Response](#)

Event Name 101123 TEST-4
 Event ID OMH01-EVT0000082
 Event Format/Type Self Event RFX
 Event Round 1
 Event Version 1
 Event Start Date 10/11/2023 1:46PM EDT
 Event End Date 10/20/2023 01:46 PM EDT


Event Description:
GRANTS

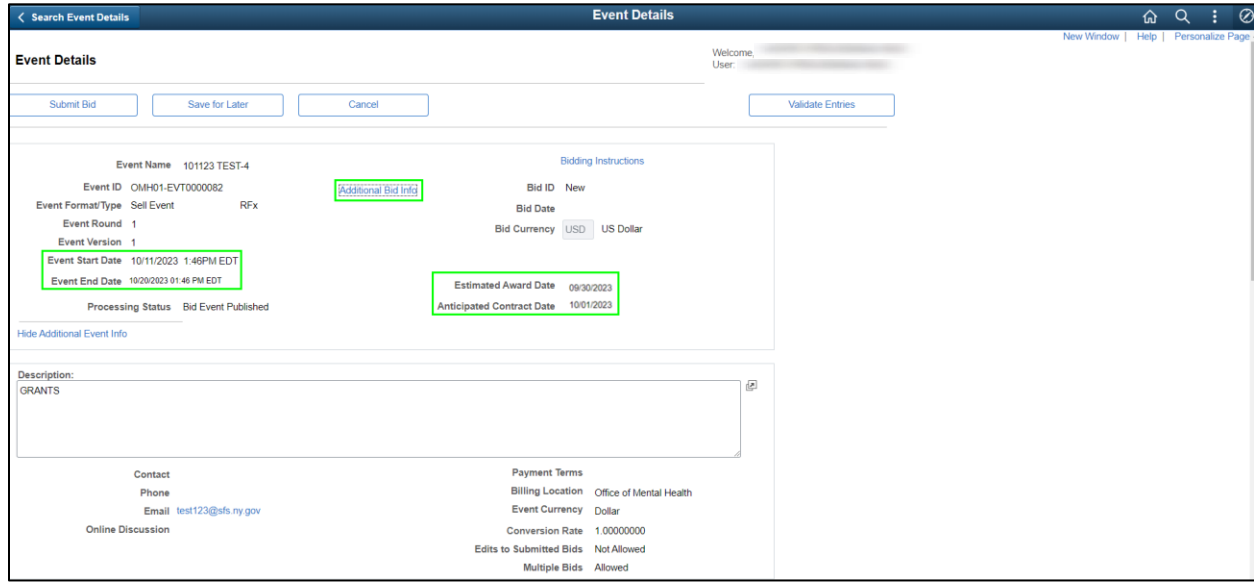
Contact: test123@sfs.ny.gov
 Payment Terms: My Bids 0
 Edits to Submitted Bids: Not Allowed
 Multiple Bids: Allowed

* Bid Required

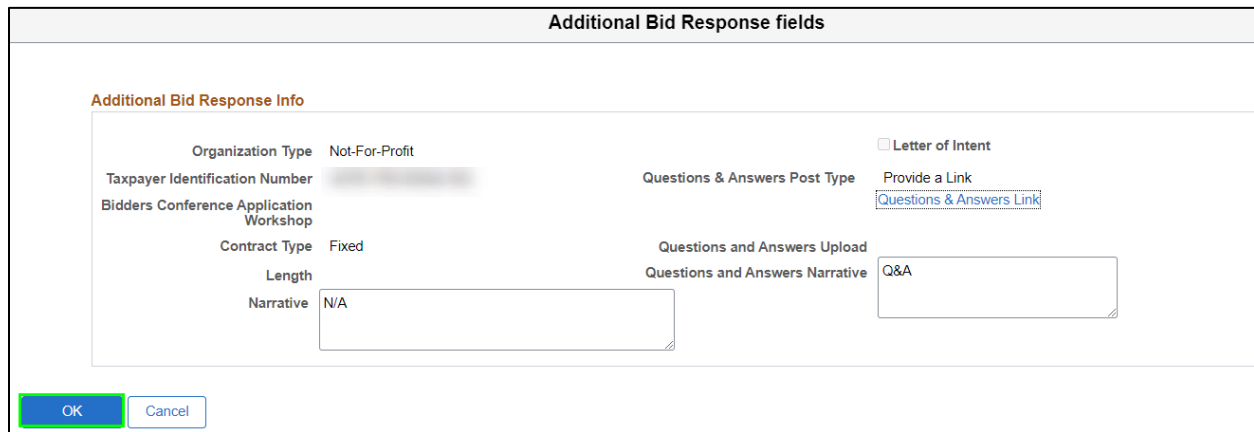
Lines

SFS Handbook: Grantee Processing in SFS

Step	Action
6.	Click the Bid on Event button. 



Step	Action
7.	Review the Event Start, Event End Date, Estimated Award Date, Anticipated Contract Date fields.
8.	Click the Additional Bid Info link.



Step	Action
9.	Review the Additional Bid Info .

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Step	Action
	Click the OK button to return to the Event Details page.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

Lines

☰ 🔍 1-1 of 1 View All

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	No Bid	Your Total Bid Price		
1	1		LINE 1	EA	<input type="text"/>	<input type="checkbox"/>		Bid	🗨

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

Step	Action
10.	Select the Events Comments and Attachments link, located at the bottom of the page, to view any instructions, attachments and/or comments. You may need to scroll to see this link.

SFS Handbook: Grantee Processing in SFS

Event Comments and Attachments

[Help](#)

Business Unit: OMH01 Event ID: EVT0000082 Event Round: 1 Event Version: 1

Attachments

[View Event Attachments](#) ?

1-1 of 1

Attached File	Attachment Description	Event RFx Doc	Upload	View	
		<input type="checkbox"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	

[Add New Attachments](#) ?

1-2 of 2

Attached File	Attachment Description	Upload	View		
Instructions_document.pdf	<input type="text"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments	Delete
Reporting_Template.pdf	<input type="text"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments	Delete

Comments

[Add New Comments](#) ?

Please review attached instructions before responding to bid event.

Step	Action
11.	Click the OK button after viewing the instructions, attachments, and comments.

Search Event Details
Event Details

Event Name: 10123 TEST-4

Event ID: OMH01-EVT0000082

Event Format Type: Sell Event

Event Round: 1

Event Version: 1

Event Start Date: 10/11/2023 1:49PM EDT

Event End Date: 10/20/2023 01:49 PM EDT

Processing Status: Bid Event Published

Bidding Instructions

Bid ID: New

Bid Date:

Bid Currency: USD US Dollar

Estimated Award Date:

Anticipated Contract Date:

Additional Bid Info

Additional Bid Info:

Description:

GRANTS

Contact

Phone:

Email: test123@sfs.ny.gov

Online Discussion

Payment Terms

Billing Location: Office of Mental Health

Event Currency: Dollar

Conversion Rate: 1.00000000

Edits to Submitted Bids: Not Allowed

Multiple Bids: Allowed

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	1	DUNS Number	<input type="text"/>
Required Questions	1	Organization Website	<input type="text"/>
Questions Responded To	0		

Site/Project Address

Bidder Contact Information

Name:

Telephone:

Email:

SFS Handbook: Grantee Processing in SFS

Step	Action
12.	Use the scrollbar to navigate to the Step 1: Answer General Event Questions section.
13.	If applicable, enter your Organization Website in the Organization Website field. This field is optional and not required.
14.	Under the Bidder Contact Information , enter the following information: <ul style="list-style-type: none"> • Name • Telephone • Email <p>Note: The contact listed should be the person/people within the organization who can be contacted with questions about the bid response.</p>
15.	Click the Site/Project Address link.

x

[Help](#)

Site/Project Address | 1 of 1 View All

Address Line 1

Address Line 2

City

Postal Code

State

Step	Action
16.	Enter Address Details , including the following information: <ul style="list-style-type: none"> • Address Line 1 • Address Line 2 (if applicable) • City • Postal Code • State

SFS Handbook: Grantee Processing in SFS

Step	Action
	Note: The Site/Project Address is where the grant will be used, or funds will be spent.
17.	When you have finished entering address details, click the OK button.

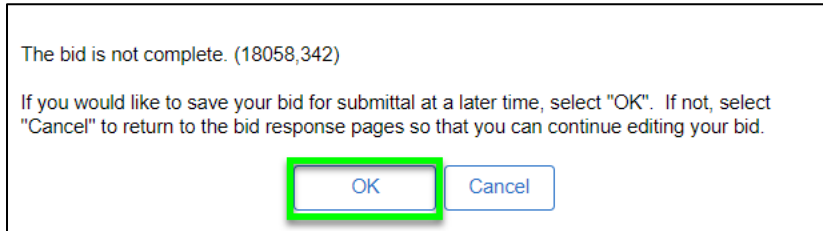
The screenshot shows the 'Event Questions' section of the 'Event Details' page. It lists two questions marked with a red star, indicating they are required. The first question asks if the applicant is a 501c3 organization. The 'Response' dropdown is set to 'Yes'. The second question asks for a description of why the organization is qualified to implement the program model. The 'Response' text box contains the text: 'My organization is qualified because...'. The 'Weighting' column is empty for both questions.

Step	Action
18.	Review and respond to Event Questions . Those that are flagged as Required (*) must be responded to in order to submit a bid response. Note: The ability to add a Comment/Attachment will vary based on the question.

The screenshot shows the 'Event Details' page with various bid information. At the top, there are buttons for 'Submit Bid', 'Save for Later' (highlighted in green), 'Cancel', and 'Validate Entries'. Below these are sections for 'Event Name', 'Event ID', 'Event Format/Type', 'Event Round', 'Event Version', 'Event Start Date', 'Event End Date', 'Processing Status', 'Bidding Instructions', 'Additional Bid Info', 'Bid ID', 'Bid Date', 'Bid Currency', 'Event Currency', 'Estimated Award Date', 'Anticipated Contract Date', 'Description', 'Contact', 'Payment Terms', 'Billing Location', 'Event Currency', 'Conversion Rate', 'Edits to Submitted Bids', and 'Multiple Bids'. The 'Save for Later' button is highlighted in green.

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Step	Action
19.	Click the Save for Later button.



Step	Action
20.	In the resulting popup, click the OK button to save your progress.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required 🗨️ Line Comments/Files

Lines

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price
1	Period Details - 1		Line 1	EA	<input type="text"/>	

Step	Action
21.	Scroll to the bottom of the page. Under the Lines section, click the Period Details - 1 link under the Period column to access budget and work plan information.

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Step	Action
22.	Click the Budget properties link.

Budget Properties Header

Event ID	EVT0000082	Max Award Amount	500000.000
Bid Event Period	1	Period From Date	10/01/2023
Bidder/Vendor ID	1000015277	Period To Date	09/30/2024
		Budget Type	EXPENDITURE

Budget Properties

Apply Match Allowed at Category 1

Calculate Match Grant Fund

Include Match Worksheet [Match Worksheet](#)

Budget Category Properties

Budget Category	Available in Grant	Use Match	Match Percentage	Use Other	Overage on Claims	Overage Percentage
1 SALARY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	
2 FRINGE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	
3 CONTRACTUAL	<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	
4 TRAVEL	<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	
5 EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	

Step	Action
23.	Review the Budget Header Information .
24.	Review Budget Category Property section (including Narrative), noting which rows have Available in Grant checked. <p>Note: This section was completed by the agency to help the grantee understand which Budget Category(s) require a response. Grantees will need to scroll down to view the sections they are responsible for updating.</p>


SFS Handbook: Grantee Processing in SFS

Narrative

Period Budget Summary

1-10 of 10

	Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1	SALARY	0.00	0.00	0	0	0.00	0.00	
2	FRINGE	0.00	0.00	0	0	0.00	0.00	
3	CONTRACTUAL	0.00	0.00	0	0	0.00	0.00	
4	TRAVEL	0.00	0.00	0	0	0.00	0.00	
5	EQUIPMENT	0.00	0.00	0	0	0.00	0.00	
6	SPACE/PROPERTY RENT	0.00	0.00	0	0	0.00	0.00	
7	SPACE/PROPERTY OWN	0.00	0.00	0	0	0.00	0.00	
8	UTILITIES	0.00	0.00	0	0	0.00	0.00	
9	OPERATING EXPENSES	0.00	0.00	0	0	0.00	0.00	
10	OTHER	0.00	0.00	0	0	0.00	0.00	

Step	Action
25.	<p>Under the Period Budget Summary section, click on View All icon to show all budget categories. You may need to click the scrollbar to view this section of the page.</p> <p>In this example, we will enter budget information for the Salary and Fringe budget categories.</p>
26.	<p>Under the Period Budget Summary section, click on Category Details icon for the Salary budget category.</p> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 10px auto; text-align: center; line-height: 40px;">  </div> <p>Note: Where the icon cannot be clicked, the agency has not checked the Available in Grant checkbox above.</p>

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x
Category Details

[Help](#)

Budget Type EXPENDITURE Match % Required

Budget Category SALARY

Category Details

☰
🔍
1-1 of 1
View All

	Grant Funds	Match Funds	Match %	Other funds	Total Funds	Position Title	Annual Salary / Position
1	<input style="width: 80%;" type="text"/>					<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Category Totals

Cumulative Grant Funds 0.00

Cumulative Match Funds 0.00

Cumulative Other Funds 0.00

Cumulative Category Details Totals 0.00



Narrative

OK

Cancel

Step	Action
27.	Enter the applicable value into the Grant Funds field. In this example, we will enter 10,000 into the Grant Funds field.
28.	Enter the applicable value into the Match Funds field. In this example, we will leave this field blank.
29.	Enter the applicable value into the Other Funds field. Note: This field may be greyed out if it was not selected on the bid event; if greyed out, move onto the next step.
30.	Enter the applicable value into the Position Title field. In this example, we will enter Narcan Trainer in the Position Title field. You may need to scroll to see this field.
31.	Enter the applicable value into the Annualized Salary per Position field.

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	In this example, we will enter 50,000 in the Annualized Salary per Position field.
32.	Enter the applicable value into the STD Work Week (HRS) field. In this example, we will enter 40 in the STD Work Week (HRS) field.
33.	Enter the applicable value into % of Effort Funded field. In this example, we will enter 100 in the % of Effort Funded field.
34.	Enter the applicable value into the # of Months Funded field. In this example, we will enter 12 in the # of Months Funded field.
35.	Enter the applicable value into the Narrative field. Note: The narrative could be additional information for the agency or could be used to summarize the changes you made. In this example, we will not enter a narrative for the salary budget category.
36.	Click the OK button. 
37.	Under the Period Budget Summary section, click on Category Details icon for the Fringe budget category.
38.	Leave the Type/Description field blank.
39.	Enter the applicable value into the Grant Funds field. In this example, we will enter 10,000 in the Grant Funds field.
40.	Enter the applicable value into the Match Funds field. In this example, we will leave this field blank.
41.	Enter the applicable value into the Other Funds field. Note: This field may be greyed out if it was not selected on the bid event; if greyed out, move on to the next step.
42.	Enter the applicable value into the Narrative field. In this example, we will enter Fringe Rate at 20% in the Narrative field.
43.	Click the OK button. 

SFS Handbook: Grantee Processing in SFS

Budget Properties Header

5	EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	
---	-----------	--------------------------	--------------------------	---	--------------------------	--------------------------	--

Narrative

Period Budget Summary

Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1 SALARY	10000.00	0.00	0	0	0.00	10000.00	
2 FRINGE	10000.00	0.00	0	0	0.00	10000.00	
3 CONTRACTUAL	0.00	0.00	0	0	0.00	0.00	
4 TRAVEL	0.00	0.00	0	0	0.00	0.00	
5 EQUIPMENT	0.00	0.00	0	0	0.00	0.00	

Sub Totals

Grants Funds	20000.00	Match % Calc	0.00
Match Funds	0.00	Other Funds	0.00
Total	20000.00		

Step	Action
44.	Click the Save button.
45.	Click the Back button.

Bid Search Screen Create Bids

Business Unit: OM/H01 Budget Type: EXPENDITURE
 Event ID: EVT0000082 Funded Amount: 500000.000
 Bidder Setid: SHARE Period: 1 Bidder ID: 1000015277

Bid Event Periods

Period: 1
 Period From: 10/01/2023 Period To: 09/30/2024

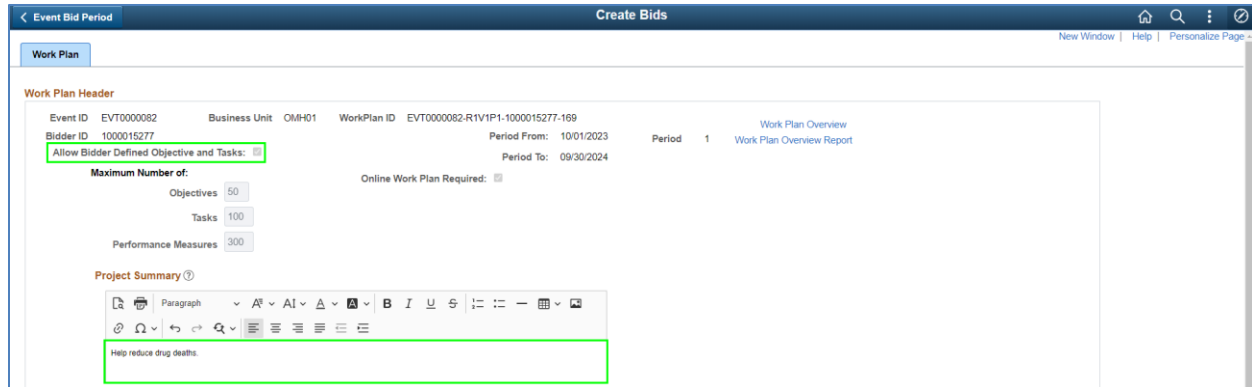
Budget Required [Budget properties](#)
 Work Plan Required [Work Plan Properties](#)

Bid Event Line# 1

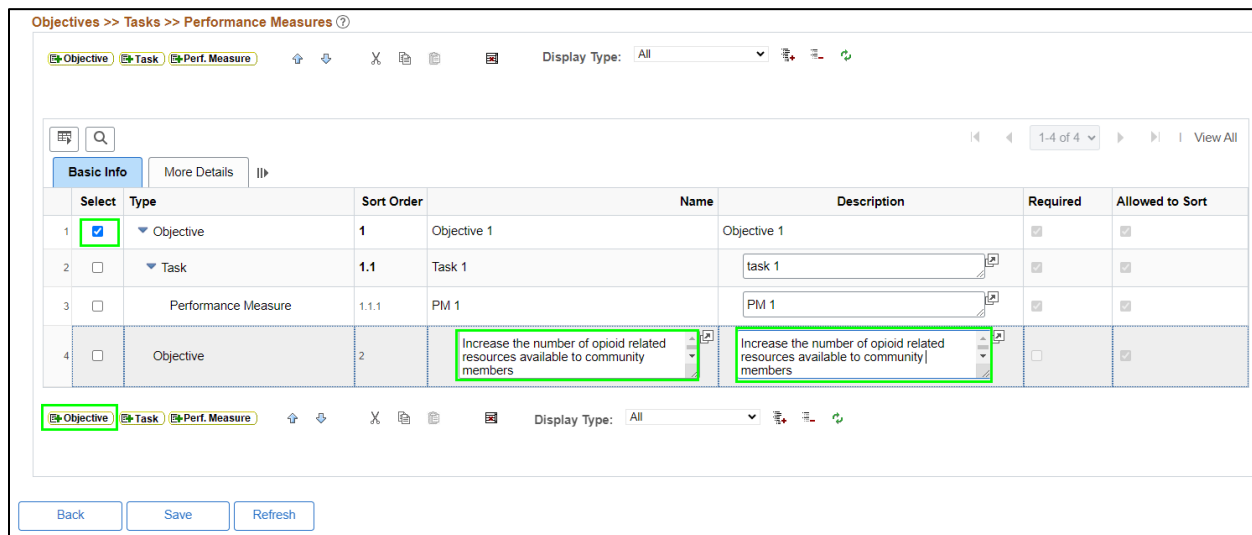
<Return to Bid Response

Step	Action
46.	Click the Work Plan Properties link.

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Step	Action
47.	Review the Work Plan Header information and verify the Allow Bidder Defined Objectives and Tasks is selected.
48.	Note: If the Allow Bidder Defined Objectives & Tasks box is checked and the Maximum Number of Objectives, Tasks, and Performance Measures have not already been entered, then you can add new objective, tasks, and performance measures if needed.
49.	Enter the applicable value into the Project Summary field if not already entered by the agency. In this example, we will enter Help reduce drug deaths in the Project Summary field.



Step	Action
50.	In this example, we will add additional rows in the Objectives >> Tasks >> Performance Measures section. Note: The First Objective with the underlying Task and Performance Measure in the list was entered by the agency.

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Step	Action
	Click on the Objective row to add additional objectives.
51.	Click the + Objective button.
52.	Enter the applicable information on the Objective row, in the Name field. On the Objective row, in this example we will enter Increase the number of opioid related resources available to community members in the Name field.
53.	Enter the applicable information on the Objective row, in the Description field. On the Objective row, in this example we will enter Increase the number of opioid related resources available to community members in the Description field.

Objectives >> Tasks >> Performance Measures

Objective Task Perf. Measure Display Type: All

Basic Info More Details

Select	Type	Sort Order	Name	Description	Required	Allowed to Sort
<input type="checkbox"/>	Objective	1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Objective	2	Increase the number of opioid related	Increase the number of opioid related	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	2.1	Distribute narcan kits to trained	Distribute narcan kits to trained	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Objective Task Perf. Measure Display Type: All

Back Save Refresh

Step	Action
54.	Select the Objective row where the task will be added.
55.	Click + Task button.
56.	Enter the applicable information on the Task row, in the Name field. On the Task row, in this example we will enter Distribute 74 narcan kits to trained community members in the Name field.
57.	Enter the applicable information on the Task row, in the Description field. On the Task row, in this example we will enter Distribute 74 narcan kits to trained community members in the Description field.

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Objectives >> Tasks >> Performance Measures

Objective Task Perf. Measure Display Type: All

1-6 of 6 View All

Select	Type	Sort Order	Name	Description	Required	Allowed to Sort
<input type="checkbox"/>	Objective	1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Objective	2	Increase the number of opioid related	Increase the number of opioid related	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Task	2.1	Distribute narcan kits to trained	Distribute narcan kits to trained	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	2.1.1	Number of kits distributed	Number of kits distributed	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Objective Task Perf. Measure Display Type: All

Back Save Refresh

Step	Action
58.	Select the Task row where the performance measure will be added.
59.	Click + Performance Measure button.
60.	Enter the applicable information on the Performance Measure row, in the Name field. On Performance Measure row, in this example we will enter Number of kits distributed in the Name field.
61.	Enter the applicable information on the Performance Measure row, in the Description field. On Performance Measure row, in this example we will enter Number of kits distributed in the Description field.

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Objectives >> Tasks >> Performance Measures

Objective Task Perf. Measure Display Type: All

Basic Info More Details **||>**

Select	Type	Sort Order	Name	Description	Required	Allowed to Sort
<input type="checkbox"/>	Objective	1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Objective	2	Increase the number of opioid related	Increase the number of opioid related	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Task	2.1	Distribute narcain kits to trained	Distribute narcain kits to trained	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	2.1.1	Number of kits distributed	Number of kits distributed	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Objective Task Perf. Measure Display Type: All

Back Save Refresh

Step	Action
62.	Click the arrow to the right of the More Details tab to expand the view and see all fields.

Event Bid Period Create Bids

Paragraph A² A¹ B I U S Display Type: All

Performance Measures

Sort Order	Name	Description	Required	Allowed to Sort	Allow Performance Measure	Perf Measure Response Type	Numeric (Target/Goal)
1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Numeric	100
2	Increase the number of opioid related	Increase the number of opioid related	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
2.1	Distribute narcain kits to trained	Distribute narcain kits to trained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2.1.1	Number of kits distributed	Number of kits distributed	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Numeric	100

Perf. Measure Display Type: All

Back Save Refresh

Step	Action
63.	<p>Note: Available Performance Measure options are:</p> <ul style="list-style-type: none"> • Attachment • Date • Numeric • Text/Comment

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Step	Action
	<ul style="list-style-type: none"> • Yes/No <p>In this example, on the Performance Measure row, we will select the Performance Measure Response Type drop-down list and select the Numeric option.</p>
64.	<p>Enter the applicable value into the Numeric (Target/Goal) field.</p> <p>In this example, we will enter 100 in the Numeric (Target/Goal) field.</p>
65.	Click the Save button.
66.	Click the Back button.

Step	Action
67.	Click the Return to Bid Response link.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required 🗨️ Line Comments/Files

Lines

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price
1	Period Details -1		Line 1	EA	20000	

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid
Save for Later
Validate Entries

SFS Handbook: Grantee Processing in SFS

Step	Action
68.	<p>Note: The amount entered in the Your Unit Bid Price field must equal the total Grant Funds Requested amount for the period, in order to submit the bid response.</p> <p>In this example, we will enter 20,000 in the Your Unit Bid Price field.</p>
69.	When you are ready to submit your bid response, click the Submit Bid button.

Are you done making changes and would like to post this bid? (18058,398)

Warning: Response may NOT be edited after posting. If you are not planning to make anymore changes to this bid press "Yes", otherwise press "No" and choose "Save For Later".

Step	Action
70.	In the resulting popup, click the Yes button to confirm you would like to submit the bid.
71.	You have successfully completed the Respond to Bid Event Expenditure Budget Types topic.

Respond to Bid Event Performance Budget Types

Topic Description:

This topic provides the knowledge and skills to respond to a Bid Event Performance Budget Type. Budget types dictate the grant opportunity attributes available for each section of a period budget. Performance budget types allow grantees to add costs and deliverables/outcomes on the bid event and grant contract.

Topic Objectives:

In this topic, you will learn:

- How to respond to a Bid Event Performance Budget Types

SFS role(s) required to perform this task:

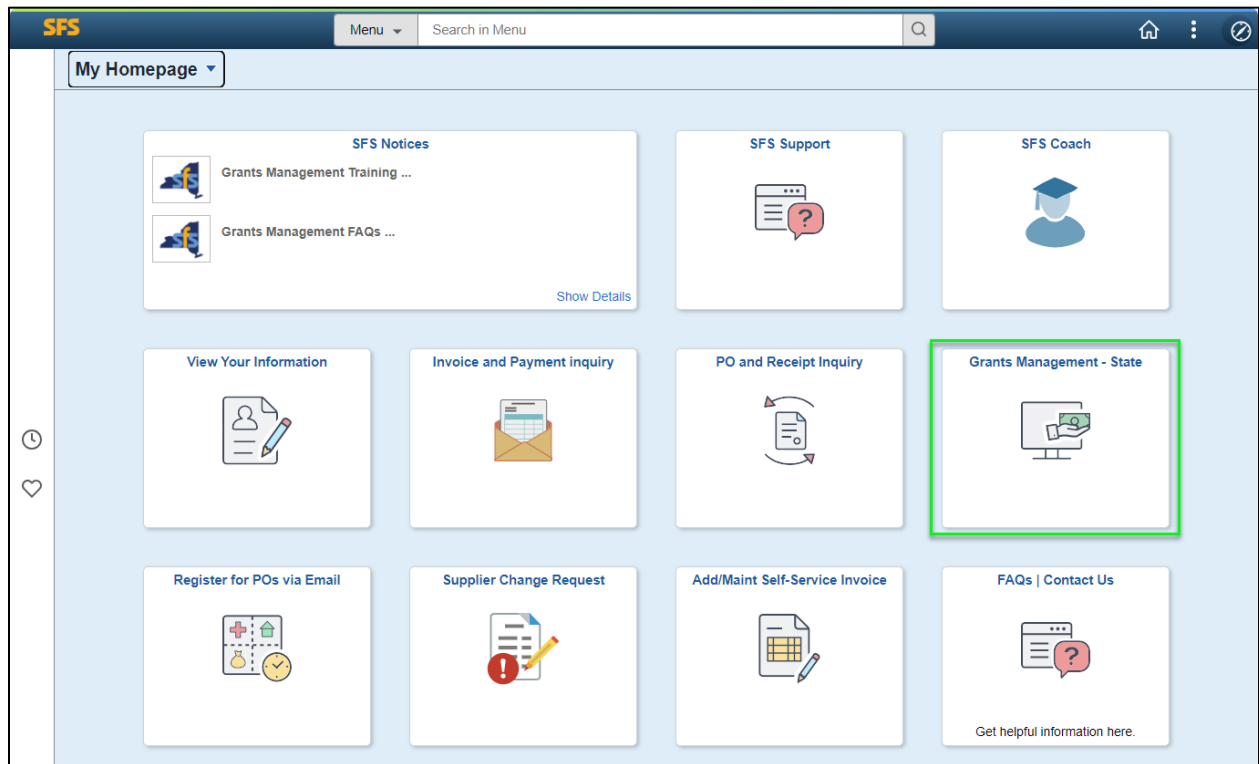
- Bid Response Initiator (NY_GM_VENDOR_EVENT_INITIATE)
 - **Note:** This role allows you to initiate a bid response to a bid event but not submit the bid response to the agency.
- Bid Response Submitter (NY_GM_VENDOR_EVENT_SUBMIT)
 - **Note:** This role allows you to both initiate a bid response and submit a bid response to the agency.


Procedure

Scenario: You will log in to the SFS Vendor Portal, search for an available bid event (grant opportunity) and respond to the agency questions. You will also enter your budget, work plan information, and your bid price before submitting to the agency for review.

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Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



Step	Action
1.	<p>Preferred Navigation: Click the Grant Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Manage Events and Place Bids > View Events and Place Bids</p>  <p>Note: You must log in to the SFS Vendor Portal to respond to a bid event.</p>



SFS Handbook: Grantee Processing in SFS

Step	Action
2.	Click the Bid Event Search tile.

Search Criteria

Event ID

Search by Grant Opportunity

Search by Due Date From To

Search by Status

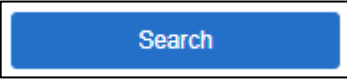
Search by Eligibility

Search by Funding Agency

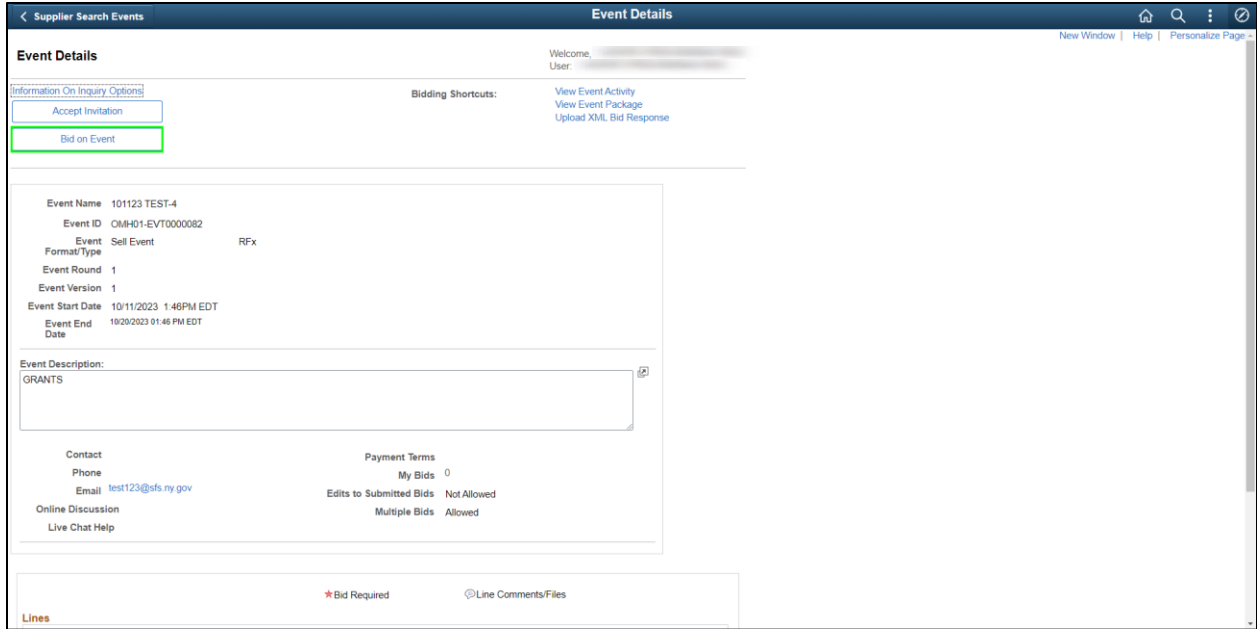
Search by Service Area

Search Results

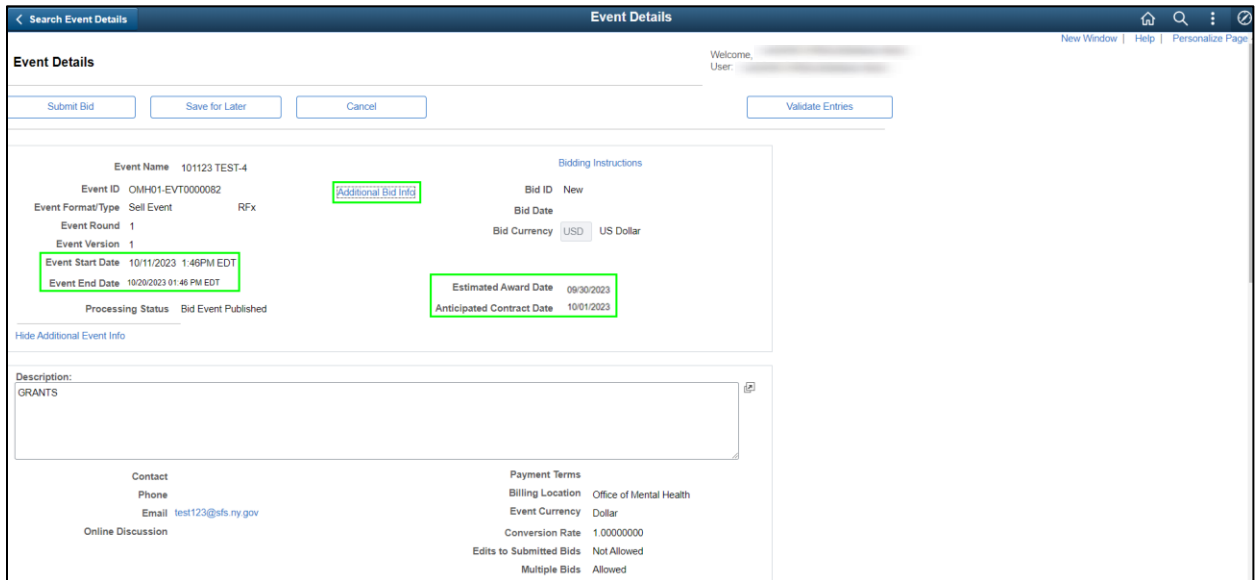
Event ID	Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date	Anticipated Release Date	Due Date
EVT0000082	OMH01	101123 TEST-4	Available	Governmental Entity, Not-For-Profit	10/11/23 1:46PM	10/11/23 1:46PM	10/20/2023 1:46PM EDT

Step	Action
3.	Enter the applicable search criteria in the Search Criteria fields. In this example, select the Search by Status field drop-down list and click Available from the list.
4.	Click the Search button. 
5.	Note: A list of Event IDs will populate based on the search criteria entered. Click an Event ID link to initiate a bid response. In this example, we will click the Bid Event EVT0000082 link to initiate a bid response.

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Step	Action
6.	Click the Bid on Event button.



Step	Action
7.	Review the Event Start, Event End Date, Estimated Award Date, Anticipated Contract Date fields.

SFS Handbook: Grantee Processing in SFS

Step	Action
8.	Click the Additional Bid Info link.

Additional Bid Response fields

Additional Bid Response Info

Organization Type	Not-For-Profit	<input type="checkbox"/> Letter of Intent
Taxpayer Identification Number	[REDACTED]	Questions & Answers Post Type
Bidders Conference Application	Workshop	Provide a Link
		Questions & Answers Link
Contract Type	Fixed	Questions and Answers Upload
Length		Questions and Answers Narrative
Narrative	N/A	<input style="width: 100%;" type="text" value="Q&A"/>

Step	Action
9.	Review the Additional Bid Info . Click the OK button to return to the Event Details page.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Lines

☰
1-1 of 1
View All

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	No Bid	Your Total Bid Price	
1	1		LINE 1	EA	<input style="width: 50px;" type="text"/>	<input type="checkbox"/>		Bid 🗨

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

SFS Handbook: Grantee Processing in SFS

Step	Action
10.	Select the Events Comments and Attachments link, located at the bottom of the page, to view any instructions, attachments and/or comments. You may need to scroll to see this link.

x
Help

Business Unit: OMH01 Event ID: EVT0000082 Event Round: 1 Event Version: 1

Attachments
[View Event Attachments](#) ?

Attached File	Attachment Description	Event RFx Doc	Upload	View
		<input type="checkbox"/>	Upload	View

Add New Attachments ?

Attached File	Attachment Description	Upload	View		
Instructions_document.pdf	<input type="text"/>	Upload	View	Add New Attachments	Delete
Reporting_Template.pdf	<input type="text"/>	Upload	View	Add New Attachments	Delete

Comments
[Add New Comments](#) ?

Please review attached instructions before responding to bid event.

OK
Cancel

Step	Action
11.	Click the OK button after viewing the instructions, attachments and comments.

SFS Handbook: Grantee Processing in SFS

The screenshot shows the 'Event Details' page in SFS. At the top, there are tabs for 'Event Name' and 'Bidding Instructions'. Below this, there are several sections: 'Event Information' (including Event ID, Format, Round, Version, Start/End Dates, and Processing Status), 'Additional Bid Info' (including Bid ID, Date, Currency, and Estimated Award Date), and 'Description' (containing the text '(GRANTS)'). There are also sections for 'Contact' (Phone, Email, Online Discussion) and 'Payment Terms' (Billing Location, Event Currency, Conversion Rate, Edits to Submitted Bids, Multiple Bids). The 'Step 1: Answer General Event Questions' section is highlighted with a green box, showing a progress bar and a table of questions. The 'Bidder Contact Information' section is also highlighted with a green box, showing fields for Name, Telephone, and Email. The 'Organization Website' field is highlighted with a green box.

Step	Action
12.	Use the scrollbar to navigate to the Step 1: Answer General Event Questions section.
13.	If applicable, enter your Organization Website in the Organization Website field. This field is optional and not required.
14.	Under the Bidder Contact Information , enter the following information: <ul style="list-style-type: none"> • Name • Telephone • Email <p>Note: The contact listed should be the person/people within the NFP who can be contacted with questions about the bid response</p>
15.	Click the Site/Project Address link.

SFS Handbook: Grantee Processing in SFS

×
Bid Response address fields

[Help](#)

Site/Project Address

|
◀
◀
1 of 1
▶
▶
|
View All

+
-

Address Line 1

Address Line 2

City

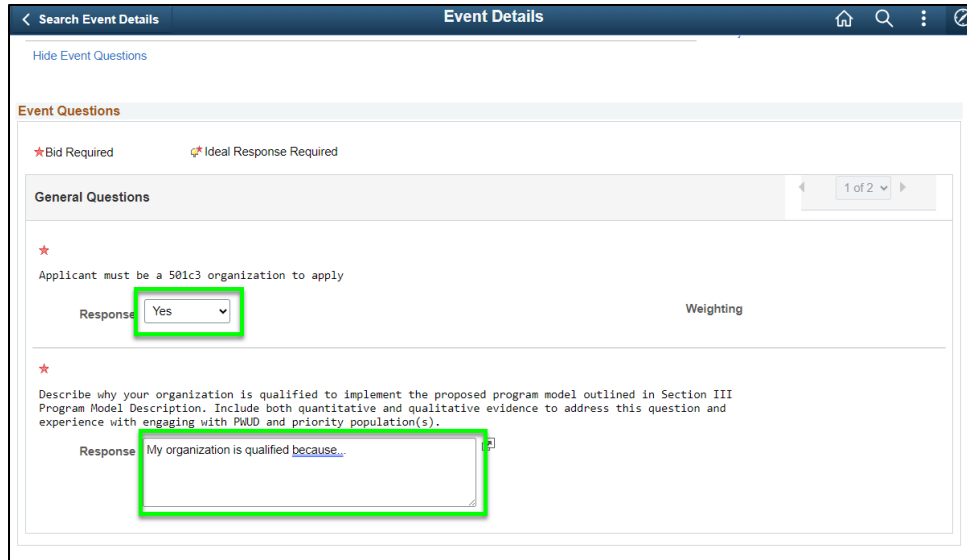
Postal Code

State

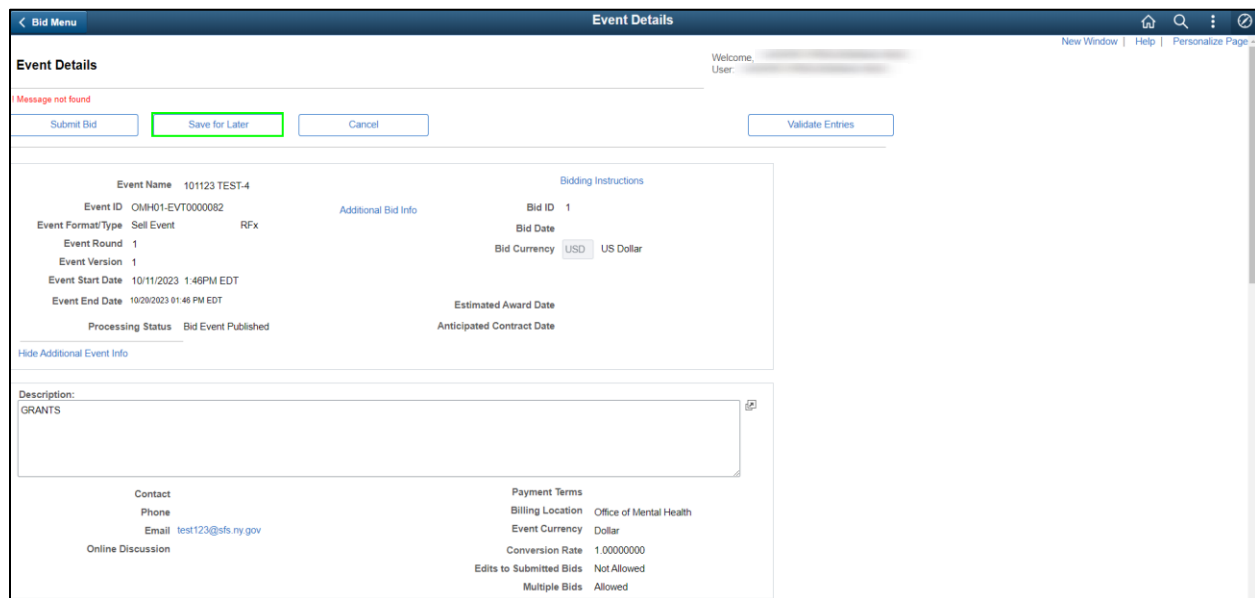
OK
Cancel

Step	Action
16.	Enter Address Details , including the following information: <ul style="list-style-type: none"> Address Line 1 Address Line 2 (if applicable) City Postal Code State <p>Note: The Site/Project Address is where the grant will be used, or funds will be spent.</p>
17.	When you have finished entering address details, click the OK button.

SFS Handbook: Grantee Processing in SFS



Step	Action
18.	Review and respond to Event Questions . Those that are flagged as Required (*) must be responded to in order to submit a bid response. Note: The ability to add a Comment/Attachment will vary based on the question.



Step	Action
19.	Click the Save for Later button.

SFS Handbook: Grantee Processing in SFS

The bid is not complete. (18058,342)

If you would like to save your bid for submittal at a later time, select "OK". If not, select "Cancel" to return to the bid response pages so that you can continue editing your bid.

Step	Action
20.	In the resulting popup, click the OK button to save your progress.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Lines

1-1 of 1 View All

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price
1	Period Details - 1		Line 1	EA	<input type="text"/>	

Step	Action
21.	Scroll to the bottom of the page. Under the Lines section, click the Period Details - 1 link under the Period column to access budget and work plan information.

← Bid Search Screen Create Bids New Window | Help | Personalize Page

Business Unit: OMH01 Budget Type: PERFORMANCE
 Event ID: EVT0000082 Funded Amount: 500000.000
 Bidder Setid: SHARE Period: 1 Bidder ID: 1000015277

Bid Event Periods 1 of 1 View All

Period: 1
 Period From: 10/01/2023 Period To: 09/30/2024
 Budget Required [Budget properties](#)
 Work Plan Required [Work Plan Properties](#)

Bid Event Line# 1

←Return to Bid Response

Step	Action
22.	Click the Budget properties link.

SFS Handbook: Grantee Processing in SFS

Budget Properties Header

Event ID	EVT0000082	Max Award Amount	500000.000
Bid Event Period	1	Period From Date	10/01/2023
Bidder/Vendor ID	1000015277	Period To Date	09/30/2024
		Budget Type	PERFORMANCE

Budget Properties

Apply Match: Allowed at Category |

Calculate Match: Grant Fund |

Include Match Worksheet
 Allow Vendor to Add
 Use Other
 Overage on Claims

Overage %

Budget Category Properties

#	Budget Category	Available in Grant	Use Match	Match Percentage	Use Other	Overage on Claims	Overage Percentage		
1	Test Category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>			

Narrative:

Step	Action
23.	Review the Budget Header Information . This section was completed by the agency.
24.	Review Budget Category Property section (including Narrative), noting which rows have Available in Grant checked. Note: This section was completed by the agency to help the grantee understand which Budget Category(s) require a response.

SFS Handbook: Grantee Processing in SFS

Budget Properties Header

Event ID: EVT0000082 Max Award Amount: 500000.000
 Bid Event Period: 1 Period From Date: 10/01/2023
 Bidder/Vendor ID: 1000015277 Period To Date: 09/30/2024
 Budget Type: PERFORMANCE

Budget Properties

Apply Match: Allowed at Category |

Calculate Match: Grant Fund |

Include Match Worksheet
 Allow Vendor to Add
 Use Other
 Overage on Claims

Overage %

Budget Category Properties

1-1 of 1 | | View All

	Budget Category	Available in Grant	Use Match	Match Percentage	Use Other	Overage on Claims	Overage Percentage		
1	Test Category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Narrative:

Step	Action
25.	Under Budget Category Property section, click Plus Sign (+) to add a new row.

Budget Properties Header

Bid Event Period: 1 Period From Date: 10/01/2023
 Bidder/Vendor ID: 1000015277 Period To Date: 09/30/2024
 Budget Type: PERFORMANCE

Budget Properties

Apply Match: Allowed at Category |

Calculate Match: Grant Fund |

Include Match Worksheet
 Allow Vendor to Add
 Use Other
 Overage on Claims

Overage %

Budget Category Properties

1-2 of 2 | | View All

	Budget Category	Available in Grant	Use Match	Match Percentage	Use Other	Overage on Claims	Overage Percentage		
1	Test Category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Test Category 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Narrative:

SFS Handbook: Grantee Processing in SFS

Step	Action
26.	Enter the applicable deliverable or outcome into the Budget Category field.
27.	Click the Available in Grant checkbox so the budget category details can be entered for the category.
28.	<p>Note:</p> <ul style="list-style-type: none"> When the Use Match checkbox is selected, the Match Funds field is available for entry on the Category Details page for the budget category. When the Use Other checkbox is selected, the Other Funds fields is available for entry on the Category Details page for the budget category. <p>In this example, we will not select these two options.</p>

Budget Properties Header

	Budget Category	Available in Grant	Use Match	Match Percentage	Use Other	Overage on Claims	Overage Percentage		
1	Test Category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>			+ -
2	Test Category 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>			+ -

Narrative

Period Budget Summary

	Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1	Test Category	0.00	0.00	0	0	0.00	0.00	
2	Test Category 2	0.00	0.00	0	0	0.00	0.00	

Sub Totals

Grants Funds	0.00	Match % Calc	0.00
Match Funds	0.00	Other Funds	0.00
Total	0.00		

Step	Action
29.	Scroll down to the Period Budget Summary section and click on the Category Details icon for the first budget category.

SFS Handbook: Grantee Processing in SFS

x
Category Details

[Help](#)

Budget Type PERFORMANCE Match % Required

Budget Category Test Category

Category Details

☰
🔍
1-1 of 1
View All

	Type/Description	Grant Funds	Match Funds	Match %	Other funds	Total Funds	Pos
1	<input style="width: 90%;" type="text"/>	<input style="width: 80%;" type="text"/>					<input type="checkbox"/>

Category Totals

Cumulative Grant Funds 0.00

Cumulative Match Funds 0.00

Cumulative Other Funds 0.00



Cumulative Category Details Totals 0.00

Narrative

OK
Cancel

Step	Action
30.	Leave the Type/Description field blank.
31.	Enter the applicable value into the Grant Funds field. In this example, we will enter 10,000 in the Grant Funds field.
32.	Enter the applicable value into the Match Funds field. Note: This field may be greyed out if it was not selected on the bid event; if greyed out, move onto next step.
33.	Enter the applicable value into the Other Funds field. Note: This field may be greyed out if it was not selected on the bid event; if greyed out, move on to the next step.

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34.	<p>Enter the applicable value into the Narrative field. Note: The narrative could be additional information for the agency or could be used to summarize the changes you made.</p> <p>In this example, we will leave this field blank.</p>
35.	<p>Click the OK button.</p> 
36.	<p>Under the Period Budget Summary section, click on Category Details icon for the second budget category.</p>
37.	<p>Leave the Type/Description field blank.</p>
38.	<p>Enter the applicable value into the Grant Funds field.</p> <p>In this example, enter 10,000 in the Grant Funds field.</p>
39.	<p>Enter the applicable value into the Match Funds field.</p> <p>Note: This field may be greyed out if it was not selected on the bid event; if greyed out, move onto next step.</p>
40.	<p>Enter the applicable value into the Other Funds field.</p> <p>Note: This field may be greyed out if it was not selected on the bid event; if greyed out, move onto next step.</p>
41.	<p>Enter the applicable value into the Narrative field. Note: The narrative could be additional information for the agency or could be used to summarize the changes you made.</p> <p>In this example, we will leave this field blank.</p>
42.	<p>Click the OK button.</p> 

SFS Handbook: Grantee Processing in SFS

Budget Properties Header

	Budget Category	Available in Grant	Use Match	Match Percentage	Use Other	Overage on Claims	Overage Percentage		
1	Test Category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>		+	-
2	Test Category 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>		+	-

Narrative

Period Budget Summary

	Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1	Test Category	10000.00	0.00	0	0	0.00	10000.00	ⓘ
2	Test Category 2	10000.00	0.00	0	0	0.00	10000.00	ⓘ

Sub Totals

Grants Funds	20000.00	Match % Calc	0.00
Match Funds	0.00	Other Funds	0.00
Total	20000.00		

Back
Save

Step	Action
43.	Click the Save button.
44.	Click the Back button.

Bid Search Screen
Create Bids
New Window | Help | Personalize Page

Business Unit: OMH01 Budget Type: PERFORMANCE
 Event ID: EVT0000082 Funded Amount: 500000.000
 Bidder Setid: SHARE Period: 1 Bidder ID: 1000015277

Bid Event Periods

Period	1						
Period From	10/01/2023	Period To	09/30/2024	<input type="checkbox"/> Budget Required	Budget properties	<input type="checkbox"/> Work Plan Required	Work Plan Properties

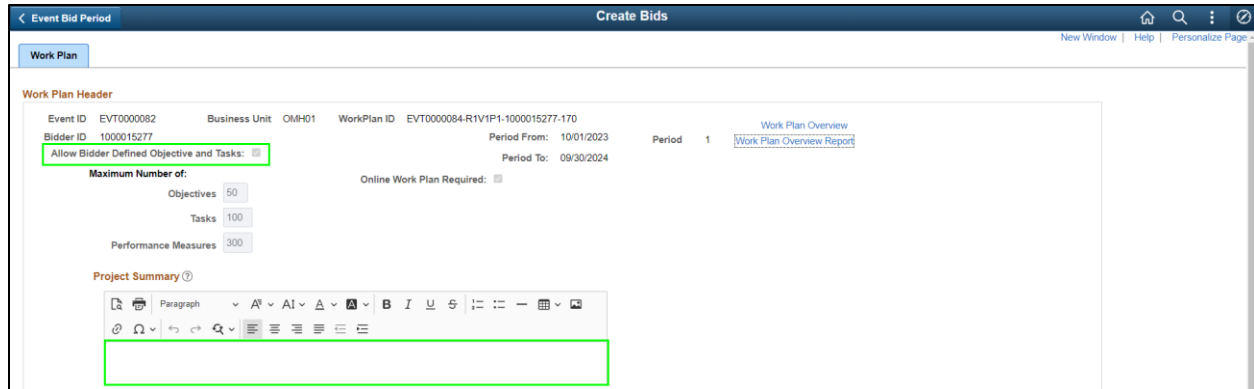
Work Plan Properties

Bid Event Line# 1

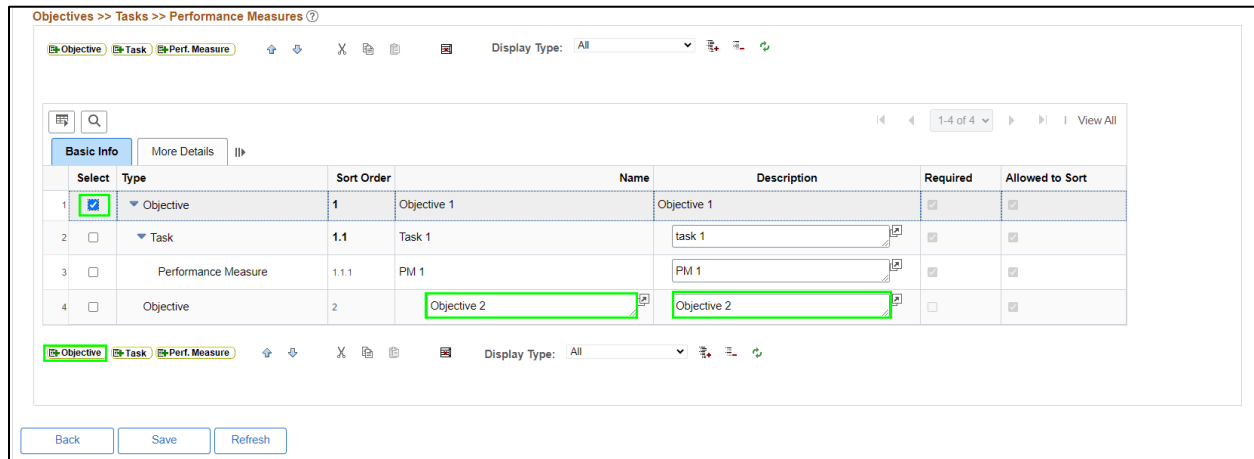
[Return to Bid Response](#)

Step	Action
45.	Click the Work Plan Properties link.

SFS Handbook: Grantee Processing in SFS



Step	Action
46.	Review the Work Plan Header information and verify the Allow Bidder Defined Objectives and Tasks is selected.
47.	Note: If the Allow Bidder Defined Objectives & Tasks box is checked and the Maximum Number of Objectives, Tasks, and Performance Measures have not already been entered, then you can add new objective, tasks, and performance measures if needed.
48.	Enter the applicable value into the Project Summary field.



Step	Action
49.	In this example, we will add additional rows in the Objectives >> Tasks >> Performance Measures section. Note: The First Objective with the underlying Task and Performance Measure in the list was entered by the agency. Click on the Objective row to add additional objectives.
50.	Click the + Objective button.
51.	On the Objective row, enter the applicable value in the Name field.
52.	On the Objective row, enter the applicable value in the Description field.

SFS Handbook: Grantee Processing in SFS

Objectives >> Tasks >> Performance Measures ?

Objective Task Perf. Measure Display Type: All

1-5 of 5 View All

Select	Type	Sort Order	Name	Description	Required	Allowed to Sort
<input type="checkbox"/>	Objective	1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Objective	2	Objective 2	Objective 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	2.1	Task 2	Task 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Objective Task Perf. Measure Display Type: All

Back Save Refresh

Step	Action
53.	Select the Objective row where the task will be added.
54.	Click + Task button.
55.	On the Task row, enter the applicable value in the Name field.
56.	On the Task row, enter the applicable value in the Description field.

Objectives >> Tasks >> Performance Measures ?

Objective Task Perf. Measure Display Type: All

1-6 of 6 View All

Select	Type	Sort Order	Name	Description	Required	Allowed to Sort
<input type="checkbox"/>	Objective	1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Objective	2	Objective 2	Objective 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Task	2.1	Task 2	Task 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	2.1.1	PM 2	PM 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Objective Task Perf. Measure Display Type: All

Back Save Refresh

Step	Action
57.	Select the Task row where the performance measure will be added.
58.	Click + Performance Measure button.
59.	On Performance Measure row, enter the applicable value in the Name field.

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Step	Action
60.	On Performance Measure row, enter the applicable value in the Description field.

Objectives >> Tasks >> Performance Measures

Objective Task Perf. Measure Display Type: All

Basic Info More Details **More Details**

Select	Type	Sort Order	Name	Description	Required	Allowed to Sort
<input type="checkbox"/>	Objective	1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Objective	2	Objective 2	Objective 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Task	2.1	Task 2	Task 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	2.1.1	PM 2	PM 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Objective Task Perf. Measure Display Type: All

Back Save Refresh

Step	Action
61.	Click the arrow to the right of the More Details tab to expand the view and see all fields.

Event Bid Period Create Bids

Performance Measures

Perf. Measure Display Type: All

Sort Order	Name	Description	Required	Allowed to Sort	Allow Performance Measure	Perf Measure Response Type	Numeric (Target/Goal)
1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numeric	
2	Objective 2	Objective 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2.1	Task 2	Task 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2.1.1	PM 2	PM 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numeric	100

Perf. Measure Display Type: All

Back Save Refresh

Step	Action
62.	<p>Note: Available Performance Measure options are:</p> <ul style="list-style-type: none"> Attachment Date

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Step	Action
	<ul style="list-style-type: none"> • Numeric • Text/Comment • Yes/No <p>In this example, on the Performance Measure row, we will select the Performance Measure Response Type drop-down list and select the Numeric option.</p>
63.	<p>Enter the applicable value into the Numeric (Target/Goal) field.</p> <p>In this example, we will enter 100 in the Numeric (Target/Goal) field.</p>
64.	Click the Save button.
65.	Click the Back button.

The screenshot shows the 'Create Bids' interface. At the top, it displays 'Event Bid Period' and 'Create Bids'. Below this, there are fields for Business Unit (OMH01), Budget Type (CAPITAL), Event ID (EVT0000082), Funded Amount (500000.000), Bidder Setid (SHARE), Period (1), and Bidder ID (1000015277). A section titled 'Bid Event Periods' shows a table with columns for Period, Period From, and Period To. The current period is 1, with a start date of 10/01/2023 and an end date of 09/30/2024. There are checkboxes for 'Budget Required' and 'Work Plan Required'. A search bar and navigation controls are also visible. At the bottom, there is a link labeled '-Return to Bid Response'.

Step	Action
66.	Click the Return to Bid Response link.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1
 Lines Responded To: 0
 Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Lines

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price
1	Period Details -1		Line 1	EA	20000	

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

SFS Handbook: Grantee Processing in SFS

Step	Action
67.	<p>Note: The amount entered in the Your Unit Bid Price field must equal the total Grant Funds Requested amount for the period, in order to submit the bid response.</p> <p>In this example, we will enter 20,000 in the Your Unit Bid Price field.</p>
68.	When you are ready to submit your bid response, click the Submit Bid button.

Are you done making changes and would like to post this bid? (18058,398)

Warning: Response may NOT be edited after posting. If you are not planning to make anymore changes to this bid press "Yes", otherwise press "No" and choose "Save For Later".

Step	Action
69.	In the resulting popup, click the Yes button to confirm you would like to submit the bid.
70.	You have successfully completed the Respond to Bid Event Performance Budget Types topic.

Respond to Bid Event Capital Budget Types

Topic Description:

This topic provides the knowledge and skills to respond to Bid Event Capital Budget Types. Budget types dictate the grant opportunity attributes available for each section of a period budget. Capital budget types allow grantees to record costs related to capital spending on the bid event and grant contract.

Topic Objectives:

In this topic, you will learn:

- How to respond to Bid Event Capital Budget Types

SFS role(s) required to perform this task:

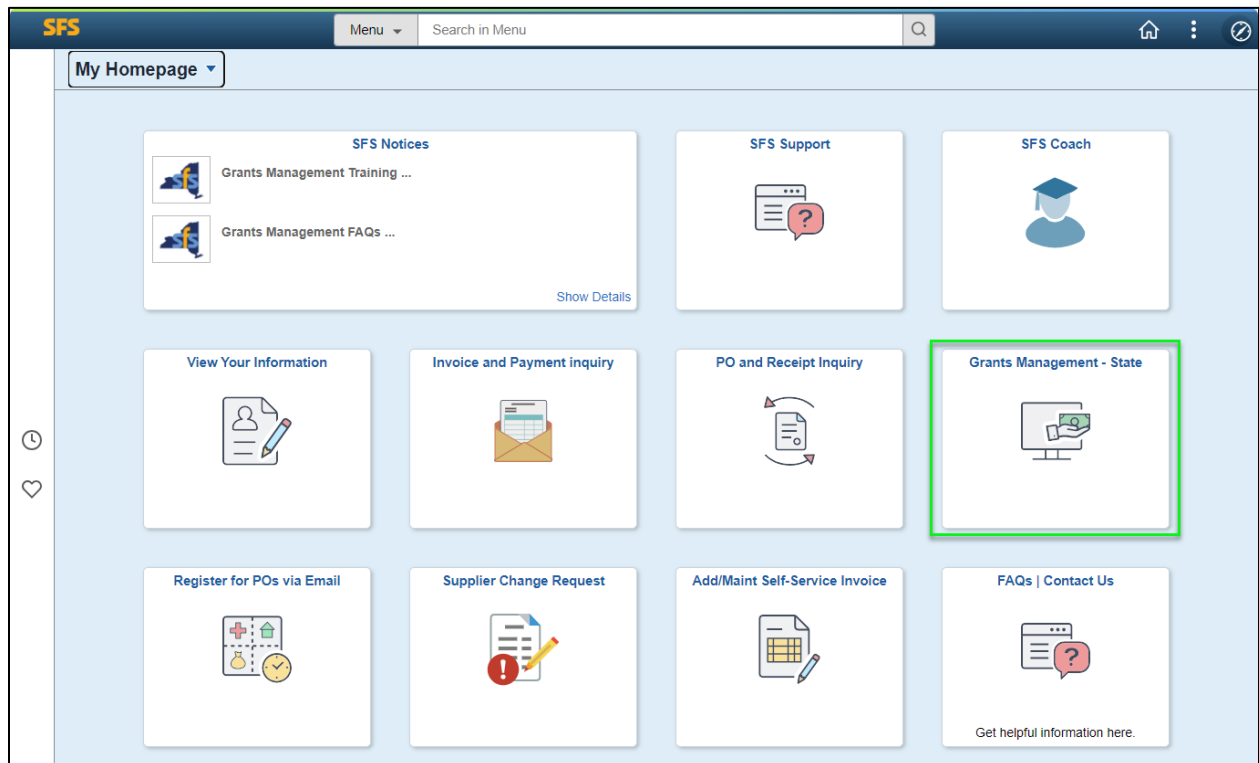
- Bid Response Initiator (NY_GM_VENDOR_EVENT_INITIATE)
 - **Note:** This role allows you to initiate a bid response to a bid event but not submit the bid response to the agency.
- Bid Response Submitter (NY_GM_VENDOR_EVENT_SUBMIT)
 - **Note:** This role allows you to both initiate a bid response and submit a bid response to the agency.


Procedure

SFS Handbook: Grantee Processing in SFS

Scenario: You will log in to the SFS Vendor Portal, search for an available bid event (grant opportunity) and respond to the agency questions. You will also enter your budget, work plan information, and your bid price before submitting to the agency for review.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

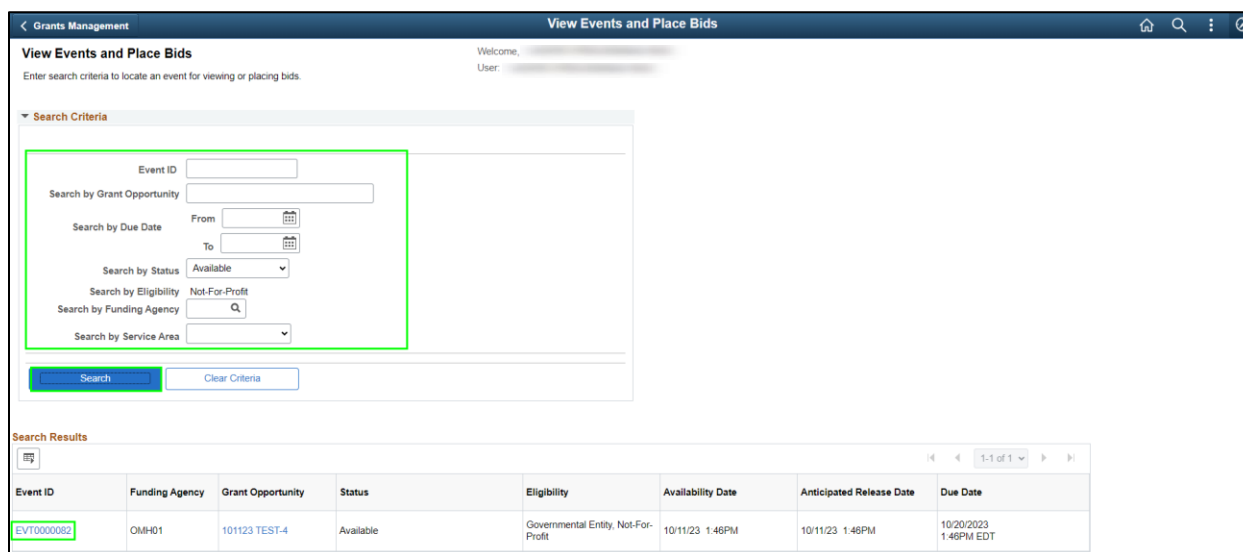



Step	Action
1.	<p>Preferred Navigation: Click the Grant Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Manage Events and Place Bids > View Events and Place Bids</p>  <p>Note: You must log in to the SFS Vendor Portal to respond to a bid event.</p>

SFS Handbook: Grantee Processing in SFS

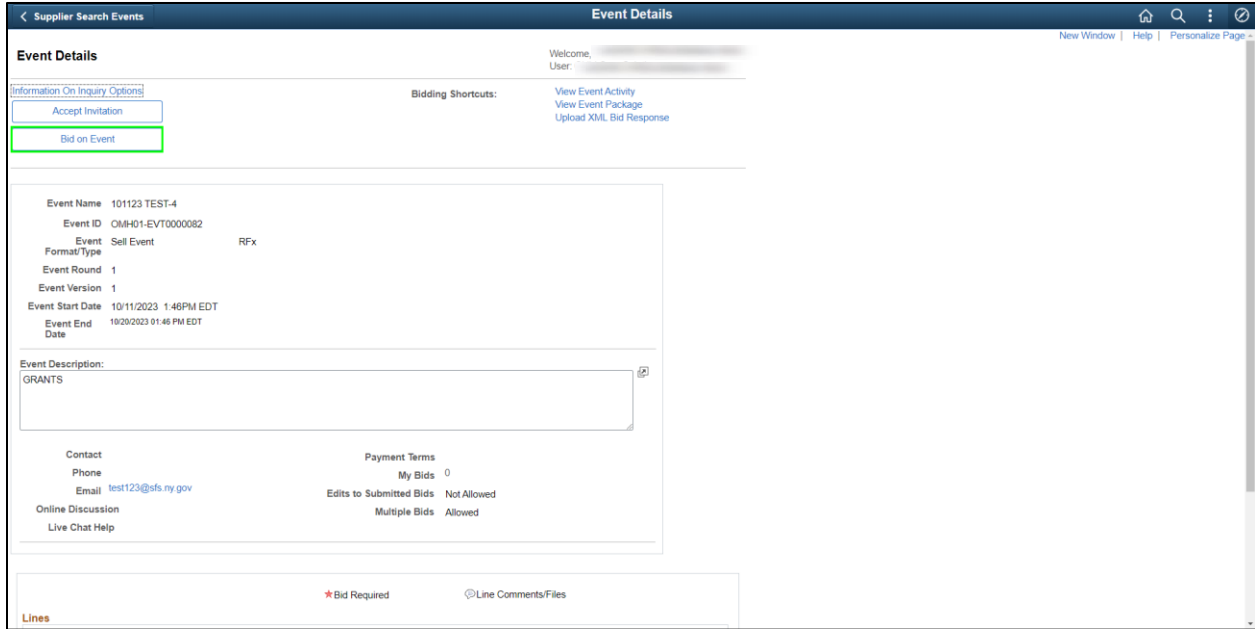


Step	Action
2.	Click the Bid Event Search tile.

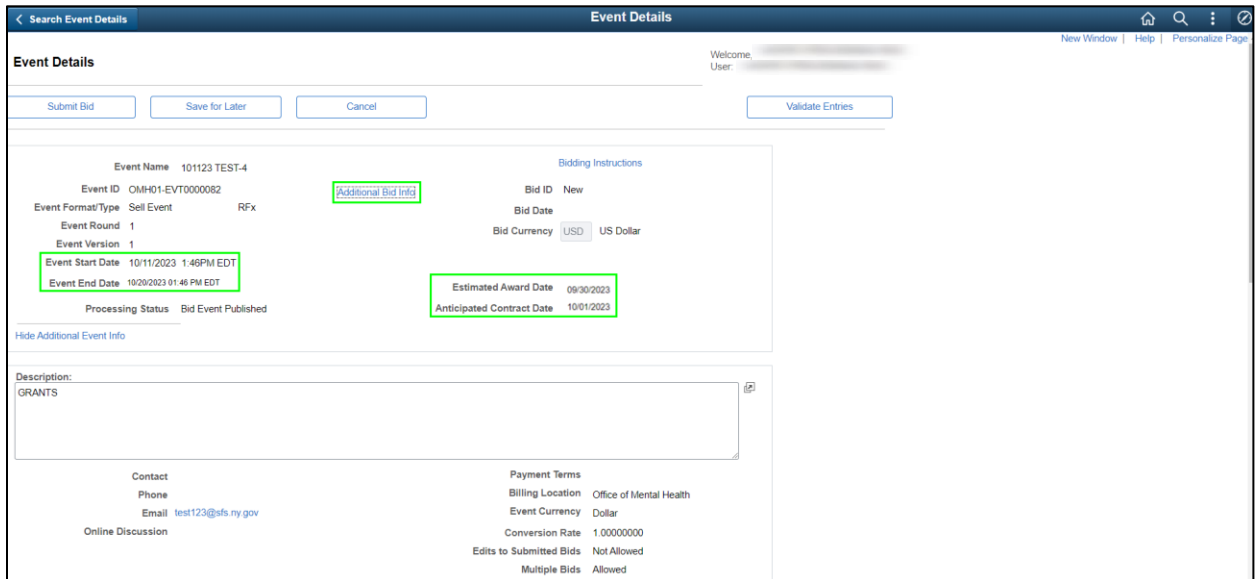
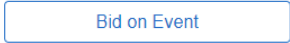


Step	Action
3.	Enter the applicable search criteria in the Search Criteria fields. In this example, we will select the Search by Status field drop-down list and click Available from the list.
4.	Click the Search button. 
5.	Click an Event ID link to initiate a bid response.

SFS Handbook: Grantee Processing in SFS



Step	Action
6.	Click the Bid on Event button.



Step	Action
7.	Review the Event Start, Event End Date, Estimated Award Date, Anticipated Contract Date fields.

SFS Handbook: Grantee Processing in SFS

8.	Click the Additional Bid Info link.
----	--

Additional Bid Response fields

Additional Bid Response Info

Organization Type	Not-For-Profit	<input type="checkbox"/> Letter of Intent
Taxpayer Identification Number	[REDACTED]	Questions & Answers Post Type
Bidders Conference Application	Workshop	Provide a Link
Contract Type	Fixed	Questions & Answers Link
Length		Questions and Answers Upload
Narrative	N/A	Questions and Answers Narrative
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Q&A"/>

Step	Action
9.	Review the Additional Bid Info . Click the OK button to return to the Event Details page.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

Lines

🔍
1-1 of 1
View All

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	No Bid	Your Total Bid Price	
1	1		LINE 1	EA	<input style="width: 50px;" type="text"/>	<input type="checkbox"/>		Bid 🗨

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

Step	Action
10.	Select the Events Comments and Attachments link, located at the bottom of the page, to view any instructions, attachments and/or comments. You may need to scroll to see this link.

SFS Handbook: Grantee Processing in SFS

Event Comments and Attachments

[Help](#)

Business Unit: OMH01 Event ID: EVT0000082 Event Round: 1 Event Version: 1

Attachments

[View Event Attachments](#) ?

1-1 of 1

Attached File	Attachment Description	Event RFx Doc	Upload	View
		<input type="checkbox"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>

[Add New Attachments](#) ?

1-2 of 2

Attached File	Attachment Description	Upload	View	
Instructions_document.pdf	<input type="text"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments Delete
Reporting_Template.pdf	<input type="text"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments Delete

Comments

[Add New Comments](#) ?

Please review attached instructions before responding to bid event.

Step	Action
11.	Click the OK button after viewing the instructions, attachments, and comments.

Event Details

Event Name: 101123 TEST.4

Event ID: OMH01:EVT0000082

Event Format Type: Self Event

Event Round: 1

Event Version: 1

Event Start Date: 10/11/2023 1:45PM EDT

Event End Date: 10/29/2023 01:45 PM EDT

Processing Status: Bid Event Published

[Bidding Instructions](#)

Additional Bid Info

Bid ID: New

Bid Date:

Bid Currency: USD - US Dollar

Estimated Award Date:

Anticipated Contract Date:

[Hide Additional Event Info](#)

Description: GRANTS

Contact

Phone:

Email: test123@sfs.ny.gov

[Online Discussion](#)

Payment Terms

Billing Location: Office of Mental Health

Event Currency: Dollar

Conversion Rate: 1.00000000

Edits to Submitted Bids: Not Allowed

Multiple Bids: Allowed

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	1	DUNS Number	<input type="text"/>
Required Questions	1	Organization Website	<input type="text"/>
Questions Responded To	0		

Site/Project Address

Bidder Contact Information

Name:

Telephone:

Email:

SFS Handbook: Grantee Processing in SFS

Step	Action
12.	Use the scrollbar to navigate to the Step 1: Answer General Event Questions section.
13.	If applicable, enter your Organization Website in the Organization Website field. This field is optional and not required.
14.	Under the Bidder Contact Information , enter the following information: <ul style="list-style-type: none"> • Name • Telephone • Email <p>Note: The contact listed should be the person/people within the NFP who can be contacted with questions about the bid response</p>
15.	Click the Site/Project Address link.

Bid Response address fields ×

[Help](#)

Site/Project Address
🔍
|
⏪
⏩
1 of 1
⏪
⏩
| View All

+
-

Address Line 1

Address Line 2

City

Postal Code

State

OK
Cancel

Step	Action
16.	Enter Address Details , including the following information: <ul style="list-style-type: none"> • Address Line 1 • Address Line 2 (if applicable) • City • Postal Code

SFS Handbook: Grantee Processing in SFS

Step	Action
	<ul style="list-style-type: none"> • State <p>Note: The Site/Project Address is where the grant will be used, or funds will be spent.</p>
17.	When you have finished entering address details, click the OK button.

The screenshot shows the 'Event Details' page with a section for 'Event Questions'. There are two questions listed:

- Question 1:** "Applicant must be a 501c3 organization to apply". It is marked as "Required" (red star) and "Ideal Response Required" (red star with exclamation mark). The response is a dropdown menu currently set to "Yes".
- Question 2:** "Describe why your organization is qualified to implement the proposed program model outlined in Section III Program Model Description. Include both quantitative and qualitative evidence to address this question and experience with engaging with PWUD and priority population(s)". It is also marked as "Required". The response is a text area containing "My organization is qualified because...".

Step	Action
18.	<p>Review and respond to Event Questions. Those that are flagged as Required (*) must be responded to in order to submit a bid response.</p> <p>Note: The ability to add a Comment/Attachment will vary based on the question.</p>

SFS Handbook: Grantee Processing in SFS

Step	Action
19.	Click the Save for Later button.

The bid is not complete. (18058,342)

If you would like to save your bid for submittal at a later time, select "OK". If not, select "Cancel" to return to the bid response pages so that you can continue editing your bid.

Step	Action
20.	In the resulting popup, click the OK button to save your progress.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1
 Lines Responded To: 0
 Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

Lines

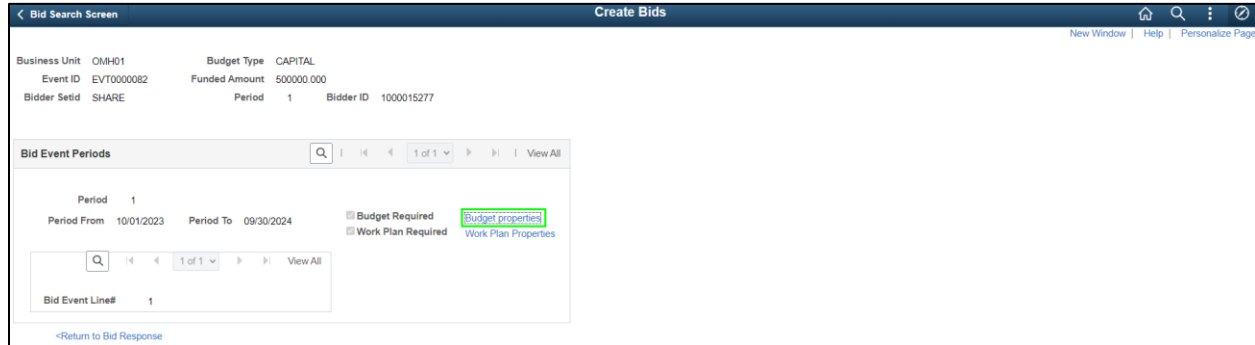
🔍 [Search] 1-1 of 1 View All

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price
1	Period Details-1		Line 1	EA	<input type="text"/>	<input type="text"/>

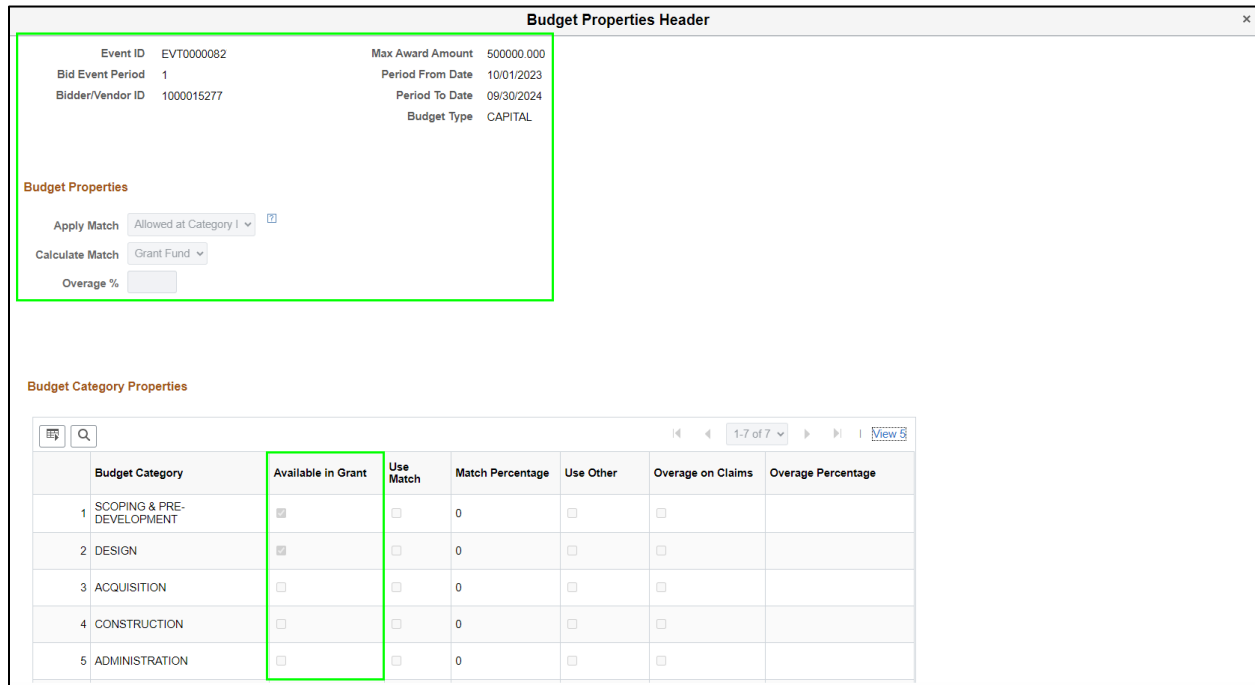
Step	Action
------	--------

SFS Handbook: Grantee Processing in SFS

21.	<p>Scroll to the bottom of the page. Under the Lines section, click the Period Details - 1 link under the Period column to access budget and work plan information.</p>
-----	---



Step	Action
22.	Click the Budget properties link.



Step	Action
23.	Review the Budget Header Information . This section was completed by the agency.
24.	Review Budget Category Property section (including Narrative), noting which rows have Available in Grant checked.

SFS Handbook: Grantee Processing in SFS








Note: This section was completed by the agency to help the grantee understand which Budget Category(s) require a response. Grantees will need to scroll down to view the sections they are responsible for updating.

Budget Properties Header

Narrative


Period Budget Summary

1-7 of 7

Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1 SCOPING & PRE-DEVELOPMENT	0.00	0.00	0	0	0.00	0.00	
2 DESIGN	0.00	0.00	0	0	0.00	0.00	
3 ACQUISITION	0.00	0.00	0	0	0.00	0.00	
4 CONSTRUCTION	0.00	0.00	0	0	0.00	0.00	
5 ADMINISTRATION	0.00	0.00	0	0	0.00	0.00	
6 WORKING CAPITAL/RESERVES	0.00	0.00	0	0	0.00	0.00	
7 OTHER	0.00	0.00	0	0	0.00	0.00	

Sub Totals

Grants Funds	0.00	Match % Calc	0.00
Match Funds	0.00	Other Funds	0.00
Total	0.00		

Step	Action
25.	<p>Under the Period Budget Summary section, click on View All icon to show all budget categories.</p> <p>In this example, we will enter budget information for the Scoping & Pre-development and Design budget categories.</p>
26.	<p>Under the Period Budget Summary section, click on Category Details icon for the Scoping & Pre-development budget category.</p>  <p>Note: Where the icon cannot be clicked, the agency has not checked the Available in Grant checkbox above.</p>

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x
Category Details

[Help](#)

Budget Type CAPITAL Match % Required

Budget Category SCOPING & PRE-DEVELOPMENT

Category Details

☰
🔍
1-1 of 1
▶
View All

	Type/Description	Grant Funds	Match Funds	Match %	Other funds
1	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>			

Category Totals

Cumulative Grant Funds 0.00

Cumulative Match Funds 0.00

Cumulative Other Funds 0.00



Cumulative Category Details Totals 0.00

Narrative

OK
Cancel

Step	Action
27.	Leave the Type/Description field blank.
28.	Enter the applicable value into the Grant Funds field. In this example, we will enter 10,000 in the Grant Funds field.
29.	Enter the applicable value into the Match Funds field. In this example, we will leave this field blank.
30.	Enter the applicable value into the Other Funds field. Note: This field may be greyed out if it was not selected on the bid event; if greyed out, move on to the next step.
31.	Enter the applicable value into the Narrative field. Note: The narrative could be additional information for the agency or could be used to summarize the changes you made. In this example, we will leave this field blank.

SFS Handbook: Grantee Processing in SFS

32.	Click the OK button. 
33.	Under the Period Budget Summary section, click on Category Details icon for the Design budget category.
34.	Leave the Type/Description field blank.
35.	Enter the applicable value into the Grant Funds field. In this example, we will enter 10,000 in the Grant Funds field.
36.	Enter the applicable value into the Match Funds field. In this example, we will leave this field blank.
37.	Enter the applicable value into the Other Funds field. Note: This field may be greyed out if it was not selected on the bid event; if greyed out, move onto next step.
38.	Enter the applicable value into the Narrative field. Note: The narrative could be additional information for the agency or could be used to summarize the changes you made. In this example, we will leave this field blank.
39.	Click the OK button. 

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Budget Properties Header

Narrative

Period Budget Summary

	Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1	SCOPING & PRE-DEVELOPMENT	10000.00	0.00	0	0	0.00	10000.00	
2	DESIGN	10000.00	0.00	0	0	0.00	10000.00	
3	ACQUISITION	0.00	0.00	0	0	0.00	0.00	
4	CONSTRUCTION	0.00	0.00	0	0	0.00	0.00	
5	ADMINISTRATION	0.00	0.00	0	0	0.00	0.00	
6	WORKING CAPITAL/RESERVES	0.00	0.00	0	0	0.00	0.00	
7	OTHER	0.00	0.00	0	0	0.00	0.00	

Sub Totals

Grants Funds	20000.00	Match % Calc	0.00
Match Funds	0.00	Other Funds	0.00
Total	20000.00		

[Back](#) [Save](#)

Step	Action
40.	Click the Save button.
41.	Click the Back button.

Create Bids

Business Unit: OMI-H01 Budget Type: CAPITAL
 Event ID: EV70000082 Funded Amount: 500000.000
 Bidder SetId: SHARE Period: 1 Bidder ID: 1000015277

Bid Event Periods

Period: 1
 Period From: 10/01/2023 Period To: 09/30/2024

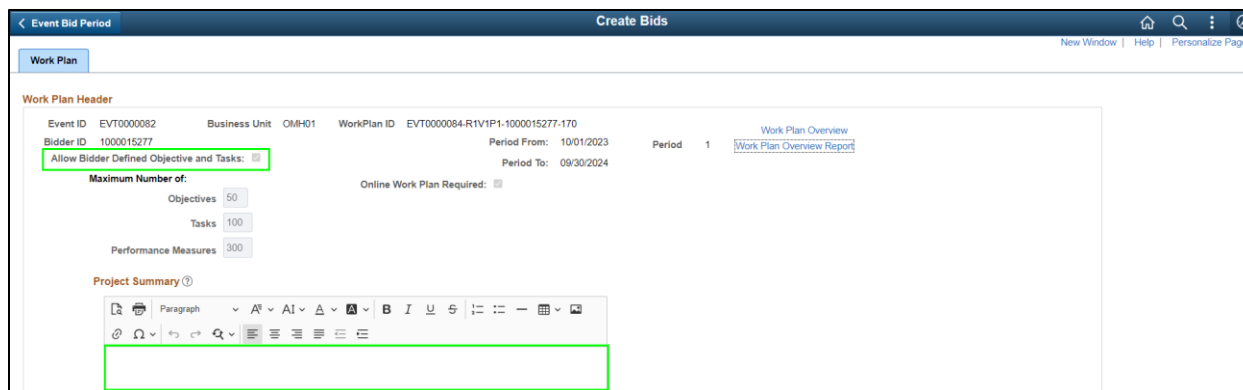
Budget Required [Budget properties](#)
 Work Plan Required [Work Plan Properties](#)

Bid Event Line# 1

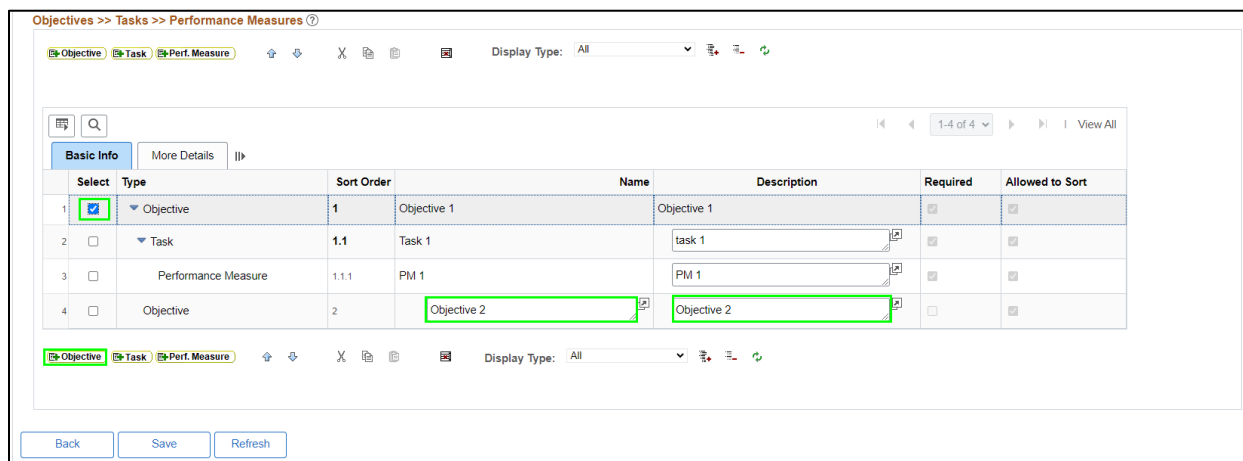
[Return to Bid Response](#)

Step	Action
42.	Click the Work Plan Properties link.

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Step	Action
43.	Review the Work Plan Header information and verify the Allow Bidder Defined Objectives and Tasks is selected.
44.	Note: If the Allow Bidder Defined Objectives & Tasks box is checked and the Maximum Number of Objectives, Tasks, and Performance Measures have not already been entered, then you can add new objective, tasks, and performance measures if needed.
45.	Enter the applicable value into the Project Summary field.



Step	Action
46.	In this example, we will add additional rows in the Objectives >> Tasks >> Performance Measures section. Note: The First Objective with the underlying Task and Performance Measure in the list was entered by the agency. Click on the Objective row to add additional objectives.
47.	Click the + Objective button.
48.	On the Objective row, enter the applicable value in the Name field.
49.	On the Objective row, enter the applicable value in the Description field.

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Objectives >> Tasks >> Performance Measures ?

Objective Task Perf. Measure Display Type: All

1-5 of 5 View All

Select	Type	Sort Order	Name	Description	Required	Allowed to Sort
<input type="checkbox"/>	Objective	1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Objective	2	Objective 2	Objective 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	2.1	Task 2	Task 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Objective Task Perf. Measure Display Type: All

Back Save Refresh

Step	Action
50.	Select the Objective row where the task will be added.
51.	Click + Task button.
52.	On the Task row, enter the applicable value in the Name field.
53.	On the Task row, enter the applicable value in the Description field.

Objectives >> Tasks >> Performance Measures ?

Objective Task Perf. Measure Display Type: All

1-6 of 6 View All

Select	Type	Sort Order	Name	Description	Required	Allowed to Sort
<input type="checkbox"/>	Objective	1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Objective	2	Objective 2	Objective 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	2.1	Task 2	Task 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	2.1.1	PM 2	PM 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Objective Task Perf. Measure Display Type: All

Back Save Refresh

Step	Action
54.	Select the Task row where the performance measure will be added.
55.	Click + Performance Measure button.
56.	On Performance Measure row, enter the applicable value in the Name field.

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Step	Action
57.	On Performance Measure row, enter the applicable value in the Description field.

Objectives >> Tasks >> Performance Measures

Objective Task Perf. Measure Display Type: All

1-6 of 6 View All

Select	Type	Sort Order	Name	Description	Required	Allowed to Sort
<input type="checkbox"/>	Objective	1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Objective	2	Objective 2	Objective 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Task	2.1	Task 2	Task 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	2.1.1	PM 2	PM 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Objective Task Perf. Measure Display Type: All

Back Save Refresh

Step	Action
58.	Click the arrow to the right of the More Details tab to expand the view and see all fields.

Event Bid Period Create Bids

Performance Measures

Perf. Measure Display Type: All

Sort Order	Name	Description	Required	Allowed to Sort	Allow Performance Measure	Perf Measure Response Type	Numeric (Target/Goal)
1	Objective 1	Objective 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
1.1	Task 1	task 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
1.1.1	PM 1	PM 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numeric	
2	Objective 2	Objective 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2.1	Task 2	Task 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2.1.1	PM 2	PM 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numeric	100

Perf. Measure Display Type: All

Back Save Refresh

Step	Action
59.	<p>Note: Available Performance Measure options are:</p> <ul style="list-style-type: none"> Attachment Date

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Step	Action
	<ul style="list-style-type: none"> Numeric Text/Comment Yes/No <p>In this example, on the Performance Measure row, we will select the Performance Measure Response Type drop-down list and select the Numeric option.</p>
60.	<p>Enter the applicable value into the Numeric (Target/Goal) field.</p> <p>In this example, we will enter 100 in the Numeric (Target/Goal) field.</p>
61.	Click the Save button.
62.	Click the Back button.

The screenshot shows the 'Create Bids' interface. At the top, it displays event details: Business Unit (OMH01), Budget Type (CAPITAL), Event ID (EVT0000082), Funded Amount (500000.000), Bidder Setid (SHARE), Period (1), and Bidder ID (1000015277). Below this, there are sections for 'Bid Event Periods' and 'Bid Event Line#'. A green box highlights a link labeled '-Return to Bid Response' at the bottom left of the interface.

Step	Action
63.	Click the Return to Bid Response link.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1
 Lines Responded To: 0
 Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Lines

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price
1	Period Details -1		Line 1	EA	20000	

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

SFS Handbook: Grantee Processing in SFS

Step	Action
64.	<p>Note: The amount entered in the Your Unit Bid Price field must equal the total Grant Funds Requested amount for the period, in order to submit the bid response.</p> <p>In this example, we will enter 20,000 in the Your Unit Bid Price field.</p>
65.	When you are ready to submit your bid response, click the Submit Bid button.

Are you done making changes and would like to post this bid? (18058,398)

Warning: Response may NOT be edited after posting. If you are not planning to make anymore changes to this bid press "Yes", otherwise press "No" and choose "Save For Later".

Step	Action
66.	In the resulting popup, click the Yes button to confirm you would like to submit the bid.
67.	You have successfully completed the Respond to Bid Event Capital Budget Types topic.

Using the Match Worksheet for a Bid Response

Topic Description:

This topic provides the knowledge and skills to use the Match Worksheet for a Bid Response. The Match Worksheet allows grantees to provide details on budget amounts that have been entered. The ability to use the Match Worksheet will vary based on the agency.

Topic Objectives:

In this topic, you will learn:

- How to use the Match Worksheet for a Bid Response

SFS role(s) required to perform this task:

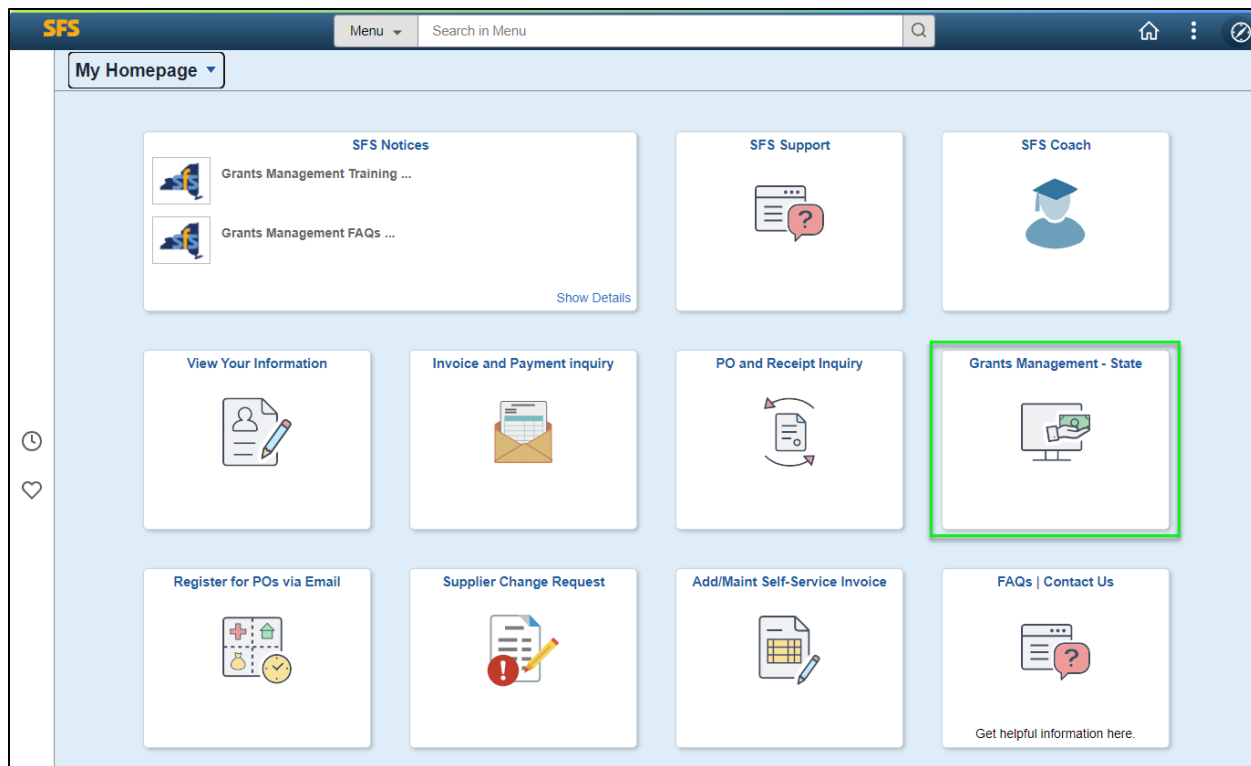
- Bid Response Initiator (NY_GM_VENDOR_EVENT_INITIATE)
 - **Note:** This role allows you to initiate a bid response to a bid event but not submit the bid response to the agency.
- Bid Response Submitter (NY_GM_VENDOR_EVENT_SUBMIT)
 - **Note:** This role allows you to both initiate a bid response and submit a bid response to the agency.


Procedure

Scenario: You have a bid response already saved and in process. You will use the match worksheet to provide details on the budget amounts that have already been entered.

SFS Handbook: Grantee Processing in SFS

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



Step	Action
1.	<p>Preferred Navigation: Click the Grant Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Manage Events and Place Bids > View Events and Place Bids</p>  <p>Note: You must log in to the SFS Vendor Portal to respond to a bid event.</p>



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Step	Action
2.	Click the Bid Event Search tile.

Search Criteria

Event ID

Search by Grant Opportunity

Search by Due Date From To

Search by Status


Search by Eligibility

Search by Funding Agency

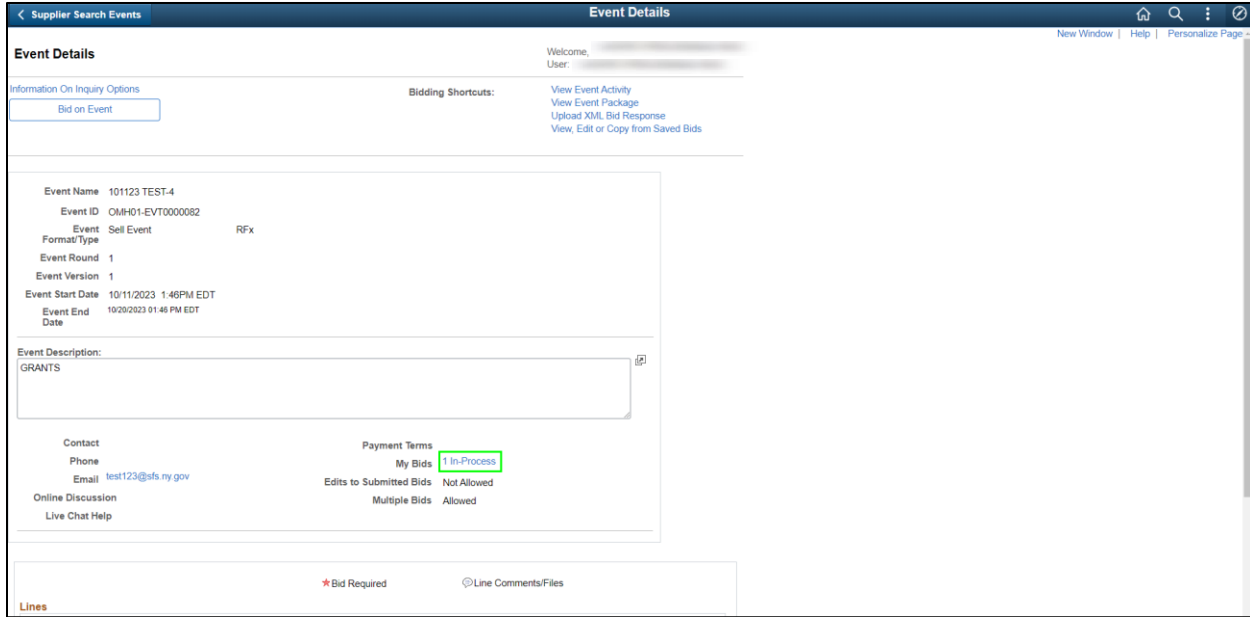
Search by Service Area

Search Results

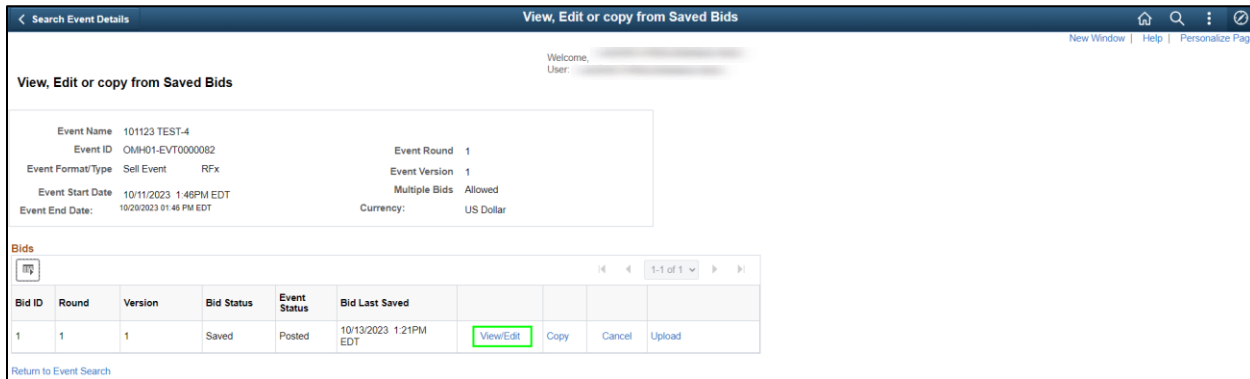
Event ID	Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date	Anticipated Release Date	Due Date
EVT0000082	OMH01	101123 TEST-4	Available	Governmental Entity, Not-For-Profit	10/11/23 1:46PM	10/11/23 1:46PM	10/20/2023 1:46PM EDT

Step	Action
3.	Enter the applicable search criteria in the Search Criteria fields. In this example, select the Search by Status field drop-down list and click Available from the list.
4.	Click the Search button. 
5.	Click an Event ID link to update an in-process bid response. In this example, we will click the Bid Event EVT0000082 link to update a bid response.

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Step	Action
6.	Click on My Bids In Process link to view your in-process response to this bid event.



Step	Action
7.	Click the View/Edit link for the applicable bid response you want to view and update.

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Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

Lines

Line	Period	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price
1	Period Details -1		Line 1	EA	<input type="text"/>	

Step	Action
8.	Scroll to the bottom of the page of the existing bid response. Under the Lines section, click the Period Details -1 link under the Period column to access budget and work plan information for this bid response.

Bid Search Screen **Create Bids**

Business Unit: OMH01 Budget Type: EXPENDITURE
 Event ID: EVT0000082 Funded Amount: 500000.000
 Bidder Setid: SHARE Period: 1 Bidder ID: 1000015277

Bid Event Periods

Period: 1
 Period From: 10/01/2023 Period To: 09/30/2024
 Budget Required [Budget properties](#)
 Work Plan Required [Work Plan Properties](#)

Bid Event Line# 1

[Return to Bid Response](#)

Step	Action
9.	Click the Budget Properties link.

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Budget Properties Header

[Help](#)

Event ID: EVT0000082	Max Award Amount: 500000.000
Bid Event Period: 1	Period From Date: 10/01/2023
Bidder/Vendor ID: 1000015277	Period To Date: 09/30/2024
	Budget Type: EXPENDITURE

Budget Properties

Apply Match: Allowed at Category 1

Calculate Match: Grant Fund

Include Match Worksheet [Match Worksheet](#)

Budget Category Properties

Budget Category	Available in Grant	Use Match	Match Percentage	Use Other	Overage on Claims	Overage Percentage
1 SALARY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	
2 FRINGE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	
3 CONTRACTUAL	<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	
4 TRAVEL	<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	

Step	Action
10.	Click the Match Worksheet link.

Include Match Worksheet

[Help](#)

Include Match Worksheet

Source of Matching Funds	Describe Match source	Form of Documentation Required	Match Total
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Match Worksheet Detail Total 0.00
Budget Detail Match Total 0.00

Narrative:

Step	Action
11.	Enter applicable value in the Source of Match Funds field.

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Step	Action
12.	Click the Describe Match Source drop-down field and select the applicable value from the list. The options are: Federal , Local , Private , or State .
13.	Enter the applicable value into the Form of Documentation Required field.
14.	Enter the applicable match amounts in the Match Total field. Note: The sum of the Match Total amounts will equal the Match Worksheet Detail Total amount.
15.	Enter any applicable comments in the Narrative field. Note: The narrative could be additional information for the agency or could be used to summarize the changes you made.
16.	Click the OK button.
17.	Click the Save button and then click the Back button.
18.	Click the Return to Bid Response link.
19.	Click the Save for Later button.
20.	You have successfully completed the Using the Match Worksheet for a Bid Response topic.

Reviewing and Approving Grant Contracts

Lesson Description:

This lesson provides the knowledge and skills to review and approve grant contracts. This lesson also provides information on how to complete and submit progress reports for approval.

Progress reporting is a tool that measures the progress of the grant contract over its lifetime in SFS.

Lesson Objectives:

In this lesson, you will learn how to:

- Preview a Contract Agreement
- Review and Update Budget and Work Plan Information on a Contract
- Approve Contract Collaboration
- Apply Electronic Signature on a Contract Agreement
- Complete Performance Measures for a Progress Report and Submit a Progress Report for Agency Review
- Update and Re-submit a Returned Progress Report

Preview a Contract Agreement

Topic Description:

This topic provides the knowledge and skills to review a Contract Agreement.

SFS Handbook: Grantee Processing in SFS

Topic Objectives:

In this topic, you will learn:

- How to review a Contract Agreement

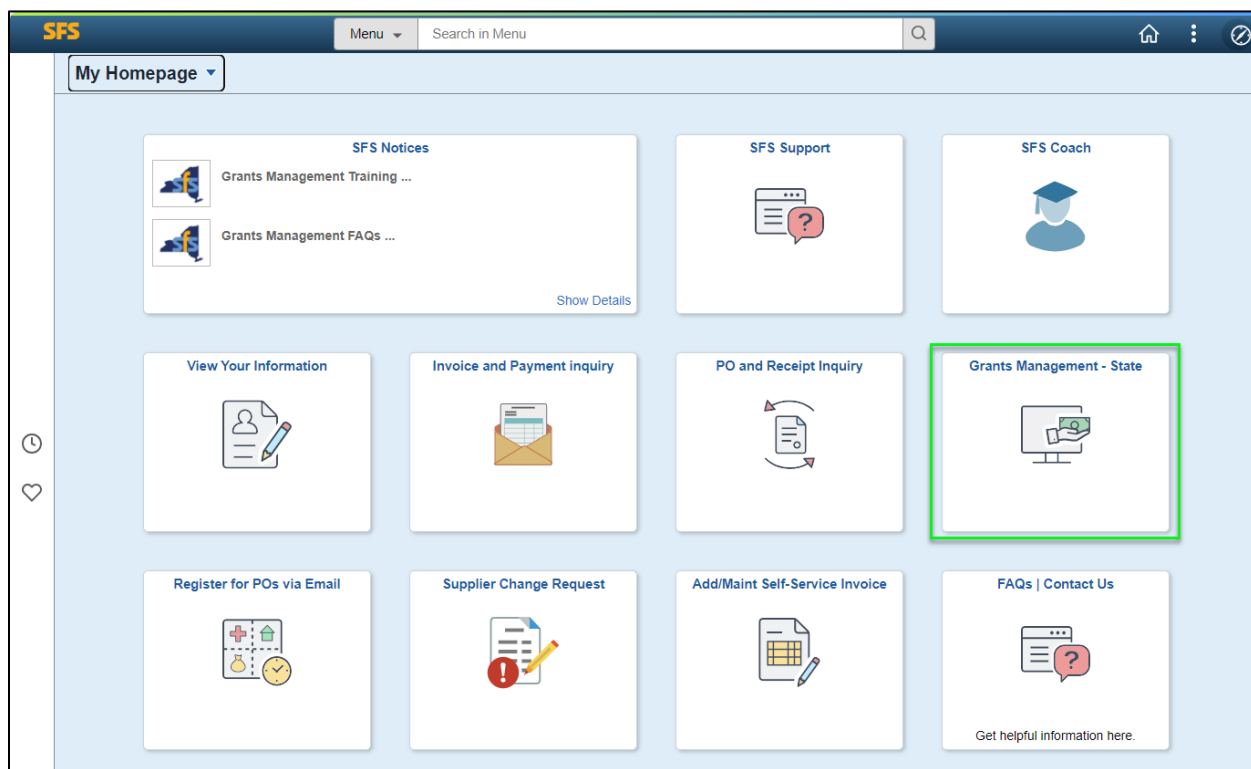
SFS role required to perform this task:

- Grants Contract Collaborator (NY_ES_SUPPLIER_CONTRACT_COLLAB)

Procedure

Scenario: You have been awarded a grant contract and would like to preview the grant contract before you take action on it. You will navigate to the Maintain Contract Documents page and click the View Document button.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

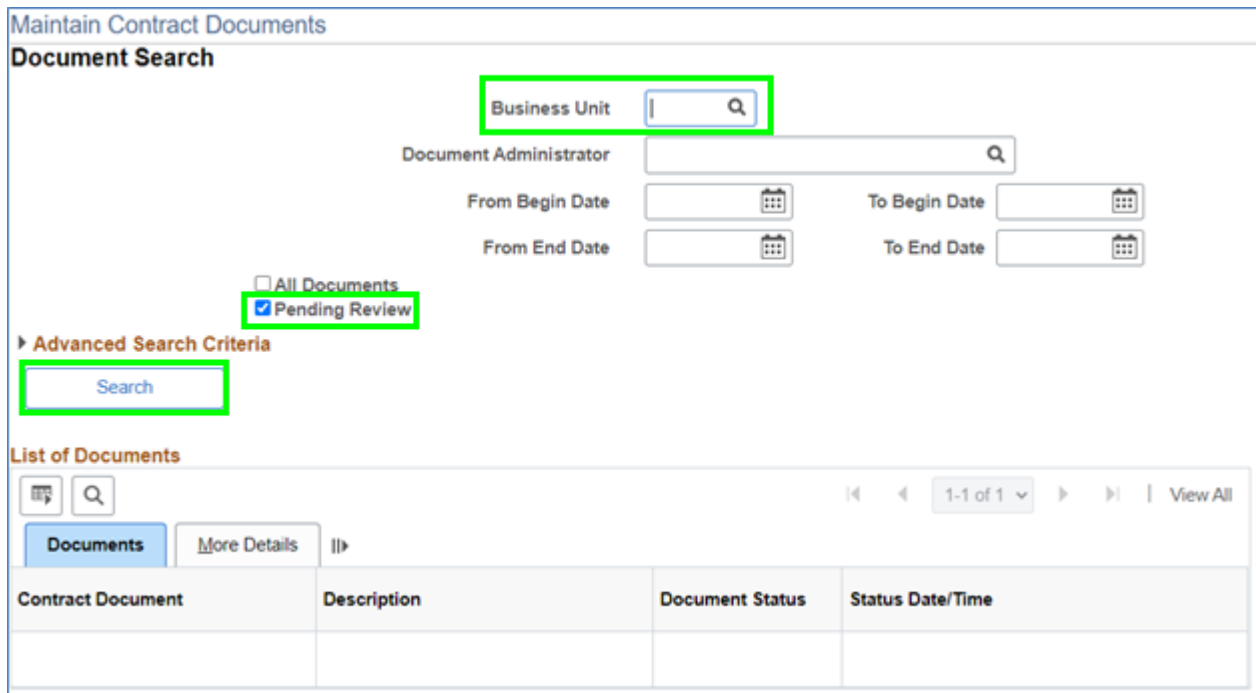


SFS Handbook: Grantee Processing in SFS



Step	Action
1.	<p>Preferred Navigation: Click the Grant Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Manage Contracts > Maintain Contract Documents</p> <p>Note: You must log in to the SFS Vendor Portal to view a grant contract.</p>



Step	Action
2.	Click the Grant Contracts Search tile.





SFS Handbook: Grantee Processing in SFS



Step	Action
3.	<p>Enter the agency's business unit into the Business Unit field or click the magnifying glass to search for the information.</p> <p>If you are unsure of the business unit for the State Agency you are doing business with, click the magnifying glass to view a list of business units and state agencies.</p>  <p>Note: If you do not know any criteria, you can leave the search criteria in the Document Search section blank.</p>
4.	<p>Verify the Pending Review checkbox is selected.</p> <p>Note: To view grant contracts that are pending review and grant contracts that have previously been approved, verify the All Documents checkbox is selected.</p>
5.	<p>Click the Search button.</p> 



Maintain Contract Documents

Document Search

Business Unit 

Document Administrator 





From Begin Date  To Begin Date 


From End Date  To End Date 

All Documents
 Pending Review

► **Advanced Search Criteria**

List of Documents

  1-10 of 12 |   | [View All](#)



Contract Document [⚡]	Description	Document Status	Status Date/Time
000000000000000000000000105387	OMH01-C12345GM-1040200	Pending Review	

Step	Action
6.	Click the applicable Contract ID from the search results.

SFS Handbook: Grantee Processing in SFS

Find Documents Documents

Begin Date 12/09/2022
 Expire Date 12/08/2025
 Document Status Pending Review
 Owner

Information Available for Review ⓘ

	Period Start Date	Period End Date	Period Amount	Budget Detail Period	Budget Detail Status	Budget Detail Review Date	Budget Period Mark as Reviewed	Work Plan Period	Workplan Detail Status
1	12/09/2022	12/08/2023	1,000,000	Period 1	In Process		<input type="checkbox"/>	Period 1	In Process
2	12/09/2023	12/08/2024	2,000,000	Period 2	New		<input type="checkbox"/>	Period 2	New

Comments History

Comments

Approve Deny Pushback

View Document

No Attachments/Related Documents Exist
 Send E-Mail
 View Executed Documents


Previous in List Next in List

Step	Action
7.	Click the View Document button to review the Contract Agreement document.

View Document

SFS Handbook: Grantee Processing in SFS

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE	
STATE AGENCY (Name & Address): Office of Mental Health 44 Holland Avenue Albany, NY 12229	BUSINESS UNIT/DEPT ID: OMH01 1100206 CONTRACT NUMBER: OMH01-00124GM-1100206 CONTRACT TYPE:
CONTRACTOR NAME: STAPLES INC	TRANSACTION TYPE: New
	PROJECT NAME:
CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID Number: 1000053985 Federal Tax ID Number:	CFDA NUMBER (Federally Funded Grants Only):
CONTRACTOR PRIMARY MAILING ADDRESS: PO BOX 415256 DEPT ROC BOSTON, MA 02241-5256 CONTRACTOR PAYMENT ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address CONTRACTOR MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address	CONTRACTOR STATUS: <input type="checkbox"/> For Profit <input type="checkbox"/> Municipality <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-For- Profit Charities Registration Number: Exemption Status/Code: <input type="checkbox"/> Sectarian Entity

Step	Action
8.	When you are finished reviewing the Contract Agreement document, click the Close (X) button. 
9.	You have successfully completed the Preview Contract Agreement topic.

Update Contract Period Budget and Work Plan Information and Complete Review of a Contract during Collaboration

Topic Description:

This topic provides the knowledge and skills to review and update budget and work plan information on a contract. This topic also shows how to complete the review of a contract during the collaboration phase. After grantee collaboration is complete, the contract will route back to the agency to complete the collaboration stage. Once the collaboration stage is complete, the contract will route to the grantee for signature.

Topic Objectives:

SFS Handbook: Grantee Processing in SFS

In this topic, you will learn:

- How to review and update the budget and work plan information on a contract
- How to complete review of a contract during collaboration

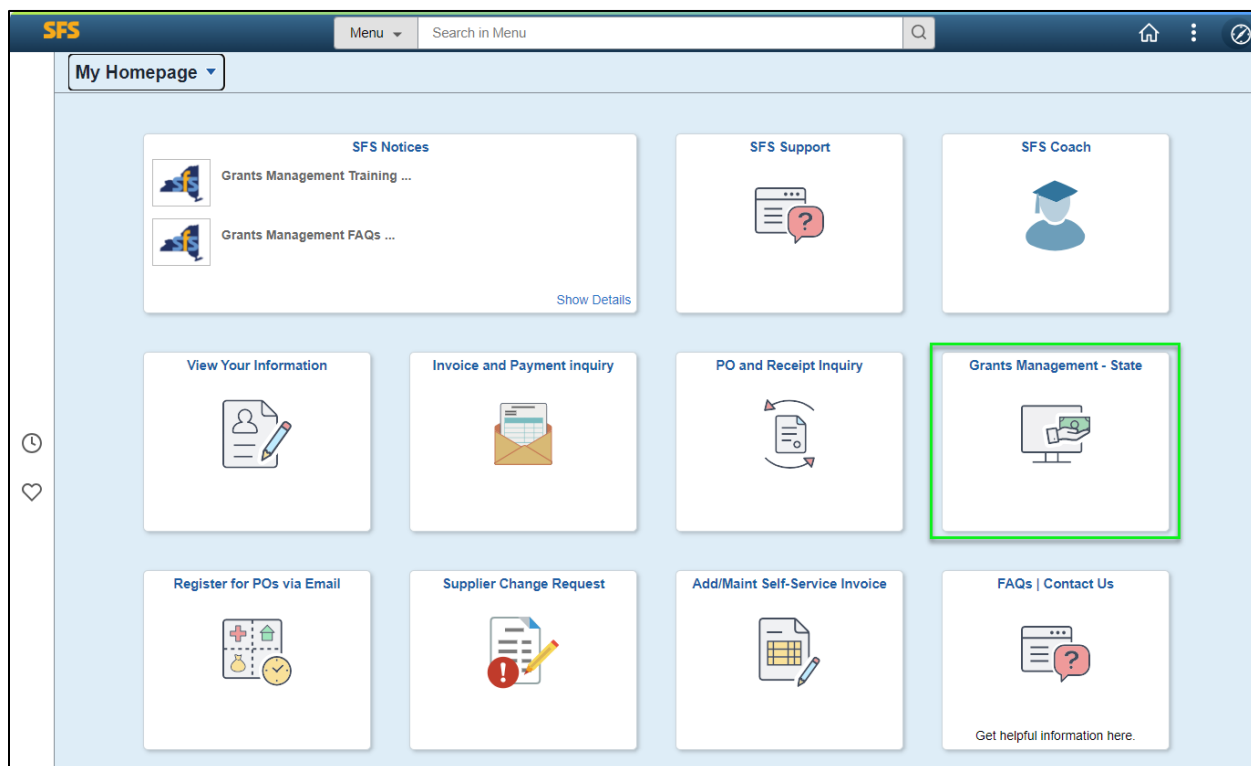
SFS role(s) required to perform this task:

- Grants Contracts Editor (NY_ES_VNDR_CNTRCT_CHANGE)
 - **Note:** This role allows you to make changes to a grant contract budget and work plan.
- Grants Contract Collaborator (NY_ES_SUPPLIER_CONTRACT_COLLAB)
 - **Note:** This role allows you to review and collaborate on a grant contract with the agency.

Procedure

Scenario: You have reviewed a Contract Agreement and determined that the budget and work plan information need to be updated. After updating the budget and work plan information, you will indicate your review is complete for the contract.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

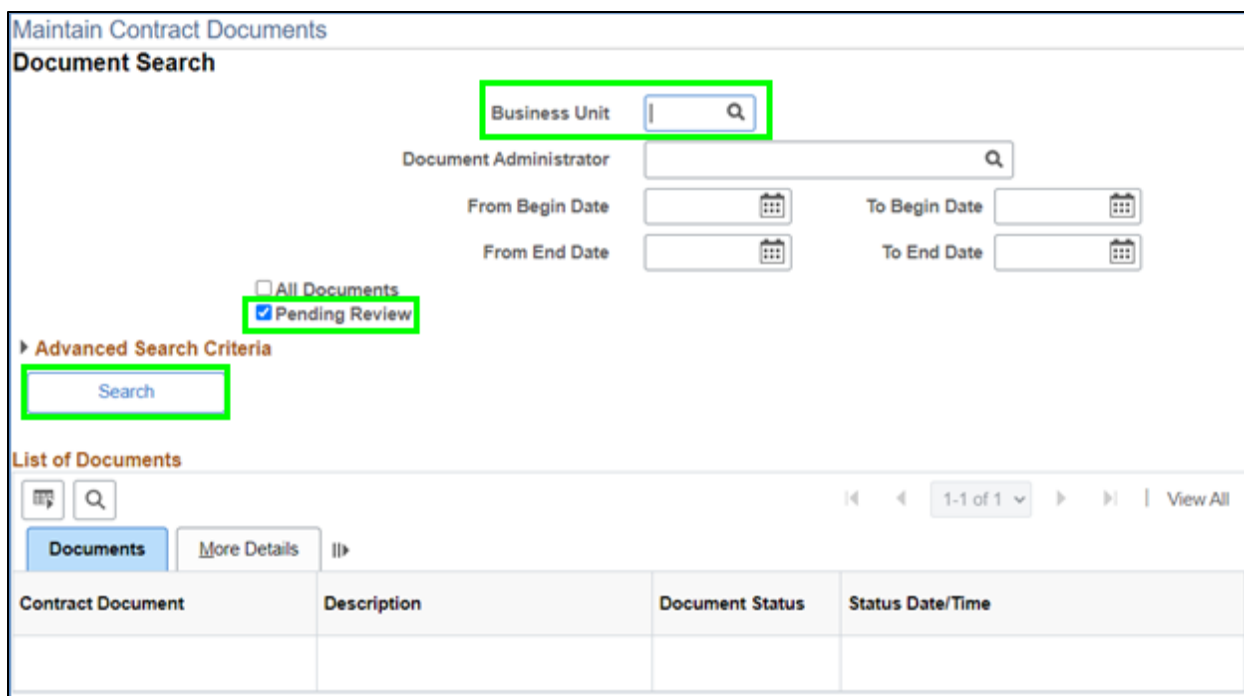


SFS Handbook: Grantee Processing in SFS

Step	Action
1.	<p>Preferred Navigation: Click the Grant Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Manage Contracts > Maintain Contract Documents</p> <p>Note: You must log in to the SFS Vendor Portal to update grant contract information.</p>




Step	Action
2.	Click the Grant Contracts Search tile.




Step	Action
3.	Enter the agency's business unit into the Business Unit field or click the magnifying glass to search for the information.


SFS Handbook: Grantee Processing in SFS



	<p>If you are unsure of the business unit for the State Agency you are doing business with, click the magnifying glass to view a list of business units and state agencies.</p> 
4.	Verify the Pending Review checkbox is selected.
5.	Click the Search button.



Maintain Contract Documents

Document Search

Business Unit 

Document Administrator 



From Begin Date  To Begin Date 

From End Date  To End Date 

All Documents
 Pending Review

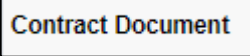
Advanced Search Criteria

List of Documents

  |<< 1-10 of 32 >>| [View All](#)

Documents More Details ||>

Contract Document	Description	Document Status	Status Date/Time
0000000000000000000000000000118077	OMH01-00180GM-1010215	Pending Review	

Step	Action
6.	<p>Click the applicable Contract ID link from the search results under the Contract Document column.</p> 

SFS Handbook: Grantee Processing in SFS

Contract ID 000000000000000000000000118077
 Description OMH01-00180GM-1010215
 Document Administrator DOE, JOHN
 Approval Start Date 08/28/2023 9:01AM
 Begin Date 08/18/2023
 Expire Date 07/07/2024
 Document Status Pending Review
 Owner

▼ Information Available for Review ⓘ

	Period Start Date	Period End Date	Period Amount	Budget Detail Period	Budget Detail Status	Budget Detail Review Date	Budget Period Mark as Reviewed	Work Plan Period	Workplan Detail Status	Work Plan Review Date	Workplan Period Mark as Reviewed
1	08/18/2023	07/07/2024	3,000,000	Period 1	In Process		<input type="checkbox"/>	Period 1	New		<input type="checkbox"/>

Comments History

Comments

No Attachments/Related Documents Exist
[Send E-Mail](#)
[View Executed Documents](#)

Step	Action
7.	Click the View Document button to review the Contract Agreement document if you want to view this information. You may need to scroll to see this button. Note: This is an optional step. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <input type="button" value="View Document"/> </div>

SFS Handbook: Grantee Processing in SFS

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

STATE AGENCY (Name & Address): Office of Mental Health 44 Holland Avenue Albany, NY 12229	BUSINESS UNIT/DEPT ID: OMH01 1100206 CONTRACT NUMBER: OMH01-00124GM-1100206 CONTRACT TYPE:
CONTRACTOR NAME: STAPLES INC	TRANSACTION TYPE: New
	PROJECT NAME:
CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID Number: 1000053985 Federal Tax ID Number:	CFDA NUMBER (Federally Funded Grants Only):
CONTRACTOR PRIMARY MAILING ADDRESS: PO BOX 415256 DEPT ROC BOSTON, MA 02241-5256 CONTRACTOR PAYMENT ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address CONTRACTOR MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address	CONTRACTOR STATUS: <input type="checkbox"/> For Profit <input type="checkbox"/> Municipality <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-For- Profit Charities Registration Number: Exemption Status/Code: <input type="checkbox"/> Sectarian Entity

Step	Action
8.	When you are finished reviewing the Contract Agreement document, click the Close (X) button.

SFS Handbook: Grantee Processing in SFS

Contract ID: 00000000000000000000118077
 Description: 06H01-00180GM-1010215
 Document Administrator: DOE, JOHN
 Approval Start Date: 06/28/2023 9:01AM
 Begin Date: 06/18/2023
 Expire Date: 07/07/2024
 Document Status: Pending Review
 Owner:

Information Available for Review ⓘ

Period Start Date	Period End Date	Period Amount	Budget Detail Period	Budget Detail Status	Budget Detail Review Date	Budget Period Mark as Reviewed	Work Plan Period	Workplan Detail Status	Work Plan Review Date	Workplan Period Mark as Reviewed
1 06/18/2023	07/07/2024	3,000,000	Period 1	In Process		<input type="checkbox"/>	Period 1	New		<input type="checkbox"/>

Comments History ⓘ

Comments

[Approve](#)
[Deny](#)
[Pushback](#)

[View Document](#)

No Attachments/Related Documents Exist
[Send E-Mail](#)
[View Executed Documents](#)

Step	Action
9.	Review comments in the Comments History field for any specific instructions from the agency prior to navigating to the budget/work plan pages.
10.	Click the applicable Period link under the Budget Detail Period heading to review and edit the budget period detail information.

SFS Handbook: Grantee Processing in SFS

Contract Period Budget

Copy from Contract Period

Available for Supplier Updates

Contract SetID: SHARE

Contract ID: 0000000000000000000000118077

Version #: 1

Budget Type: EXPENDITURE

Contract Period: 1

Period From Date: 08/18/2023

Period To Date: 07/07/2024

Period Amount 3,000.00

▼ Budget Properties

Apply Match: Allowed at Category Level

Calculate Match: ▼

Include Match Worksheet

Allow Supplier to Add Deliverable/Outcome Rows

Use Match











Match % 0.00

Step	Action
11.	<p>Note: When the Available for Supplier Updates option is selected, the grantee can update the budget information. When de-selected, the grantee can only view the budget information.</p>

SFS Handbook: Grantee Processing in SFS

▼ Period Budget Summary

1-10 of 10 | View 5

	Budget Category	Grant Funds Requested	Match Funds	Match Funds Calculated	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1	SALARY								
2	FRINGE								
3	CONTRACTUAL								
4	TRAVEL								
5	EQUIPMENT								
6	SPACE/PROPERTY RENT								
7	SPACE/PROPERTY OWN								
8	UTILITIES								
9	OPERATING EXPENSES								
10	OTHER								

Total Match Funds Calculated 0.00

Total Grant Funds Requested 0.00

Total Match Funds 0.00

Total Other Funds 0.00

Grand Total 0.00

OK Cancel Apply

Step	Action
12.	<p>Click the Category Details icon, located at the bottom of the page, associated to the budget category to update the budget category detail information. You may need to scroll to see these icons.</p> <p>Note: The Category Detail fields will vary based on the Budget Category.</p>

SFS Handbook: Grantee Processing in SFS

Category Details

Contract ID 000000000000000000000000118077	Contract Version 1
Budget Type EXPENDITURE	Contract Period 1
Budget Category FRINGE	Match % Required
	Match Worksheet

Category Details

☰ 🔍
1-1 of 1 View All

	Type/Description	Grant Funds	Match Funds	Match %	Other Funds	Total Funds		
1	<input style="width: 100%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>			<input style="width: 80%;" type="text"/>	+	-

Total Grant Funds	0.00
Total Match Funds	0.00
Total Other Funds	0.00
Category Details Totals	0.00

Narrative

OK
Cancel

Step	Action
13.	In this example, we are updating budget category detail information for the Fringe budget category and Expenditure budget type.
14.	Make the applicable updates to the budget category detail information. In this example, we are increasing the Grant Funds amount for the Fringe budget category, so the total grant funds requested for all the budget categories equals the period amount.
15.	The Narrative field should be used to provide additional details about the information entered for a specific budget category. In this example, we will enter Increased the grant funds amount so total grant funds requested equals the period amount in the Narrative field.
16.	Note: <ul style="list-style-type: none"> The above fields are only available when the Agency who collaborated on the contract has indicated that they are applicable for the contract. If this is not the case, these fields will be greyed out. The Total Funds will automatically calculate based on the sum of the Grant Funds, Match Funds, and Other Funds.
17.	When you are finished entering the Budget Category Detail information, click the OK button.

SFS Handbook: Grantee Processing in SFS

Contract Period Budget									
Budget Category	Grant Funds Requested	Match Funds	Match Funds Calculated	Match % Calculated	Match % Required	Other Funds	Total	Category Details	
1 SALARY	3,000.00	500.00				500.00	4,000.00		
2 FRINGE									
3 CONTRACTUAL									
4 TRAVEL									
5 EQUIPMENT									
6 SPACE/PROPERTY RENT									
7 SPACE/PROPERTY OWN									
8 UTILITIES									
9 OPERATING EXPENSES									
10 OTHER									

Total Match Funds Calculated	0.00	Total Grant Funds Requested	3,000.00
		Total Match Funds	500.00
		Total Other Funds	500.00
		Grand Total	4,000.00

Step	Action
18.	Click the Apply button to save your changes.
19.	Click the OK button to return to the Document Management page.

SFS Handbook: Grantee Processing in SFS

Contract ID: 0000000000000000118077
 Description: 06H01-00180GM-1010215
 Document Administrator: DOE, JOHN
 Approval Start Date: 06/28/2023 9:01AM
 Begin Date: 06/18/2023
 Expire Date: 07/07/2024
 Document Status: Pending Review
 Owner:

Information Available for Review ⓘ

Period Start Date	Period End Date	Period Amount	Budget Detail Period	Budget Detail Status	Budget Detail Review Date	Budget Period Mark as Reviewed	Work Plan Period	Workplan Detail Status	Work Plan Review Date	Workplan Period Mark as Reviewed
1 06/18/2023	07/07/2024	3,000,000	Period 1	In Process		<input type="checkbox"/>	Period 1	New		<input type="checkbox"/>

Comments History

Comments

Approve Deny Pushback

View Document

No Attachments/Related Documents Exist
 Send E-Mail
 View Executed Documents

Step	Action
20.	Click the applicable Period link under the Work Plan Period heading to review and edit the work plan information.

Work Plan Period

Grants Work Plan

Contract Work Plan

Work Plan Header

Available for Supplier Updates:

Contract ID: 0000000000000000118077 Supplier: SetID: SHARE Contract Version: 1 Work Plan ID: 0000000000000000118013-SHAREV1P1

Contract Period: 1 From: 06/18/2023 To: 07/07/2024 [Work Plan Overview](#)

Allow Supplier Defined Objective & Tasks: [Work Plan Overview Report](#)

maximum number of:

Objectives: 50
 Tasks: 100
 Performance Measures: 300

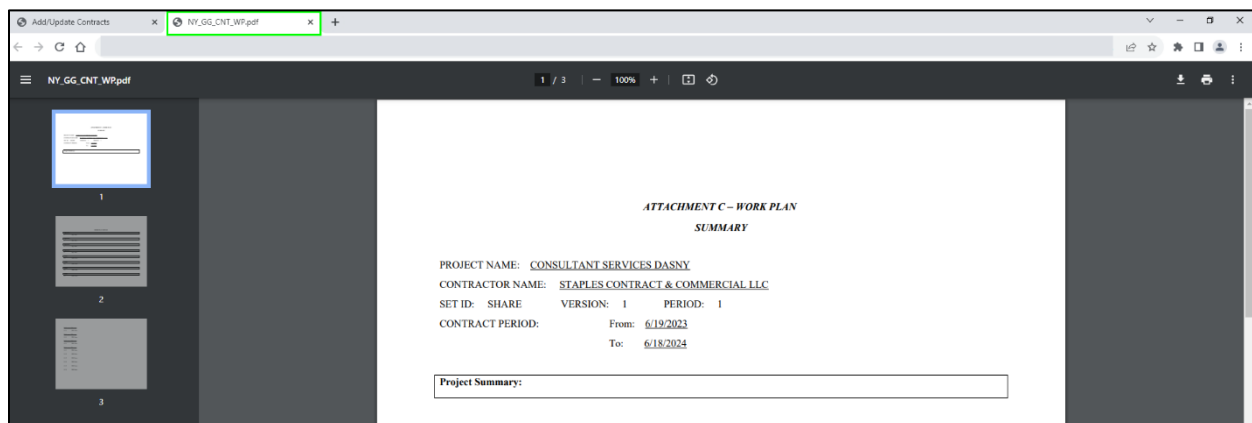
Online Work Plan Required:

Project Summary ⓘ

Paragraph AI A B I U S

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Step	Action
21.	Note: When the Available for Supplier Updates option is selected, the vendor can update the work plan information. When de-selected, the vendor can only view the work plan information.
22.	<p>If the Allow Supplier Defined Objectives & Tasks box located at the top of the page is checked and the Maximum Number of Objectives, Tasks, and Performance Measures have not already been entered, then you can add new objective, tasks, and performance measures if needed.</p> <p>Select the checkbox for the Objective, Task, and/or Performance Measure where the new objective, task, and/or performance measure will be inserted and then select the + Objective button to add a new objective.</p> <p>Select the + Task button to add a new task and select the + Perf Measure button to add a new performance measure. An objective must be inserted before a task can be inserted and a task must be inserted before a performance measure can be inserted.</p>
23.	<p>Click the Work Plan Overview Report link to view the work plan information in a PDF format, if you are interested in viewing this information.</p> <p>Note: This is an optional step.</p>



Step	Action
24.	When you are finished reviewing the Work Plan Overview Report document, click the Close (X) button.

SFS Handbook: Grantee Processing in SFS

Objectives >> Tasks >> Performance Measures ?

Objective Task Perf. Measure Display Type: All

Basic Info More Details

Select	Type	Sort Order	Name	Description	Required	Allowed to Sort
<input type="checkbox"/>	Objective	1	Obj1 name	obj1 desc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Task	1.1	task1 name	task1 desc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.1	PM1 name	PM1 desc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Performance Measure	1.1.2	PM2 name	PM2 desc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel Apply Refresh

Step	Action
25.	Click the More Details tab.

Objectives >> Tasks >> Performance Measures ?

Objective Task Perf. Measure Display Type: All

Basic Info More Details

Select	Type	Sort Order	Allow Performance Measure	Perf Measure Response Type	Numeric (Target/Goal)	Date	Text/Comment (Target/Goal)
<input type="checkbox"/>	Objective	1					
<input type="checkbox"/>	Task	1.1	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	Performance Measure	1.1.1		Date		09/18/2023	
<input type="checkbox"/>	Performance Measure	1.1.2		Numeric	100		

OK Cancel Apply Refresh

Step	Action
26.	In this example, we are updating the target value for the second performance measure. We will change the Numeric (Target/Goal) field to 50 .
27.	Click the Apply button to save any changes.
28.	Click the OK button to return to the Document Management page.

SFS Handbook: Grantee Processing in SFS

Approval Start Date 06/29/2023 9:01AM
 Begin Date 06/18/2023
 Expire Date 07/07/2024
 Document Status Pending Review
 Owner

Information Available for Review ⓘ

🔍

	Period Start Date	Period End Date	Period Amount	Budget Detail Period	Budget Detail Status	Budget Detail Review Date	Budget Period Mark as Reviewed	Work Plan Period	Workplan Detail Status	Work Plan Review Date	Workplan Period Mark as Reviewed
1	06/18/2023	07/07/2024	3,000,000	Period 1	In Process		<input checked="" type="checkbox"/>	Period 1	In Process		<input checked="" type="checkbox"/>

Comments History

Comments

Approve Deny Pushback

View Document Add Additional Attachments

View Executed Documents

Step	Action
29.	When you have finished reviewing the Budget Period information, select the Budget Period Mark as Reviewed checkbox to update the Budget Detail Status to Reviewed.
30.	When you have finished reviewing the Work Plan Period information, select the Work Plan Period Mark as Reviewed checkbox to update the Work Plan Detail Status to Reviewed.
31.	Enter any comments for the agency in the Comments field. Note: The Comments field could be used to summarize the changes you made.
32.	Note: <ul style="list-style-type: none"> To upload and attach documents to a contract, click the Add Additional Attachments link. Vendors can only add attachments to their contracts during collaboration.
33.	Click the Approve button to indicate your review is complete and to return the contract to the agency.

Mark as Reviewed checked (30001,1114)

Warning! Are you sure you want to mark this contract as reviewed? Once the contract is marked as reviewed, you will be unable to make any further updates and the NYS agency will be notified that this contract has been reviewed. Select Yes to continue with marking this contract as reviewed. Select No to cancel this action.

Yes No

SFS Handbook: Grantee Processing in SFS

Step	Action
34.	Click the Yes button to continue marking this contract as reviewed. Note: Click the No button to cancel this action.
35.	Note: <ul style="list-style-type: none">• If you want to return the contract back to the agency contract manager for updates, click the Deny button.• If you want to return the contract to the previous step in the workflow, click the Pushback button.
36.	You have successfully completed the Update Contract Period Budget and Work Plan Information and Complete Review of a Contract during Collaboration topic.

Apply an Electronic Signature to a Contract Agreement

Topic Description:

This topic provides the knowledge and skills to approve a contract and apply an electronic signature to a contract agreement.

Topic Objectives:

In this topic, you will learn how to:

- Approve a Contract
- Apply an Electronic Signature to a Contract Agreement

SFS role required to perform this task:

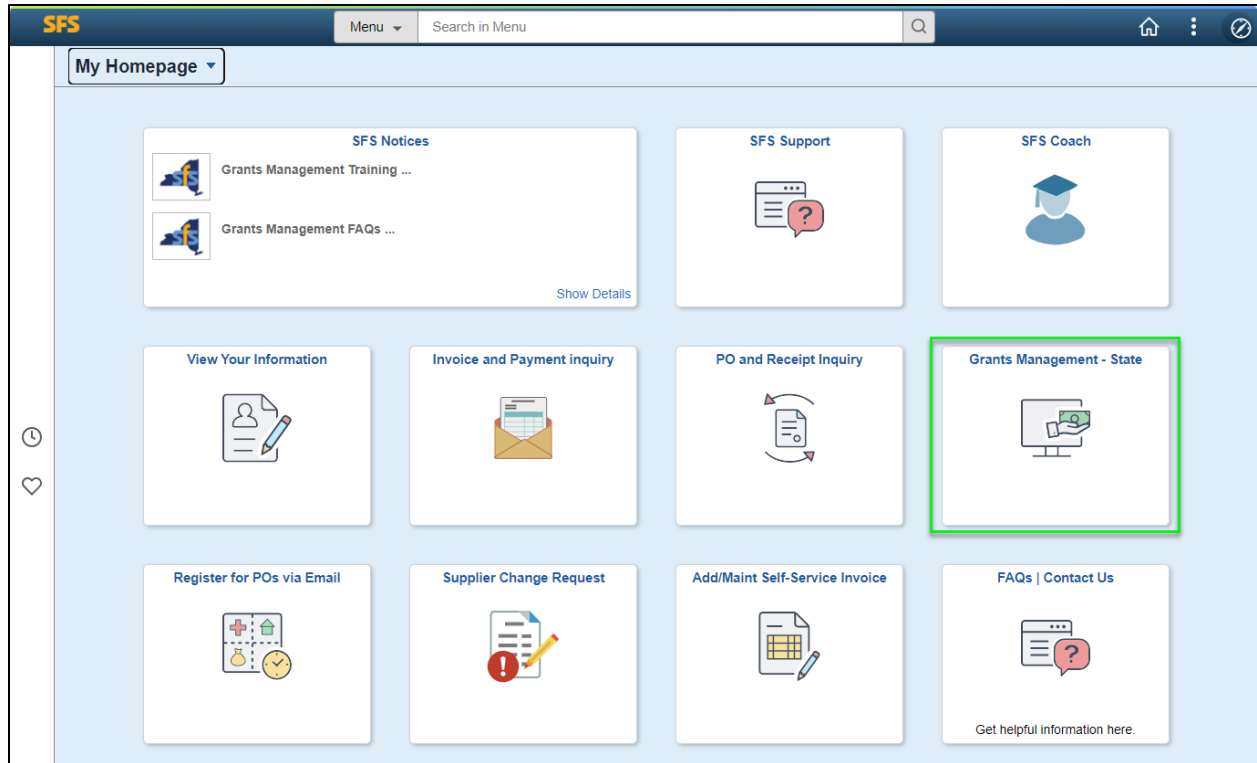
- Grants Contract Approver (NY_ES_SUPPLIER_CONTRACT_APPRVR)

Procedure

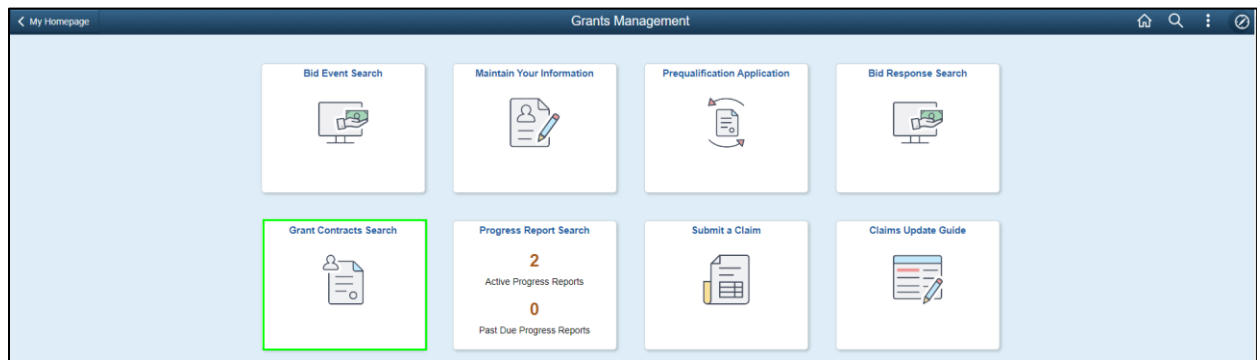
Scenario: You have been awarded a grant contract. You will view the contract agreement that is pending approval and then approve and sign the contract, so it routes to the agency for approval.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

SFS Handbook: Grantee Processing in SFS



Step	Action
1.	<p>Preferred Navigation: Click the Grant Management – State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Manage Contracts > Maintain Contract Documents</p> <p>Note: You must log in to the SFS Vendor Portal to approve a grant contract.</p>





Step	Action
2.	Click the Grant Contracts Search tile.



SFS Handbook: Grantee Processing in SFS



Maintain Contract Documents

Document Search

Business Unit 

Document Administrator 





From Begin Date  To Begin Date 


From End Date  To End Date 

All Documents
 Pending Review


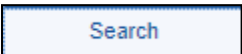
Advanced Search Criteria

List of Documents

  1-1 of 1   | View All



Contract Document	Description	Document Status	Status Date/Time

Step	Action
3.	<p>Enter the agency's business unit into the Business Unit field or click the magnifying glass to search for the information.</p> <p>If you are unsure of the business unit for the State Agency you are doing business with, click the magnifying glass to view a list of business units and state agencies.</p>  <p>Note: If you do not know any criteria, you can leave the search criteria in the Document Search section blank.</p>
4.	<p>To view grant contracts that are pending review and approval, verify the Pending Review checkbox is selected.</p> <p>Note: To view grant contracts that are pending review and grant contracts that have previously been approved, verify the All Documents checkbox is selected.</p>
5.	<p>Click the Search button.</p> 

SFS Handbook: Grantee Processing in SFS

Maintain Contract Documents

Document Search

Business Unit:

Document Administrator:

From Begin Date: To Begin Date:

From End Date: To End Date:

All Documents
 Pending Review

▶ **Advanced Search Criteria**

List of Documents

◀ ◀ 11-20 of 32 ▶ ▶ [View All](#)

Contract Document	Description	Document Status	Status Date/Time
00000000000000000000117721	OMH01-C00109GM-3650732	Pending Approval	

Step	Action
6.	Click the applicable Contract ID from the search results.

Documents

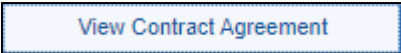
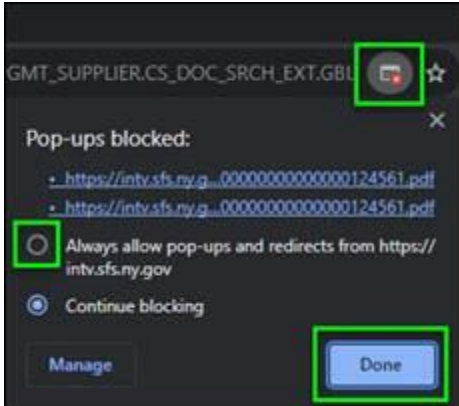
Contract Number: OMH01-C00109GM-3650732
Contract ID: 00000000000000000000117721
Description: OMH01-C00109GM-3650732
Document Administrator: DOE,JOHN
Approval Start Date: 02/15/2023 3:43PM
Begin Date: 02/15/2023
Expire Date: 02/15/2025
Document Status: Pending Approval
Owner:

By clicking the **'Approve'** 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 SFS 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.

[View Approvals](#)

No Attachments/Related Documents Exist
[Send E-Mail](#)
[View Executed Documents](#)

SFS Handbook: Grantee Processing in SFS


Step	Action
7.	<p>Click the View Contract Agreement button to view the Contract Agreement in a new browser window.</p> 
8.	<p>Note: If you do not see this popup, it may be blocked by your browser. Please click the blocked popup icon in the address bar, select the option to “Always allow pop-ups and redirects from https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login” and click the Done button. Following this, click the View Contract Agreement button again to view the new browser window.</p> 

SFS Handbook: Grantee Processing in SFS

SFS Intranet - H: x SFS Intranet - H: x SFS Intranet - H: x Documents x AGREEMENT_00 x

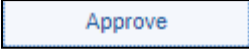
STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

STATE AGENCY (Name & Address): Office of Mental Health 44 Holland Avenue Albany, NY 12229	BUSINESS UNIT/DEPT ID: OMH01 1100206 CONTRACT NUMBER: OMH01-00124GM-1100206 CONTRACT TYPE:
CONTRACTOR NAME: STAPLES INC	TRANSACTION TYPE: New
	PROJECT NAME:
CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID Number: 1000053985 Federal Tax ID Number:	CFDA NUMBER (Federally Funded Grants Only):
CONTRACTOR PRIMARY MAILING ADDRESS: PO BOX 415256 DEPT ROC BOSTON, MA 02241-5256 CONTRACTOR PAYMENT ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address CONTRACTOR MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address	CONTRACTOR STATUS: <input type="checkbox"/> For Profit <input type="checkbox"/> Municipality <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-For- Profit Charities Registration Number: Exemption Status/Code: <input type="checkbox"/> Sectarian Entity

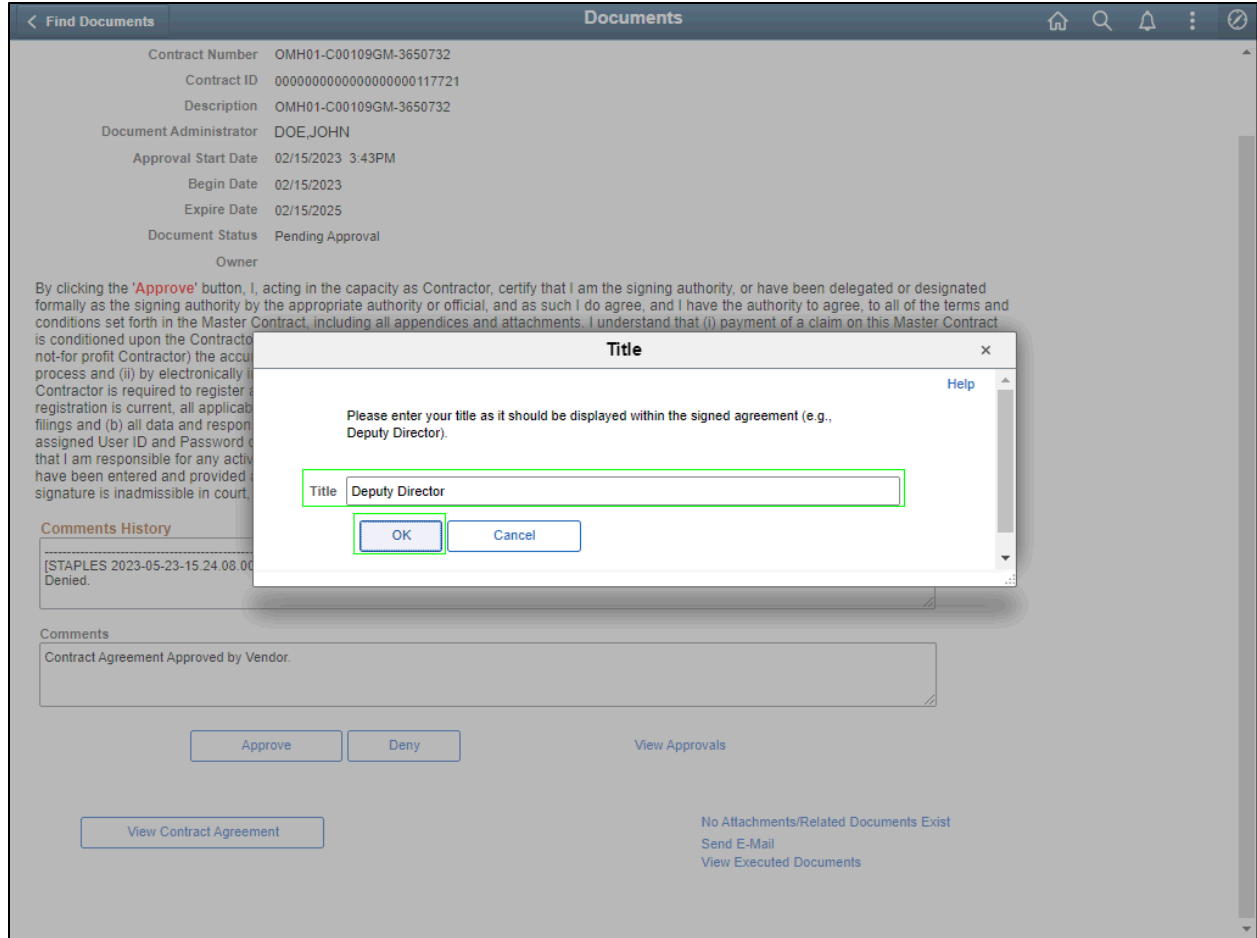
Step	Action
9.	When you are finished reviewing the Contract Agreement document, click the Close (X) button. 

SFS Handbook: Grantee Processing in SFS

The screenshot shows the 'Documents' page in the SFS system. At the top, there is a navigation bar with 'Find Documents' and 'Documents' tabs. Below this, contract details are listed: Contract Number (OMH01-C00109GM-3650732), Contract ID (0000000000000000000000000000117721), Description (OMH01-C00109GM-3650732), Document Administrator (DOE,JOHN), Approval Start Date (02/15/2023 3:43PM), Begin Date (02/15/2023), Expire Date (02/15/2025), Document Status (Pending Approval), and Owner (Owner). A long paragraph of legal text follows, detailing the contractor's certification. At the bottom, there are two buttons: 'Approve' (highlighted with a green box) and 'Deny'. Other options include 'View Approvals', 'View Contract Agreement', 'No Attachments/Related Documents Exist', 'Send E-Mail', and 'View Executed Documents'.

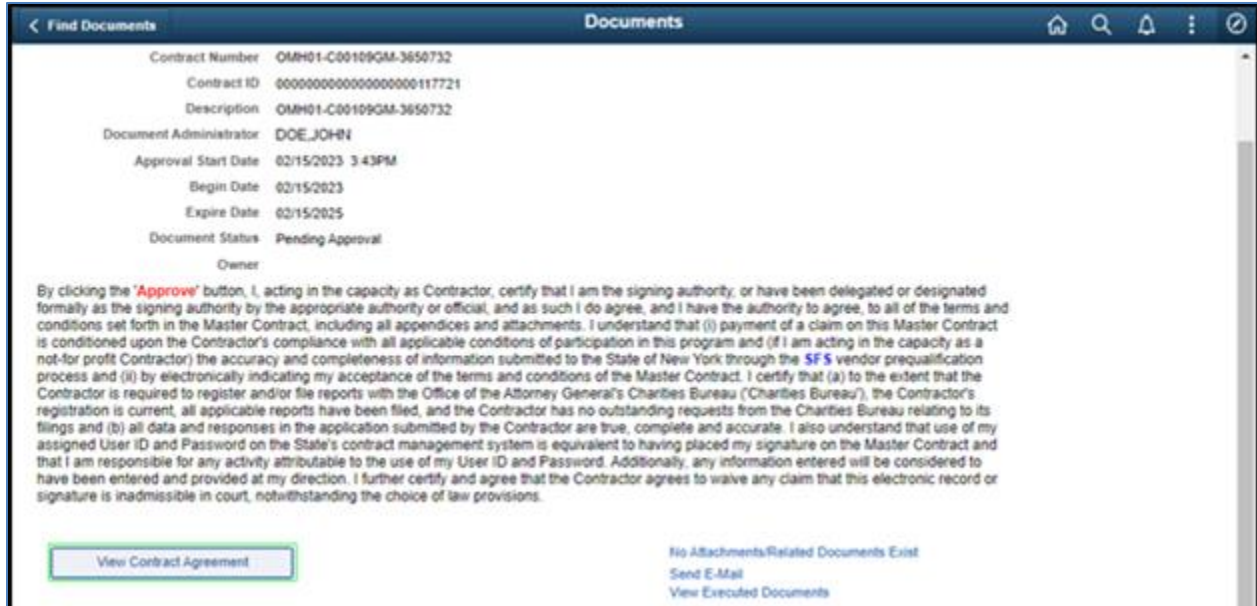
Step	Action
10.	Click the Approve button. 

SFS Handbook: Grantee Processing in SFS

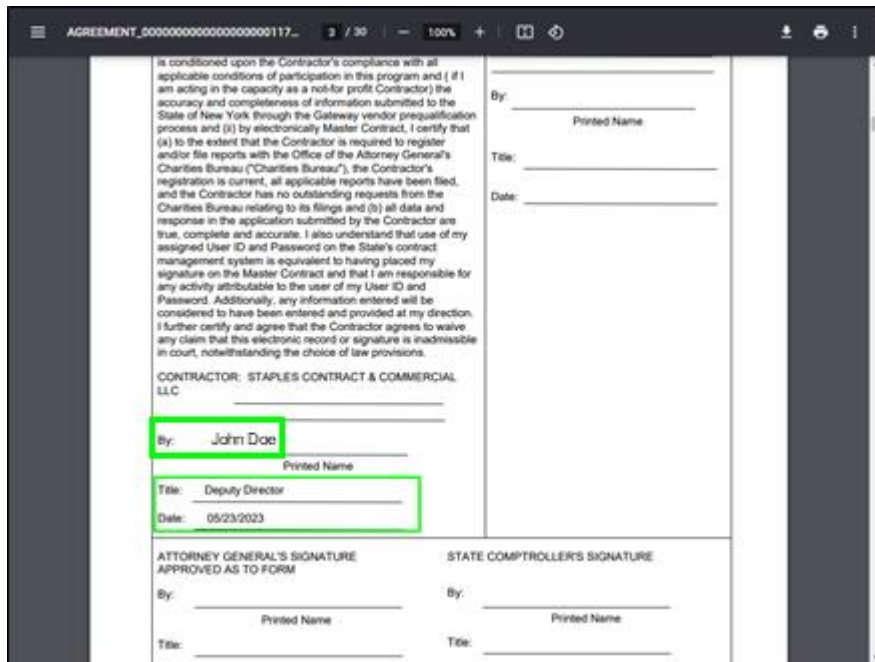


Step	Action
11.	<p>The Title page appears. Enter the Title you wish to display in the signature block within the agreement. This should be your official title at your organization (e.g., President).</p> <p>Note: Once you enter a title the first time, the title you entered the previous time will be displayed by default the next time you sign an agreement in SFS. If your title has changed, then update the value.</p>
12.	<p>Click the OK button.</p> <div data-bbox="370 1514 506 1558" style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>

SFS Handbook: Grantee Processing in SFS



Step	Action
13.	Click the View Contract Agreement button.



Step	Action
14.	The Title, Date, and Signature of the Approval display on the Contract Agreement.

SFS Handbook: Grantee Processing in SFS

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 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 response 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 user 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.

CONTRACTOR: STAPLES CONTRACT & COMMERCIAL LLC

By: John Doe
Printed Name


Title: Deputy Director

Date: 05/23/2023

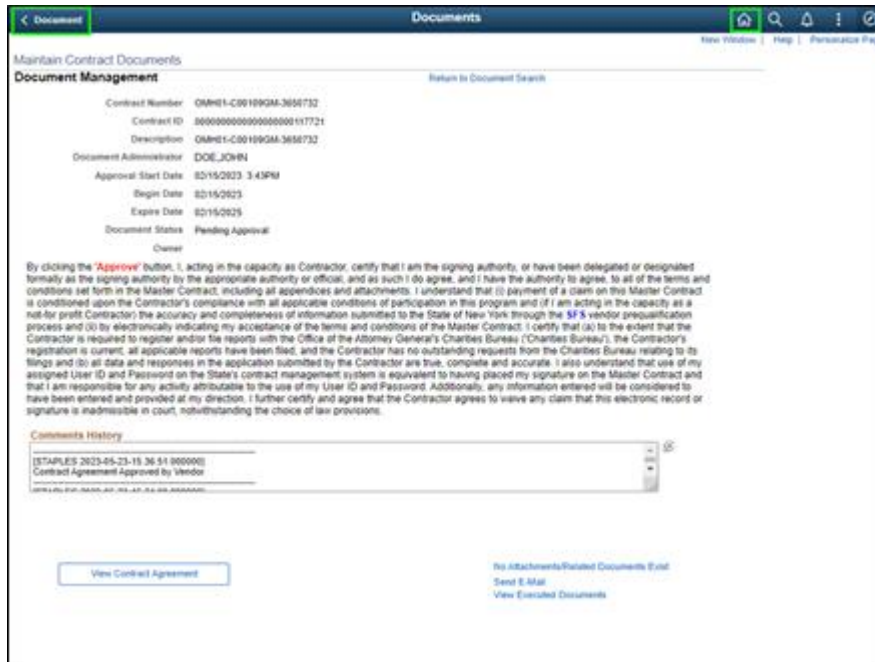
ATTORNEY GENERAL'S SIGNATURE APPROVED AS TO FORM

STATE COMPTROLLER'S SIGNATURE

By:

Step	Action
15.	Click the Close (X) button. 

SFS Handbook: Grantee Processing in SFS



Step	Action
16.	Click the Document button or the Home Button, to navigate away from the Maintain Contract Documents page.
17.	You have successfully completed the Apply an Electronic Signature to a Contract Agreement topic.

Complete Performance Measures for a Progress Report and Submit a Progress Report for Agency Review

Topic Description:

This topic provides the knowledge and skills to complete performance measures for a progress report and then submit a progress report for agency review and approval.

Progress reporting is a tool that measures the progress of the grant contract over its lifetime in SFS.

Topic Objectives:

In this topic, you will learn:

- How to update and complete Performance Measures for a Progress Report
- Submit a Progress Report for Agency Review and Approval

SFS role required to perform this task:

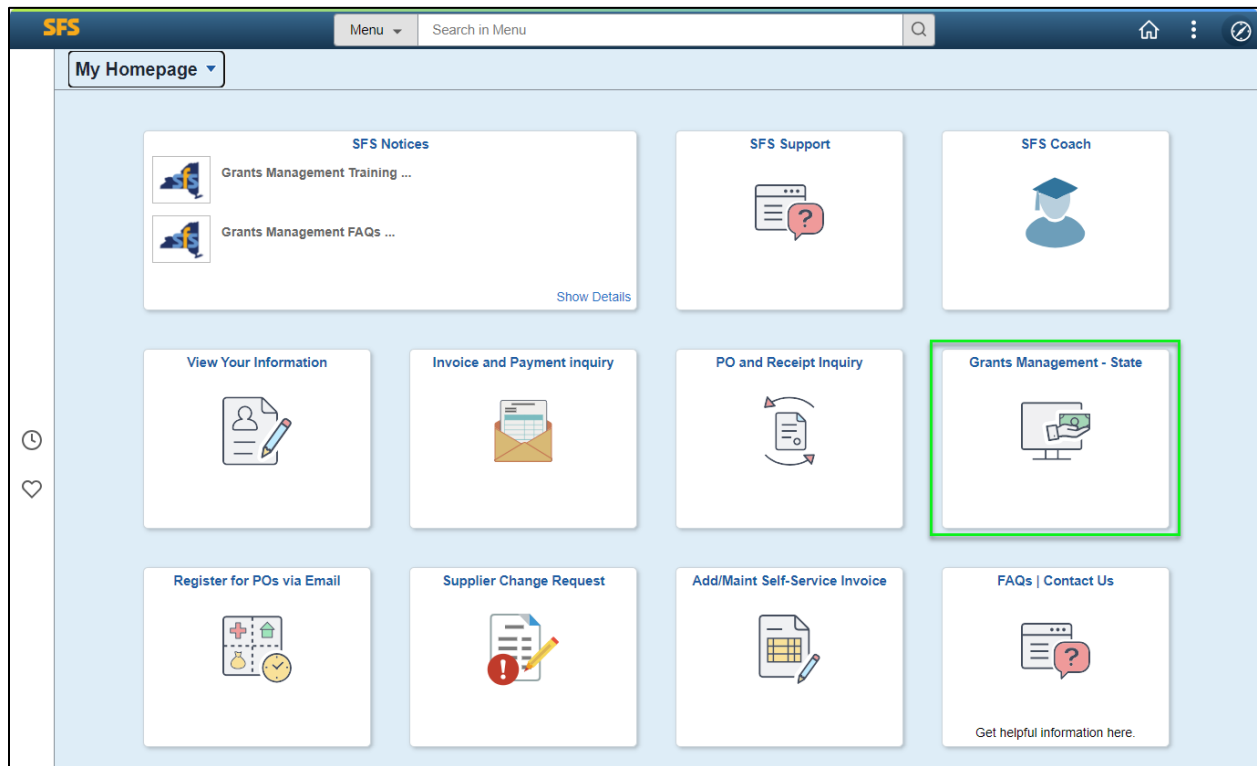
- Progress Report Processor (NY_ES_SUPPLIER_PRGRPT_USER)

Procedure

SFS Handbook: Grantee Processing in SFS

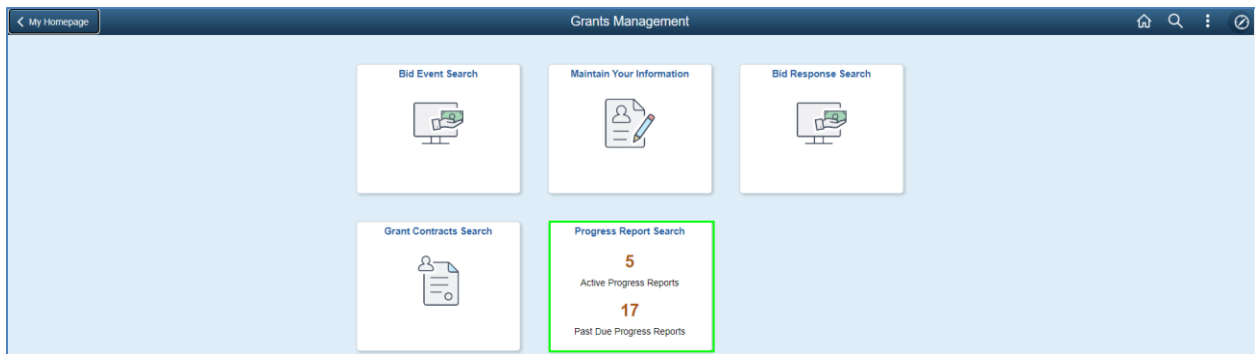
Scenario: Your grant contract has been approved and you are performing the work that is outlined in the contract agreement. As a Grantee User, it is time for you to complete performance measures on a progress report and then submit the progress report for agency review and approval.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

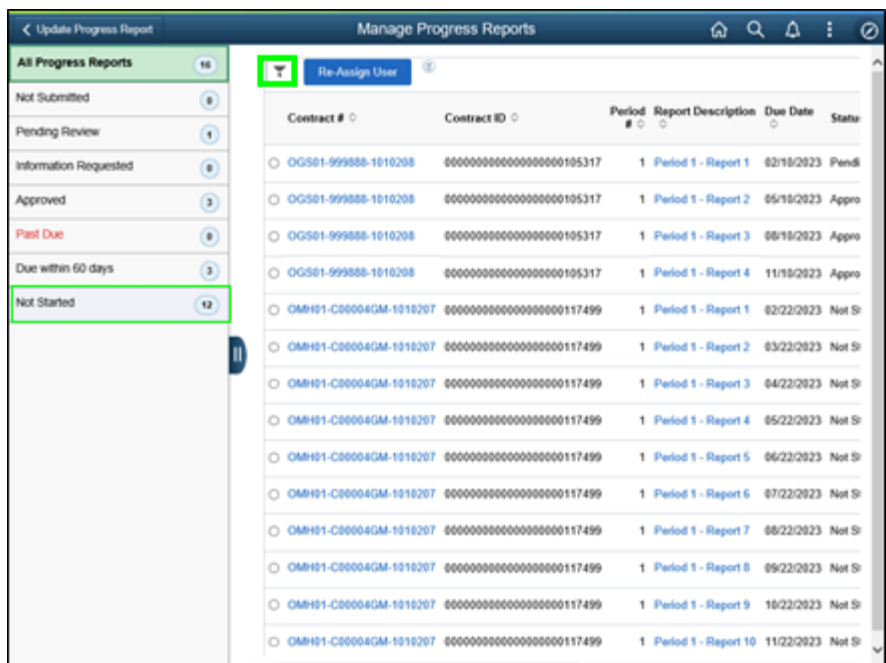



Step	Action
1.	<p>Preferred Navigation: Click the Grant Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Manage Contracts > Manage Progress Reports</p> <p>Note: You must log in to the SFS Vendor Portal to submit a progress report.</p>

SFS Handbook: Grantee Processing in SFS



Step	Action
2.	Click the Progress Report Search tile.



Step	Action
3.	The Manage Progress Reports search page is displayed with a default list of All Progress Reports available.
4.	Select the status tab on the left to display progress reports for an applicable view. Click the Not Started tab.
5.	Click the Filter icon to narrow down the number of progress reports that display. 

SFS Handbook: Grantee Processing in SFS

Cancel
Filter
Done

Contract # 🔍

Contract ID 🔍

Period #

Report ID

Report Description

Status ▼

Due Date From 📅

Due Date To 📅

Business Unit 🔍

Project Name

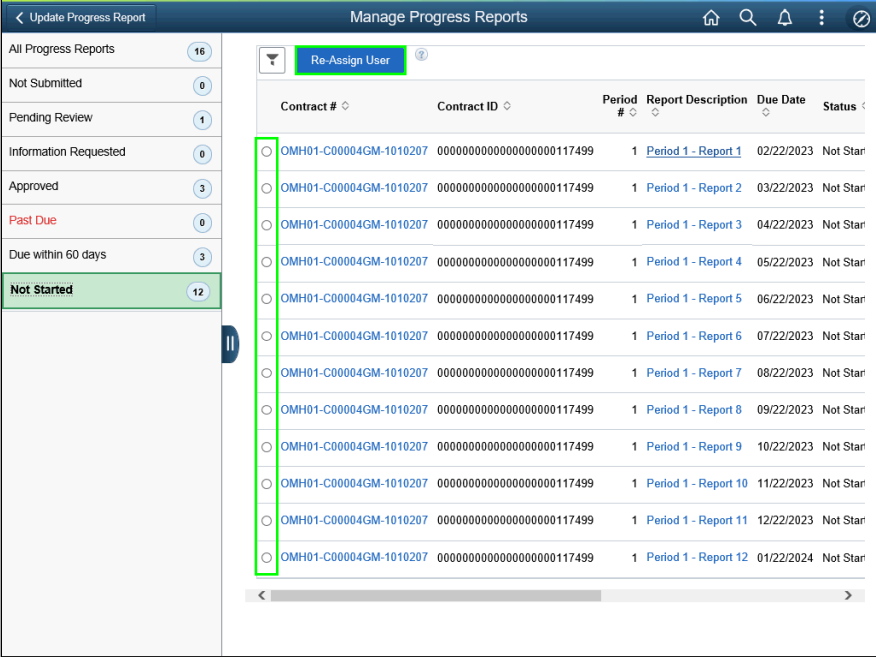
User Assigned 🔍

Supplier ID 🔍

Supplier Name

Step	Action
6.	<p>Enter the applicable values in the Search Criteria fields or click the magnifying glass icon to search for the information.</p> <p>Note:</p> <ul style="list-style-type: none"> In order to search by Report Description, a Contract ID must be entered or selected first. In order to search by Project Name, a Business Unit must be entered or selected first.
7.	<p>Click the Done button.</p> <p>In this example, we will not filter the progress reports.</p>

SFS Handbook: Grantee Processing in SFS



Step	Action
8.	<p>To re-assign a different grantee user to save and submit the progress report follow these steps:</p> <ul style="list-style-type: none"> • Select the applicable progress report. • Click the Re-Assign User button at the top of the page. • Select the User ID to re-assign. • Click the Assign Supplier User button. <p>Note: This is an optional step.</p>

SFS Handbook: Grantee Processing in SFS

Update Progress Report Manage Progress Reports

Re-Assign User

Contract #	Contract ID	Period #	Report Description	Due Date	Status
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 1	02/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 2	03/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 3	04/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 4	05/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 5	06/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 6	07/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 7	08/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 8	09/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 9	10/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 10	11/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 11	12/22/2023	Not Star
OMH01-C00004GM-1010207	000000000000000000000000117499	1	Period 1 - Report 12	01/22/2024	Not Star

Left sidebar filters: All Progress Reports (16), Not Submitted (0), Pending Review (1), Information Requested (0), Approved (3), Past Due (0), Due within 60 days (3), **Not Started (12)**

Step	Action
9.	Select the applicable Report Description link to update and submit the progress report. Period 1 - Report

Manage Progress Reports Update Progress Report

contract # OMH01-C00004GM-1010207 Report ID Period 1 - Report 1 [View Associated Work Plan](#)

Period # 1 Report Period From 01/21/2023

Agency Name Office of Mental Health Report Period To 02/28/2023

Status Not Started Due Date 02/22/2023

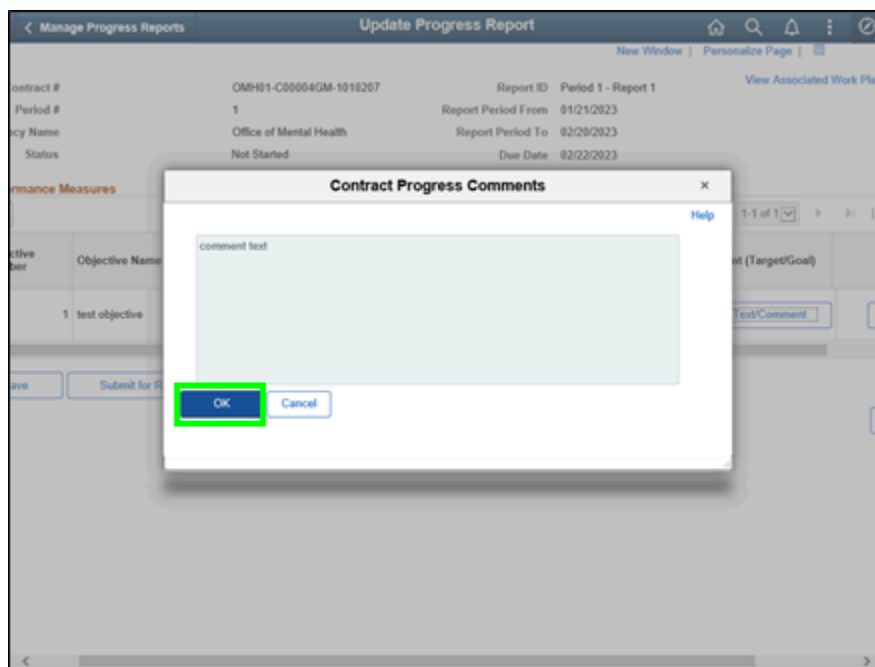
Performance Measures

Objective Number	Objective Name	Task Number	Task Name	Performance Measure Number	Performance Measure Name	Response Type	Comment (Target/Goal)
1	test objective	1.1	test task	1.1.1	test performance measure	Text/Comment	View Text/Comment

Buttons: Save, Submit for Review, Cancel

SFS Handbook: Grantee Processing in SFS

Step	Action
10.	<p>Note: There are five Performance Measure Response Types that could be included on a progress report. They are as follows:</p> <ul style="list-style-type: none"> • Attachment • Text/Comment • Numeric • Date • Yes/No <p>In this example, the Text/Comment response type is used on the progress report.</p>
11.	<p>To view any comments on the Target/Goal, click the View Text/Comment button.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin: 10px 0;">View Text/Comment</div> <p>Note: The View Text/Comment button will only display for the Text/Comment response type.</p>



Step	Action
12.	<p>Click the OK button to return to the previous page.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">OK</div>

SFS Handbook: Grantee Processing in SFS

Manage Progress Reports | Update Progress Report

OMH01-C00004GM-1010207 | Report ID: Period 1 - Report 1 | [View Associated Work Plan](#)

1 | Report Period From: 01/21/2023

Office of Mental Health | Report Period To: 02/20/2023

Not Started | Due Date: 02/22/2023

1-1 of 1 | View All

Task Name	Performance Measure Number	Performance Measure Name	Response Type	Comment (Target/Goal)	Comment Response
test task	1.1.1	test performance measure	Text/Comment	View Text/Comment	Enter Text/Comment

or Review | Cancel | Return

Step	Action
13.	<p>Click the Enter Text/Comment response button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">Enter Text/Comment</div> <p>Note: The Enter Text/Comment button will only display for the Text/Comment response type.</p>

Manage Progress Reports | Update Progress Report

OMH01-C00004GM-1010207 | Report ID: Period 1 - Report 1 | [View Associated Work Plan](#)

1 | Report Period From: 01/21/2023

Office of Mental Health | Report Period To: 02/20/2023

Not Started | Due Date: 02/22/2023

1-1 of 1 | View All

Task Name	Performance Measure Number	Performance Measure Name	Response Type	Comment (Target/Goal)	Comment Response
test task	1.1.1	test performance measure	Text/Comment	View Text/Comment	Enter Text/Comment

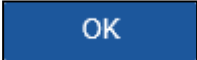
or Review | Cancel | Return

Contract Progress Comments

[Help](#)

[OK](#) [Cancel](#)

SFS Handbook: Grantee Processing in SFS

Step	Action
14.	Enter the applicable value in the Contract Progress Comments box. Note: The Contract Progress Comments field could be used to explain your progress in completing the associated task.
15.	Click the OK button. 

< Manage Progress Reports
Update Progress Report



[New Window](#) | [Personalize Page](#)

Contract #	OMH01-C00004GM-1010207	Report ID	Period 1 - Report 1	View Associated
Period #	1	Report Period From	01/21/2023	
Agency Name	Office of Mental Health	Report Period To	02/20/2023	
Status	Not Started	Due Date	02/22/2023	

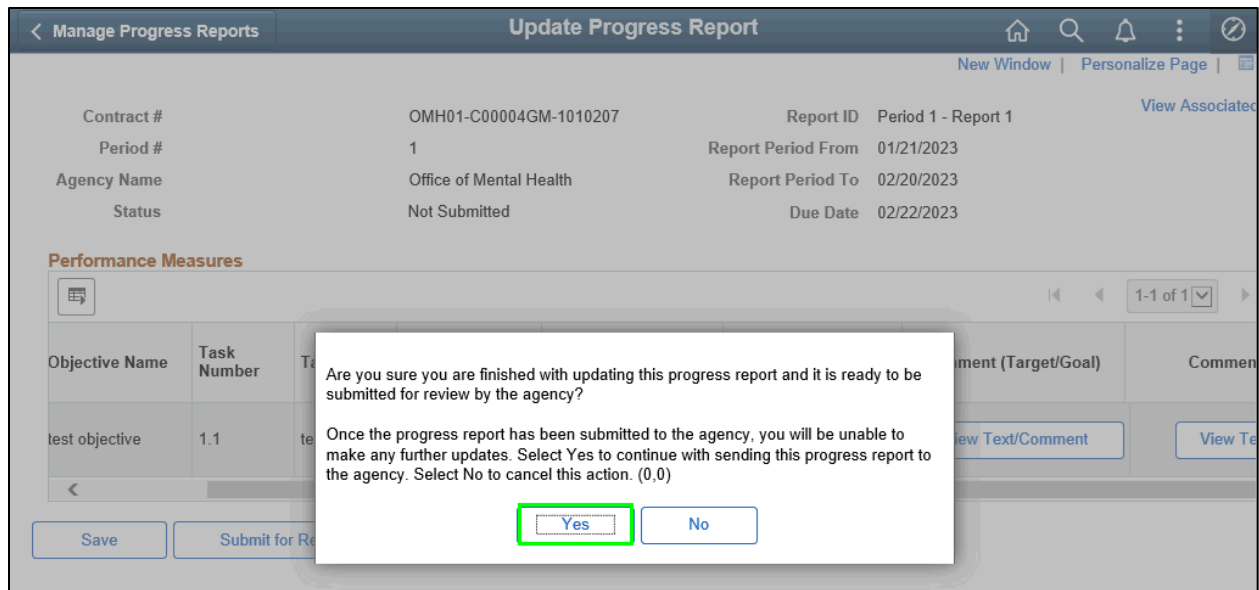
Performance Measures

Objective Name	Task Number	Task Name	Performance Measure Number	Performance Measure Name	Response Type	Comment (Target/Goal)	Comment
test objective	1.1	test task	1.1.1	test performance measure	Text/Comment	View Text/Comment	View Te

Save
Submit for Review
Cancel

Step	Action
16.	Click the Save button. 
17.	Click the Submit for Review button. 

SFS Handbook: Grantee Processing in SFS



Step	Action
18.	Click the Yes button to continue sending the progress report to the agency for review and approval. Note: Click the No button to cancel this action which allows you to return to the progress report to make additional edits prior to submitting to the agency.
19.	You have successfully completed the Complete Performance Measures for a Progress Report and Submit a Progress Report for Agency Review topic.

Update and Re-submit a Returned Progress Report

Topic Description:

This topic provides the knowledge and skills to update and re-submit a progress report that was returned by the agency requesting additional information.

Topic Objectives:

In this topic, you will learn:

- How to update and re-submit a returned progress report.

SFS role required to perform this task:

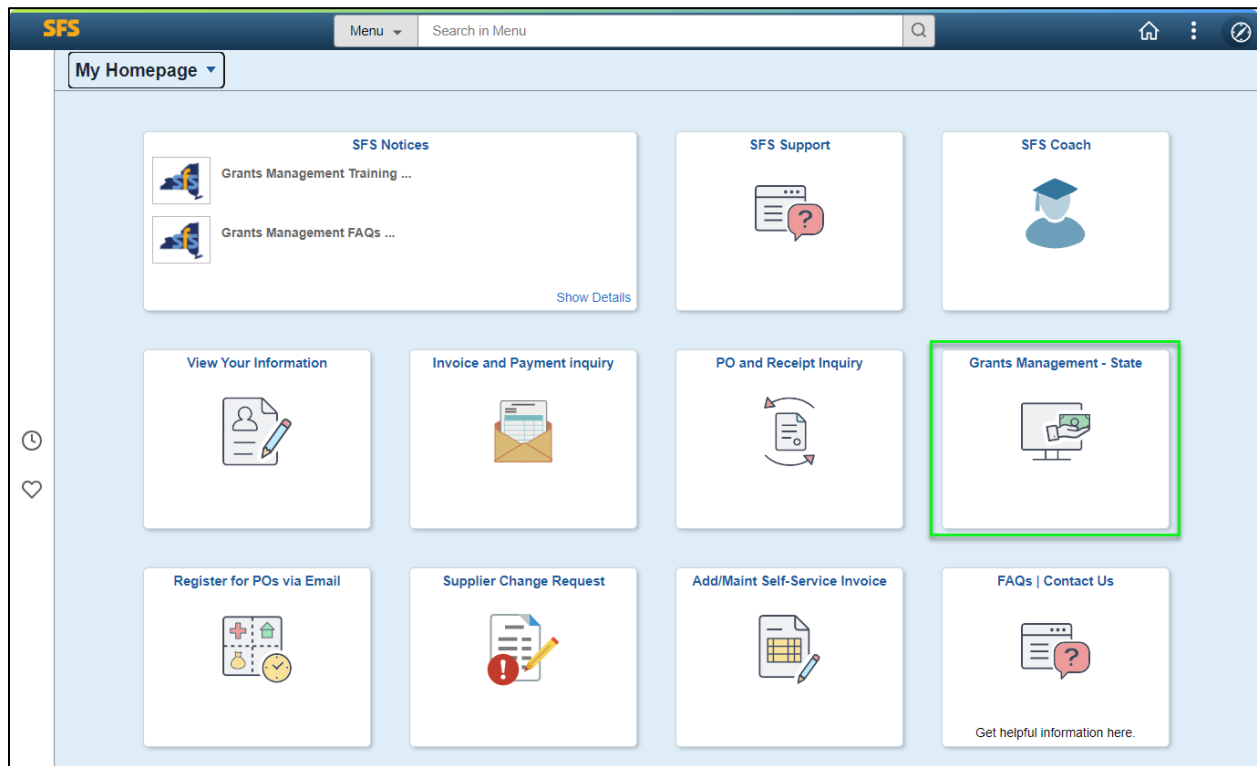
- Progress Report Processor (NY_ES_SUPPLIER_PRGRPT_USER)

Procedure

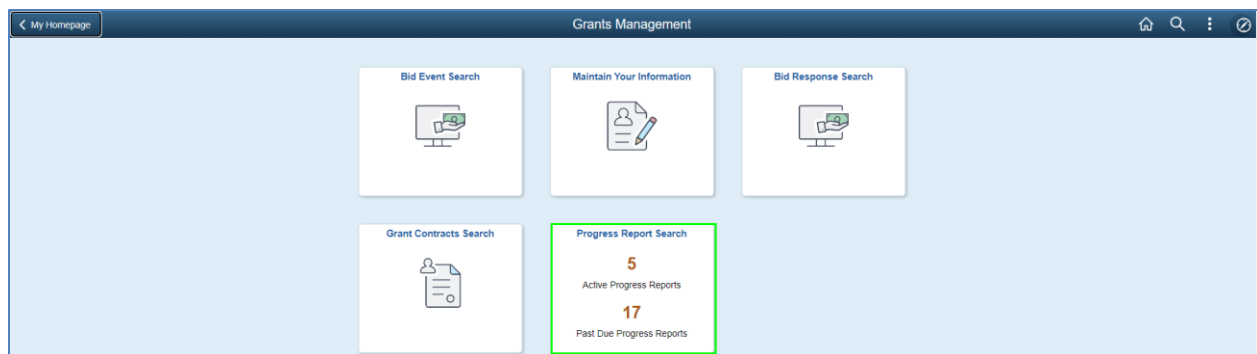
Scenario: You previously submitted a progress report to the agency for review and the agency has returned the progress report to you requesting additional information. You will update and re-submit a progress report that was returned by the agency requesting additional information.

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Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



Step	Action
1.	<p>Preferred Navigation: Click the Grant Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > Manage Contracts > Manage Progress Reports.</p> <p>Note: You must log in to the SFS Vendor Portal to update and re-submit a progress report.</p>



SFS Handbook: Grantee Processing in SFS

Step	Action
2.	Click the Progress Report Search tile.

Step	Action
3.	The Manage Progress Reports search page is displayed with a default list of All Progress Reports available.
4.	Select the status tab on the left to display progress reports for an applicable view. Click the Information Requested tab.
5.	Select the applicable Report Description link to update and submit the progress report. Period 1 - Report

Step	Action
6.	Click the View Approvals link to view the agencies comment(s) on what they want updated on the progress report.

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Step	Action
7.	Expand the Comments section to view the comments from the agency.
8.	Click the Close (X) icon in the upper right corner of the page to close the Contract Progress Report Approval page.

Step	Action
9.	Update the progress report as needed. Enter a comment for the agency in the Send Comment to Agency field.

SFS Handbook: Grantee Processing in SFS

Contract #	OMH01-C00001GM-1030201	Report ID	Period 1 - Report 5	View Associated Work Plan
Period #	1	Report Period From	10/20/2023	View Approvals
Agency Name	Office of Mental Health	Report Period To	01/19/2024	
Status	Information Requested	Due Date	01/29/2024	

Performance Measures

1-1 of 1 | View All

Objective Number	Objective Name	Task Number	Task Name	Performance Measure Number	Performance Measure Name	Response Type	Integer (Target/Goal)	Integer Response
1	perf measure 1 name	1.1.1	perf measure 1 name	1.1.1	perf measure 1 name	Numeric	500	450

Send Comment to Agency
Updated integer response

Save **Resubmit for Review** Cancel

Step	Action
10.	Click the Resubmit for Review button.

Are you sure you are finished with updating this progress report and it is ready to be submitted for review by the agency?

Once the progress report has been submitted to the agency, you will be unable to make any further updates. Select Yes to continue with sending this progress report to the agency. Select No to cancel this action. (0,0)

Yes No

Step	Action
11.	Click the Yes button to continue sending the progress report back to the agency for review and approval. Note: Click the No button to cancel this action which allows you to return to the progress report to make additional edits prior to submitting to the agency.
12.	You have successfully completed the Update and Re-submit a Returned Progress Report topic.

Entering and Maintaining Grant Claims

Lesson Description:

This lesson provides the knowledge and skills to enter and maintain grant claims. Grantees will continue to submit claims against their approved contract budget. Grantees should enter claims into SFS on their own behalf, however, SFS supports the option for agencies to have grantees submit claims offline and designate agency staff to perform proxy entry, certification, and submission of claims on behalf of the grantee.

Claims in SFS can include multiple claim lines – so a claim could include both an advance for one period and a reimbursement for another period.

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Claims are submitted by selecting a single contract and one or many open contract periods to include in the claim.

In SFS, there are two different formats available to collect claim information against the contract period – Advance/Initial Payment and Reimbursements.

- Advance/Initial Payment enables grantees to enter a request for an advance amount up to the remaining available advanced amount for the contract line.
- Reimbursement enables grantees to enter the requested reimbursement amounts by contract period and budget category.

Grantees are expected to provide supporting information to the claim including Budget Category breakdown/details (Salary detail, etc.).

- Additional details, including receipts and payroll documentation, would be provided via an attachment.

Lesson Objectives:

In this lesson, you will learn how to:

- Enter a New Claim for an Advance/Initial Amount
- Enter a New Claim for Reimbursement Amount
- Update an Existing Claim
- Certify and Submit a Claim
- Review In-Process Claims

Enter a New Claim – Advance/Initial Amount

Topic Description:

This topic provides the knowledge and skills to create and submit an advance/initial payment.

Topic Objective:

In this topic, you will learn:

- How to submit a claim for an advance/initial payment

SFS role(s) required to perform this task:

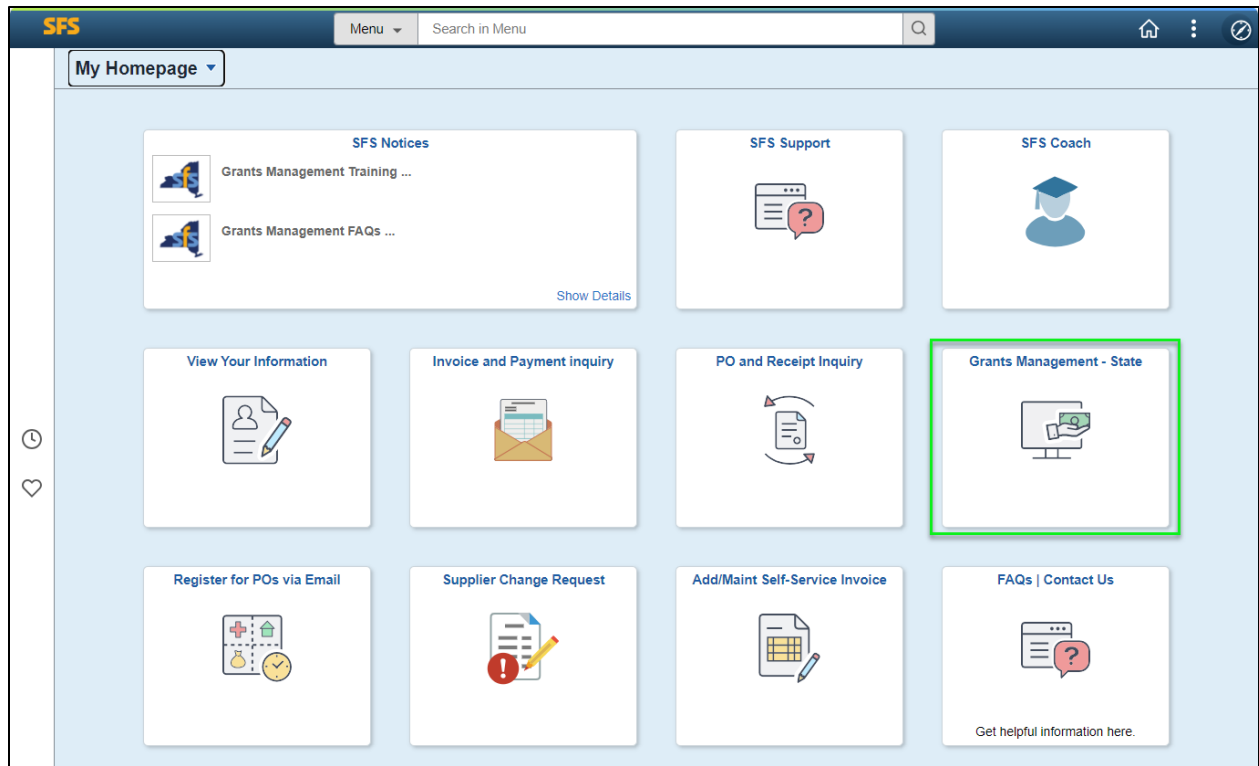
- Claim Initiator (NY_EM_SUPPLIER_CLAIM_ENTRY)
 - **Note:** This role allows you to enter a request for an advance (if allowed on the contract) or reimbursement claim. This role does not have the ability to certify or submit the claim.
- Claim Certifier and Submitter (NY_EM_SUPPLIER_CLAIM_CERT_SUB)
 - **Note:** This role allows you to certify and submit a request for an advance (if allowed on the contract) or reimbursement claim.

Procedure:

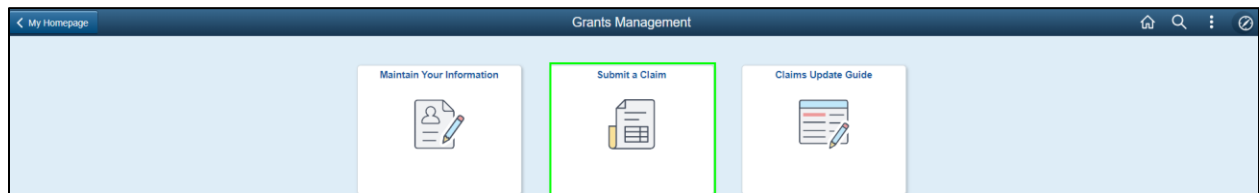
Scenario: You want to submit an advance/initial payment claim on an approved grant contract with remaining funds available.

SFS Handbook: Grantee Processing in SFS

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

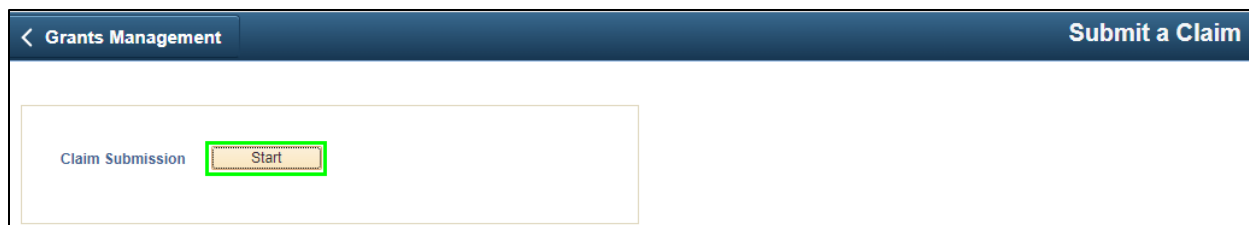


Step	Action
1.	<p>Navigation: Click the Grants Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > eSettlements > Submit a Claim.</p> <p>Note: You must log in to the SFS Vendor Portal to enter a claim.</p>

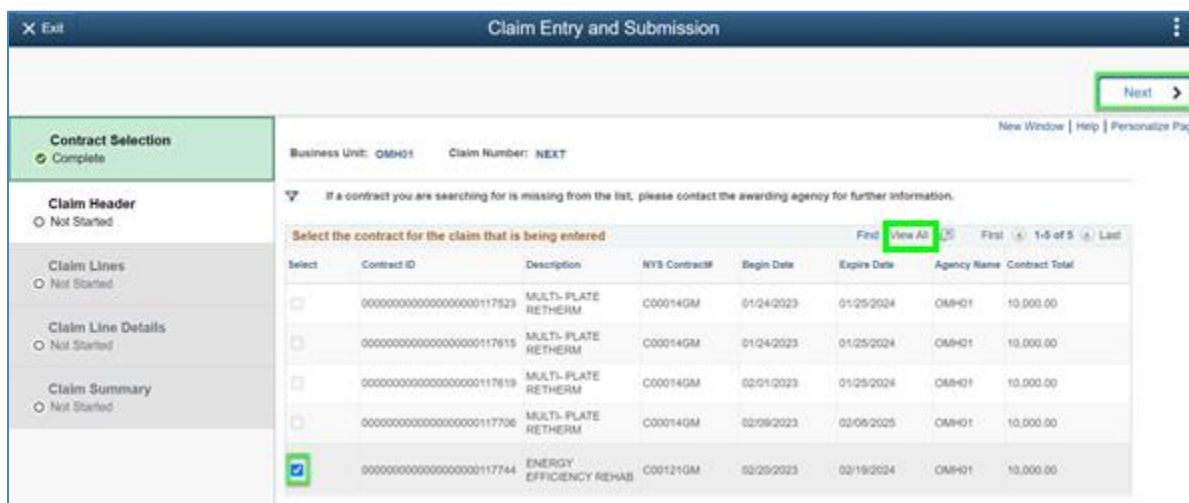


Step	Action
2.	Click the Submit a Claim tile.

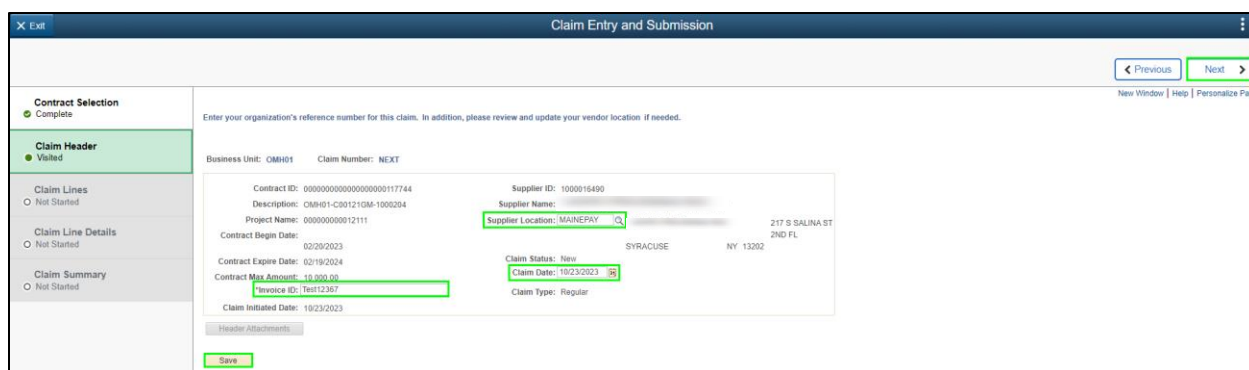
SFS Handbook: Grantee Processing in SFS





Step	Action
3.	Click on the Claim Submission Start button.

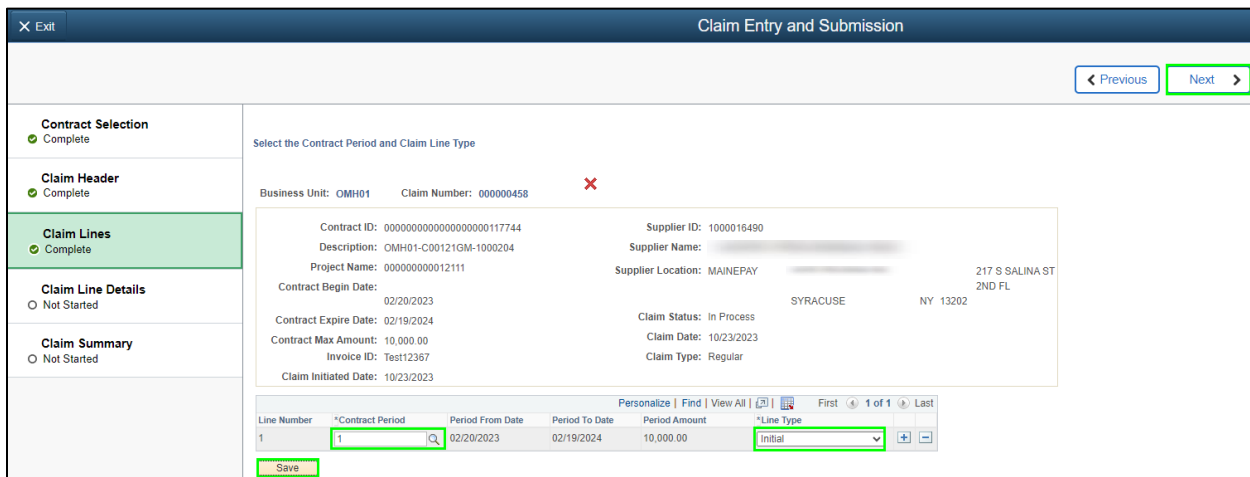


Step	Action
4.	A listing of the first five available contracts display. To view more than five contracts, click the View All link.
5.	Click the check box to select the applicable contract.
6.	Click the Next button on the top right-hand corner of the page.



SFS Handbook: Grantee Processing in SFS

Step	Action
7.	Verify contract details on the Claim Header page.
8.	<p>Vendor Location values can be selected using the Supplier Location magnifying glass icon if needed.</p> <p>Note: Vendor Location is a default set of rules, or attributes, that define how an agency conducts business with a particular grantee. A vendor location comprises information such as payment terms, payment options, pay to bank accounts, etc. Although a vendor location is not an address, it does reference addresses.</p>
9.	Note: Change the Claim Date using the calendar icon if needed. Claim date defaults to the current date.
10.	Enter a unique Invoice ID up to 30 characters in the Invoice ID field.
11.	Click the Save button.
	
12.	Click the Next button on the top right corner of the page.
	



Step	Action
13.	Choose a Contract Period by clicking on the magnifying glass next to the field.
	Note: You would select the available contract period based on the payment schedule and due date listed on the contract.
14.	Note: Contract Period is a date range defined by the agency where the period from and to dates fall within the contract begin and expire dates. Each period is assigned a sequential number beginning at 1.

SFS Handbook: Grantee Processing in SFS

Step	Action
15.	Note: The Line Type displays values for Advance or Initial Payment, if selected on the approved contract's payment schedule, and Reimbursement. The Reimbursement line type is discussed in the next topic in this lesson. In this example, click the Line Type dropdown menu and select the Initial line type.
16.	Click the Save button.
17.	Click the Next button.

Business Unit: OMH01 Claim Number: 000000458

Contract ID: 0000000000000000000117744	Supplier ID: 1000016490
Description: OMH01-C00121GM-1000204	Supplier Name: [REDACTED]
Project Name: 000000000012111	Supplier Location: MAINEPAY [REDACTED] 217 S SALINA ST 2ND FL SYRACUSE NY 13202
Contract Begin Date: 02/20/2023	Claim Status: In Process
Contract Expire Date: 02/19/2024	Claim Date: 10/23/2023
Contract Max Amount: 10,000.00	Claim Type: Regular
Invoice ID: Test12367	
Claim Initiated Date: 10/23/2023	

Claim Line Details Find | View All First 1 of 1 Last

Claim Line#: 1 Contract Period: 1 Period Date From: 02/20/2023 Period Date To: 02/19/2024

Line Type: Initial Line Comments
Line Attachments

Initial Request Details

Period Total 10,000.00
 Initial Percentage 10.00
 Initial Amount Calculated 1,000.00
 Initial Amount Requested

Initial Request Justification

Save

Step	Action
18.	Validate the Claim Line Details information and verify the Line type is Initial .
19.	Click the Line Comments button.

SFS Handbook: Grantee Processing in SFS

Claim Line Comments [X]

Help

Business Unit OMH01 Claim Number 000000458 Line Number 1

Find | View All First ◀ 1 of 1 ▶ Last

Comment

OK Cancel

Step	Action
20.	Enter the applicable value in the Comment field. Note: Line comments are used to add any additional information pertaining to the line for the agency reviewers to view.
21.	Click the OK button.
22.	Click the Line Attachments button.
23.	Click the Add Attachment button.

Claims Attachments [X]

Help

Business Unit OMH01 Claim Number 000000350 Line Number 1

Description

1

File Attachment [X]

Choose File Test.pdf

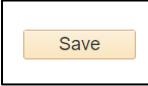

Upload Cancel

OK Cancel

Step	Action
24.	Click the Choose File button, select your pdf file, and click the Open button.
25.	Click the Upload button.

SFS Handbook: Grantee Processing in SFS

Step	Action
26.	Enter a description of the document into the Description field.
27.	Click the OK button.

Step	Action
28.	Enter the applicable value into the Initial Amount Requested field. In this example, we will enter 100 into the Initial Amount Requested field.
29.	Enter the applicable justification into the Initial Request Justification field.
30.	Click the Save button. 
31.	Click the Next button. 

SFS Handbook: Grantee Processing in SFS

The screenshot displays the SFS Claim Entry form. It includes three summary tables: 'Claim Line Summary' with columns for Line Number, Contract Period, Period From Date, Period To Date, Line Type, and Amount Requested; 'Claim Line Comments Summary' with columns for Line Number, Comment, Comment Entered By, and Comment Entered On; and 'Claim Line Attachment Summary' with columns for Line Number, File Name, Description, Uploaded by User, and View Attachment. Below these tables are two checkboxes: 'Claim Entry Complete' and a certification checkbox with a text area for a statement. A 'Signatory Name' field and a 'Date' field (09/18/2023) are also present. At the bottom, there are 'Save' and 'Submit' buttons.

Step	Action
32.	Click the Claim Entry Complete checkbox.
33.	Click the Certification checkbox
34.	Click the Save button and then click the Submit button.
35.	Click the OK button. The Claim is submitted into agency workflow and the claim Status changes to Agency Review .
36.	You have successfully completed the Enter a New Claim – Advance/Initial Amount topic.

Enter a New Claim - Reimbursement Amount

Topic Description:

This topic provides the knowledge and skills to create and submit a reimbursement payment.

Topic Objective:

In this topic, you will learn:

- How to submit a claim for a reimbursement payment

SFS role(s) required to perform this task:

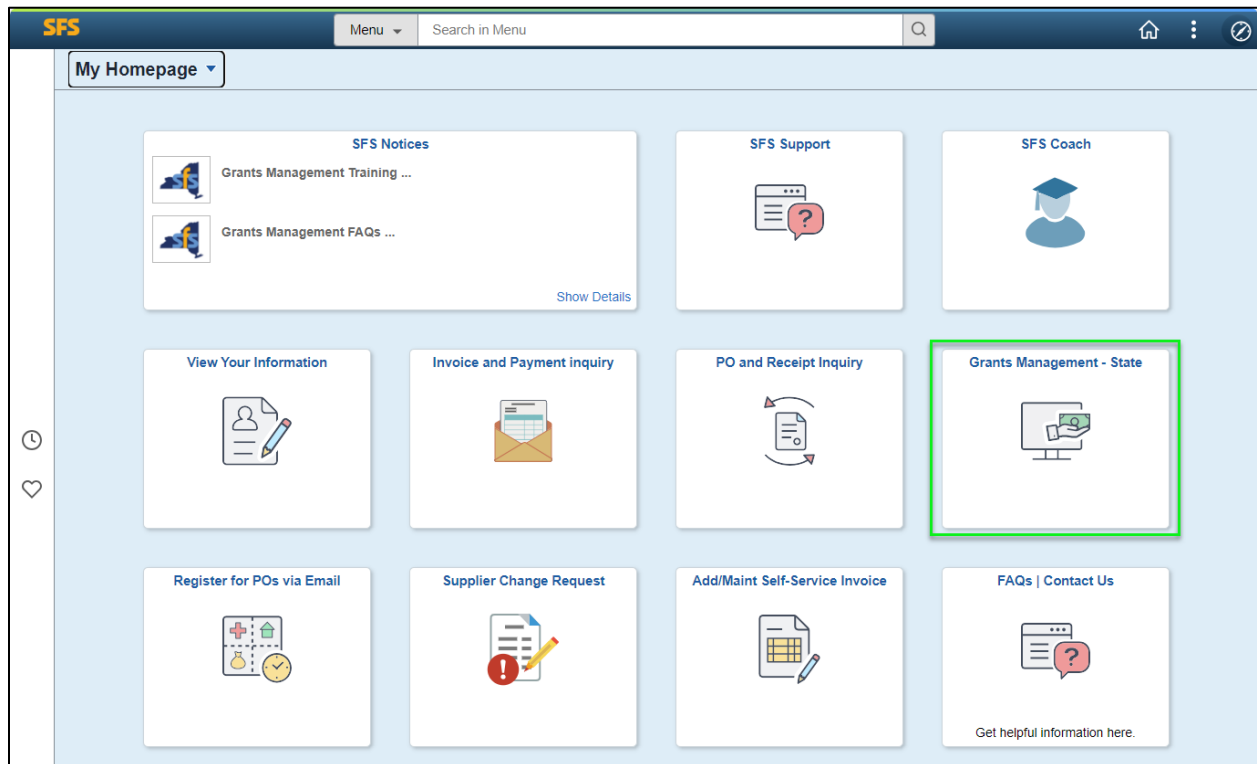
- Claim Initiator (NY_EM_SUPPLIER_CLAIM_ENTRY)
 - **Note:** This role allows you to enter a request for an advance (if allowed on the contract) or reimbursement claim. This role does not have the ability to certify or submit the claim.
- Claim Certifier and Submitter (NY_EM_SUPPLIER_CLAIM_CERT_SUB)
 - **Note:** This role allows you to certify and submit a request for an advance (if allowed on the contract) or reimbursement claim.

SFS Handbook: Grantee Processing in SFS

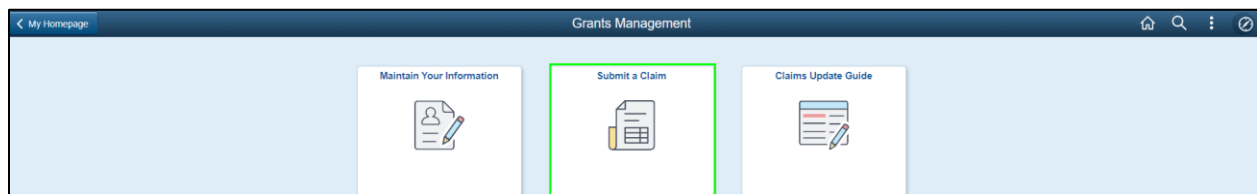
Procedure:

Scenario: You want to submit a reimbursement payment claim on an approved grant contract with remaining funds available.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

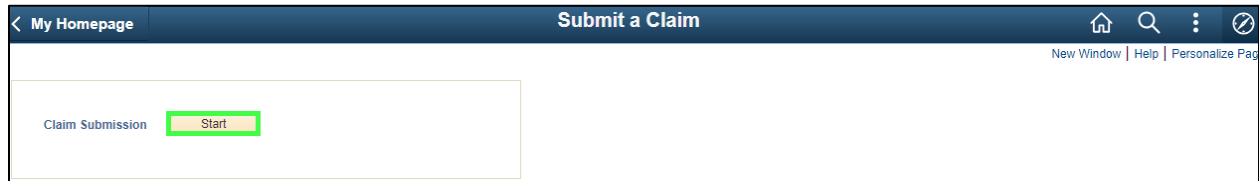


Step	Action
1.	<p>Navigation: Click the Grants Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > eSettlements > Submit a Claim.</p> <p>Note: You must log in to the SFS Vendor Portal to enter a claim.</p>

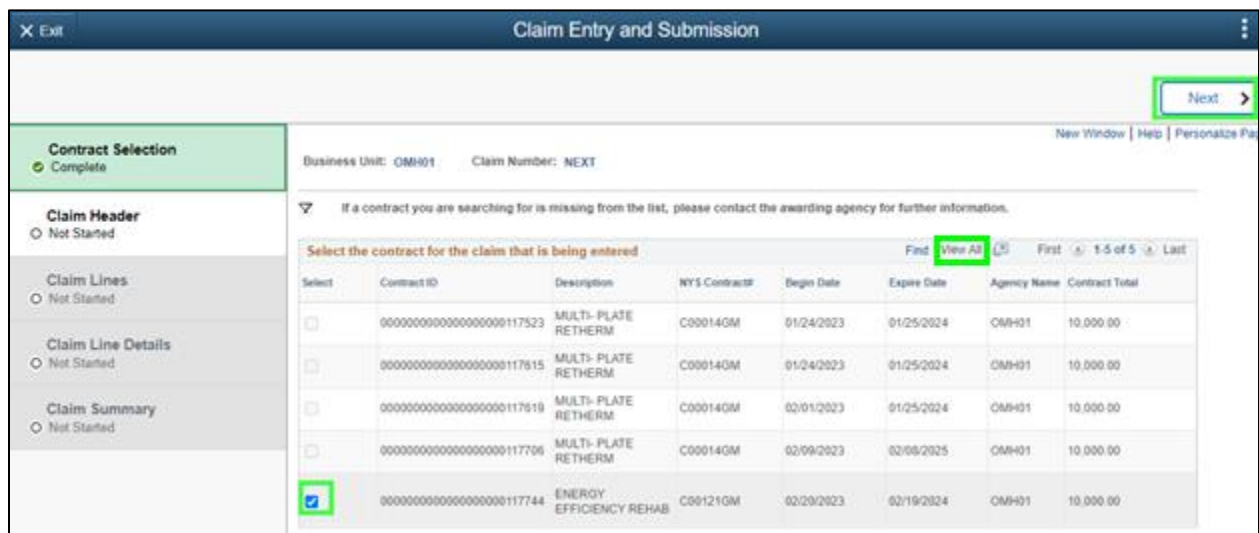


SFS Handbook: Grantee Processing in SFS

Step	Action
2.	Click the Submit a Claim tile.



Step	Action
3.	Click the Start button.



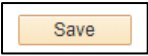
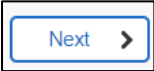
Step	Action
4.	A listing of the first five available contracts display. To view more than five contracts, click the View All link.
5.	Click the checkbox to select the appropriate contract.
6.	Click the Next button.

SFS Handbook: Grantee Processing in SFS

Step	Action
7.	Verify contract details on the Claim Header page.
8.	<p>Vendor Location values can be selected using the Supplier Location magnifying glass icon, if needed.</p> <p>Note: Vendor Location is a default set of rules, or attributes, that define how an agency conducts business with a particular grantee. A vendor location comprises information such as payment terms, payment options, pay to bank accounts, etc. Although a vendor location is not an address, it does reference addresses.</p>
9.	Note: Change the Claim Date using the calendar icon if needed. Claim date defaults to the current date and should be the date the claim is entered.
10.	Enter a unique Invoice ID up to 30 characters in the Invoice ID field.
11.	Click the Save button.
12.	Click the Next button.



SFS Handbook: Grantee Processing in SFS

Step	Action
13.	Select a Contract Period by clicking on the magnifying glass next to the field. Note: You would select the available contract period based on the payment schedule and due date listed on the contract.
14.	Click the Line Type dropdown menu and select the Reimbursement line type.
15.	Click the Save button. 
16.	Click the Next button. 

SFS Handbook: Grantee Processing in SFS

Claim Line Details Find | View All | First 1 of 1 Last

Claim Line#: 1 Contract Period: 1 Period Date From: 02/20/2023 Period Date To: 02/19/2024

Line Type: Reimbursement Vendor: 1000016490 - OMH01-C00121GM-1000204

NYS Contract ID: C00121GM - Hdr Bid 2-20

Line Comments
Line Attachments

Reimbursement Claim Details

Budget Type: CAPITAL

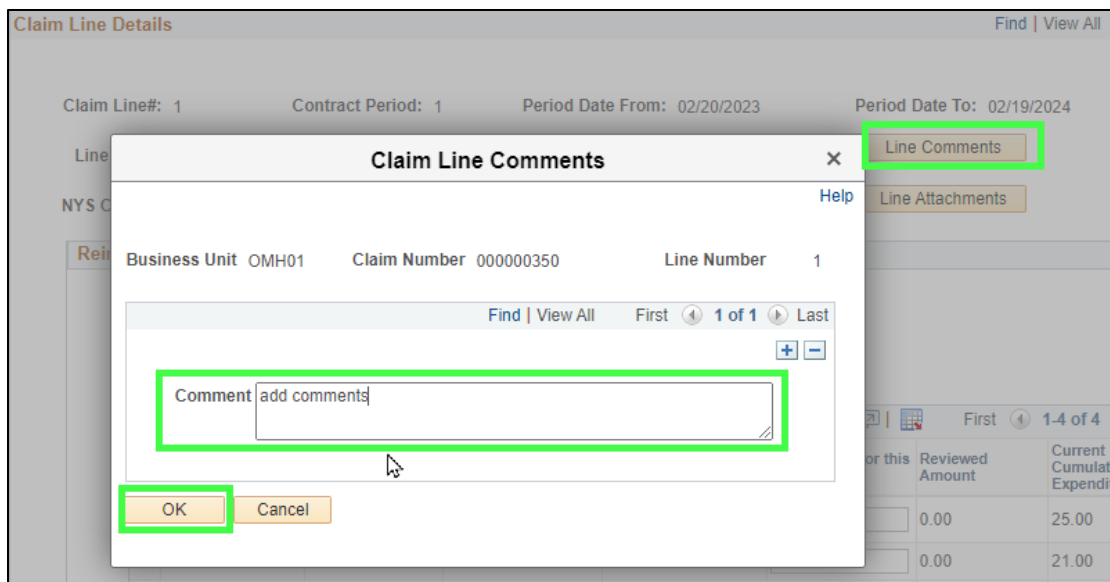
Cost Incurred Date From: Cost Incurred Date To:

Reimbursement Funds						
Budget Category	Approved Grant Budget	Previous Cumulative Expenditure	In Process Expenditures	Expenditure for this Report	Reviewed Amount	Current Cumulative Expenditure
1 SCOPING & PRE DEVELOPMENT	100.00	25.00	17.22	0.00	0.00	25.00
2 DESIGN	350.00	21.00	13.23	0.00	0.00	21.00
3 ACQUISITION	300.00	3.00	12.24	0.00	0.00	3.00
4 CONSTRUCTION	250.00	24.50	11.50	0.00	0.00	24.50
Grant Fund Totals	1,000.00	73.50	54.19	0.00	0.00	73.50
Match Fund Totals	0.00	0.00	0.00	0.00	0.00	0.00

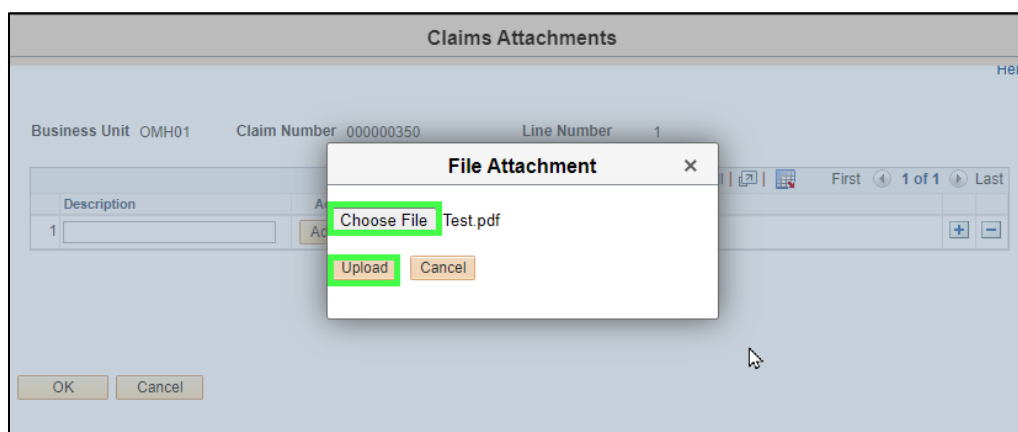
Save

Step	Action
17.	Validate Claim Line Details information. Line type is Reimbursement . Note: Budget categories and Approved Grant Budget amounts will transfer from the approved grant contract.
18.	Click the Line Comments button.

SFS Handbook: Grantee Processing in SFS



Step	Action
19.	Enter the applicable value into the Comments field. Note: Line comments are used to add any additional information pertaining to the line for the agency reviewers to view.
20.	Click the OK button.
21.	Click the Line Attachments button.
22.	Click the Add Attachment button.



Step	Action
23.	Click the Choose File button, select your pdf file, and click the Open button. Note: Only .pdf files can be uploaded.
24.	Click the Upload button.

SFS Handbook: Grantee Processing in SFS

Step	Action
25.	Enter a description of the document into the Description field.
26.	Click the OK button.

Budget Category	Approved Grant Budget	Previous Cumulative Expenditure	In Process Expenditures	Expenditure for this Report	Reviewed Amount	Current Cumulative Expenditure
1 SCOPING & PRE-DEVELOPMENT	100.00	25.00	17.22	1.00	0.00	26.00
2 DESIGN	350.00	21.00	13.23	0.50	0.00	21.50
3 ACQUISITION	300.00	3.00	12.24	1.00	0.00	4.00
4 CONSTRUCTION	250.00	24.50	11.50	0.75	0.00	24.50
Grant Fund Totals	1,000.00	73.50	54.19	2.50	0.00	76.00
Match Fund Totals	0.00	0.00	0.00	0.00	0.00	0.00

Step	Action
27.	Enter the applicable dates into the Cost Incurred Date From field and the Cost Incurred Date To field. You can also use the calendar icons to select the dates. Note: Cost Incurred Date From and Cost Incurred Date To must be within the period date range.

SFS Handbook: Grantee Processing in SFS

Step	Action
28.	Enter the expenditure amounts for each budget category into the Expenditures for this Report field. Note: This is the amount you are requesting reimbursement for, for each budget category.
29.	Click the Save button
30.	Click the Next button.

The screenshot displays the SFS Claim Entry interface. On the left, a navigation pane shows the following sections: Contract Selection (Complete), Claim Header (Complete), Claim Lines (Complete), Claim Line Details (Complete), and Claim Summary (Visited). The main content area includes:

- Claim Header Comments History and Workflow Comment History sections, each with a 'View History' link.
- An 'Add Claim Header Comment' text area with an 'Add Comments' button below it.
- A 'Claim Line Summary' table with columns: Line Number, Contract Period, Period From Date, Period To Date, Line Type, and Amount Requested. The table contains one row with Line Number 1, Contract Period 1, Period From Date 02/29/2023, Period To Date 02/19/2024, Line Type Reimburse, and Amount Requested 3.25.
- A 'Claim Line Comments Summary' table with columns: Line Number, Comment, Comment Entered By, and Comment Entered On. The table contains one row with Line Number 1, Comment add comments, Comment Entered By, and Comment Entered On 09/08/2023 10:21AM.
- A 'Claim Line Attachment Summary' table with columns: Line Number, File Name, Description, Uploaded by User, and View Attachment. The table contains one row with Line Number 1, File Name Test.pdf, Description test, Uploaded by User Peaceinc, and View Attachment.
- A checked checkbox labeled 'Claim Entry Complete'.
- A checked checkbox for a certification statement: '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 for which the State is exempt are excluded.'
- Fields for Signatory Name and Date (09/08/2023).
- 'Save' and 'Submit' buttons at the bottom.

Step	Action
31.	Enter the applicable text into the Add Claim Header Comment field. Note: Header comments are optional and used to enter additional information about the entire claim.
32.	Click the Add Comments button to add a claim header comment.
33.	Click the Claim Entry Complete checkbox.
34.	Click the Certification checkbox.
35.	Click the Save button
36.	Click the Submit button.
37.	Click the OK button. The claim is submitted into agency workflow and the claim Status changes to Agency Review .

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Step	Action
38.	You have successfully completed the Enter a New Claim – Reimbursement Amount topic.

Update an Existing Claim

Topic Description:

This topic provides the knowledge and skills to update an in process claim.

Topic Objective:

In this topic, you will learn:

- How to update and submit a saved claim

SFS role(s) required to perform this task:

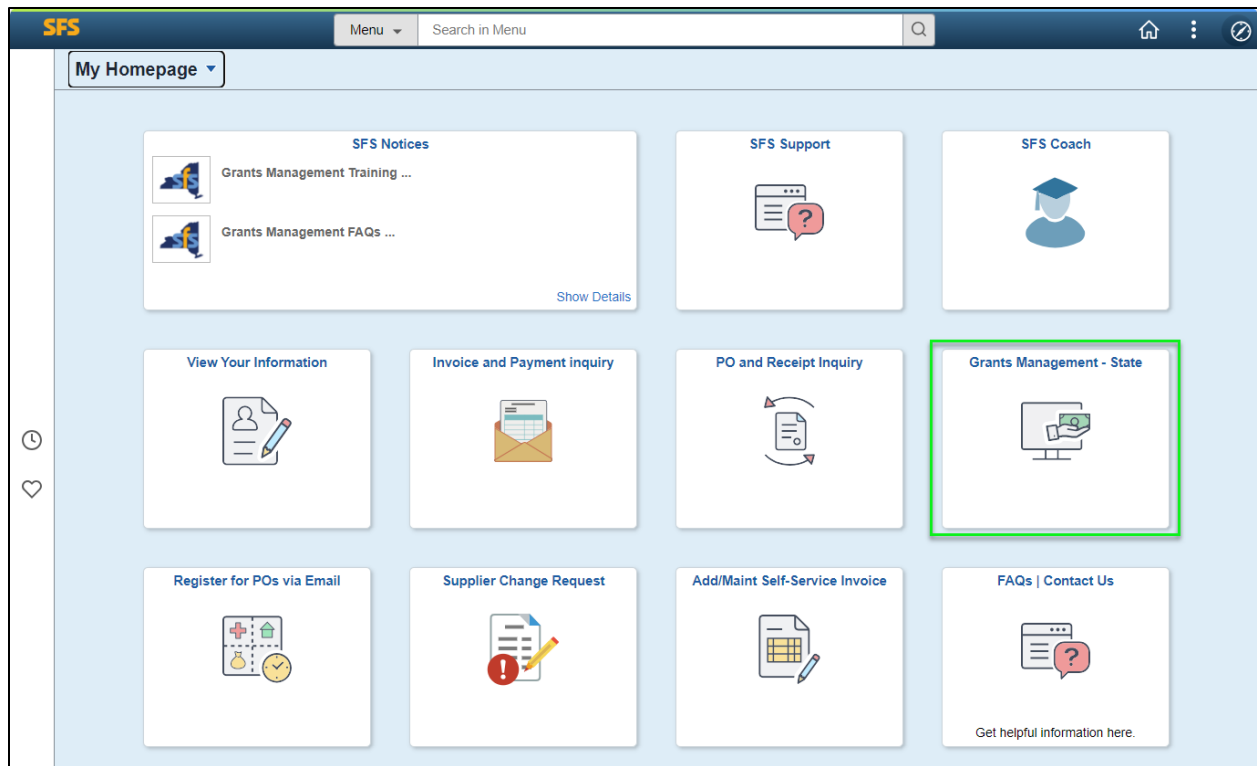
- Claim Initiator (NY_EM_SUPPLIER_CLAIM_ENTRY)
 - **Note:** This role allows you to enter a request for an advance (if allowed on the contract) or reimbursement claim. This role does not have the ability to certify or submit the claim.
- Claim Certifier and Submitter (NY_EM_SUPPLIER_CLAIM_CERT_SUB)
 - **Note:** This role allows you to certify and submit a request for an advance (if allowed on the contract) or reimbursement claim.

Procedure:

Scenario: You started entering a claim, but did not finish entering it, and saved the claim to work on later. You now need to complete the remaining claim information and submit the claim for agency approval.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

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Step	Action
1.	<p>Navigation: Click the Grants Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > eSettlements > Claims Update Guide.</p> <p>Note: You must log in to the SFS Vendor Portal to update an existing claim.</p>



Step	Action
2.	Click the Claims Update Guide tile.

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Step	Action
3.	Enter the applicable search criteria in the Search Criteria fields or click the magnifying glass icon to look up the information.
4.	Click the Search button to display the search results.

Step	Action
5.	Select the In Process menu on the left side of the page to view all in process claims.
6.	Click the Claim Number link associated to the claim you want to update.

SFS Handbook: Grantee Processing in SFS

Contract Selection
● Complete

Claim Header
● Complete

Claim Lines
● Complete

Claim Line Details
● Visited

Claim Summary
○ Not Started

Business Unit: OMH01 Claim Number: 000000460 ✖

Contract ID: 00000000000000000000117744

Description: OMH01-C00121GM-1000204

Project Name: 000000000012111

Contract Begin Date: 02/20/2023

Contract Expire Date: 02/19/2024

Contract Max Amount: 10,000.00

Invoice ID: test02876

Claim Initiated Date: 10/23/2023

Supplier ID: 1000016490

Supplier Name: ██████████

Supplier Location: MAINEPAY ██████████

217 S SALINA ST
2ND FL
SYRACUSE NY 13202

Claim Status: In Process

Claim Date: 10/23/2023

Claim Type: Regular

Claim Line Details Find | View All First 1 of 1 Last

Claim Line#: 1 Contract Period: 1 Period Date From: 02/20/2023 Period Date To: 02/19/2024

Line Type: Reimbursement [Line Comments](#)

[Line Attachments](#)

Reimbursement Claim Details

Budget Type: CAPITAL

Cost Incurred Date From: Cost Incurred Date To:

Reimbursement Funds							
	Budget Category	Approved Grant Budget	Previous Cumulative Expenditure	In Process Expenditures	Expenditure for this Report	Reviewed Amount	Current Cumulative Expenditure
1	SCOPING & PRE-DEVELOPMENT	100.00	47.50	25.22	<input type="text" value="0.00"/>	0.00	47.50
2	DESIGN	350.00	33.00	20.73	<input type="text" value="0.00"/>	0.00	33.00
3	ACQUISITION	300.00	12.50	17.74	<input type="text" value="0.00"/>	0.00	12.50
4	CONSTRUCTION	250.00	30.25	18.25	<input type="text" value="0.00"/>	0.00	30.25
Grant Fund Totals		1,000.00	123.25	81.94	0.00	0.00	123.25
Match Fund Totals		0.00	0.00	0.00	0.00	0.00	0.00

[Save](#)

Step	Action
7.	<p>Select the applicable section(s) on the left of the page that you need to complete.</p> <p>In this example, we need to enter the cost incurred dates and the expenditure amounts for the Claim Line Details section.</p>
8.	<p>After completing the remaining claims information, click the Claim Summary section to submit the claim for approval.</p>

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Step	Action
9.	Click the Claim Entry Complete checkbox.
10.	Click the Certification checkbox.
11.	Click the Save button
12.	Click the Submit button.
13.	Click the OK button. Claim is submitted into agency workflow and the claim Status changes to Agency Review .
14.	You have successfully completed the Update an Existing Claim topic.

Update a Returned Claim

Topic Description:

This topic provides the knowledge and skills to update a claim returned by the agency.

Topic Objective:

In this topic, you will learn:

SFS Handbook: Grantee Processing in SFS

- How to update and resubmit a returned claim

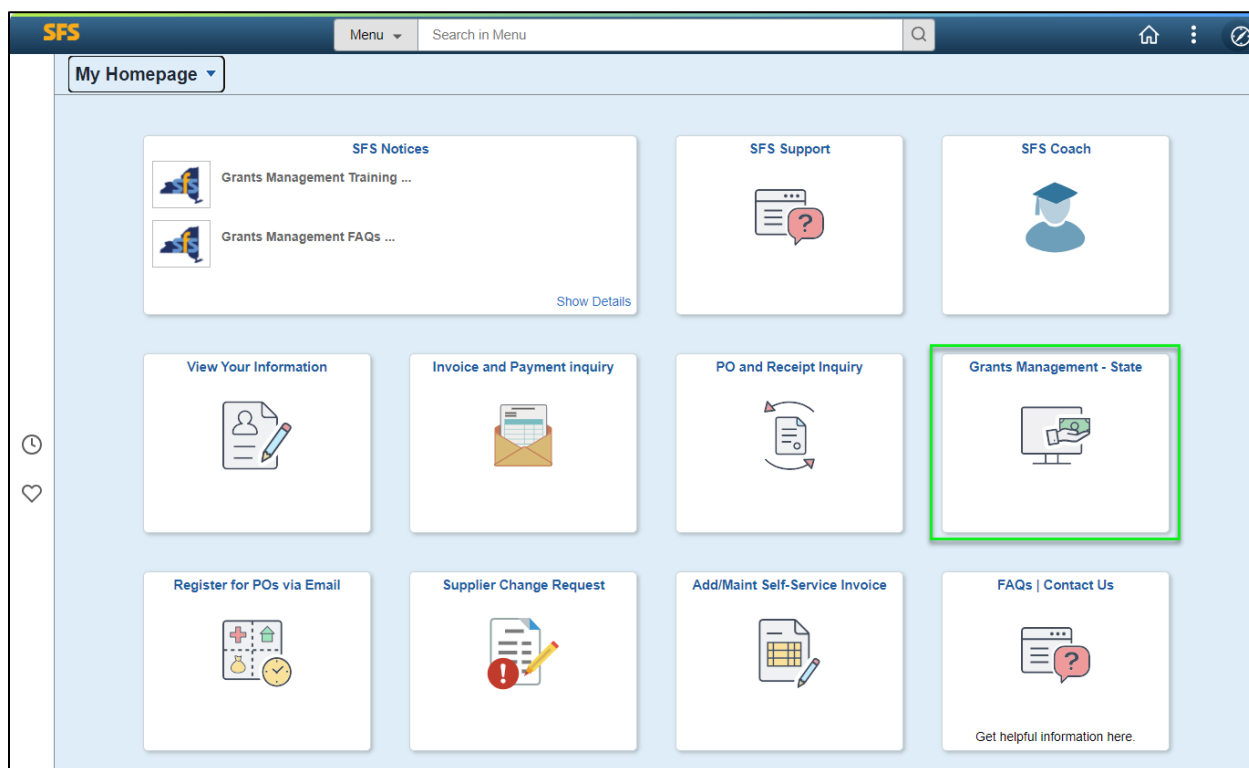
SFS role(s) required to perform this task:

- Claim Initiator (NY_EM_SUPPLIER_CLAIM_ENTRY)
 - **Note:** This role allows you to enter a request for an advance (if allowed on the contract) or reimbursement claim. This role does not have the ability to certify or submit the claim.
- Claim Certifier and Submitter (NY_EM_SUPPLIER_CLAIM_CERT_SUB)
 - **Note:** This role allows you to certify and submit a request for an advance (if allowed on the contract) or reimbursement claim.

Procedure:

Scenario: You previously submitted a claim for agency review. The agency has returned your claim and requests that you attach additional supporting documentation. You need to update your claim with additional supporting documents and resubmit your claim to the agency for approval.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

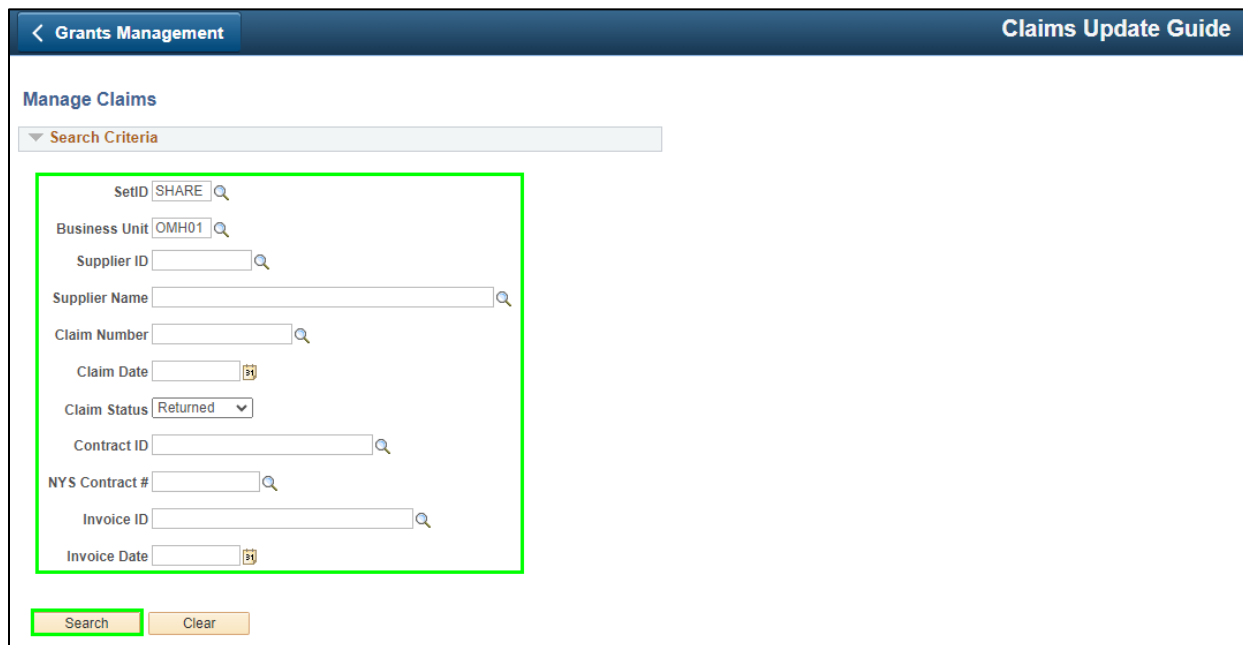


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Step	Action
1.	<p>Navigation: Click the Grants Management - State tile.</p> <p>Alternative Navigation: From the NavBar navigate to: Menu > eSettlements > Claims Update Guide.</p>

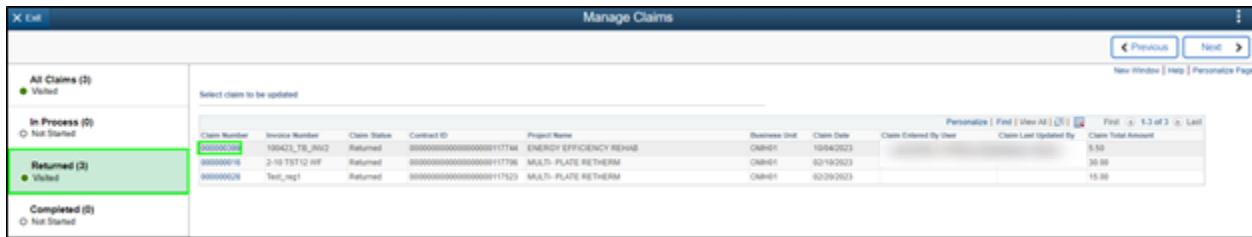


Step	Action
2.	Click the Claims Update Guide tile.

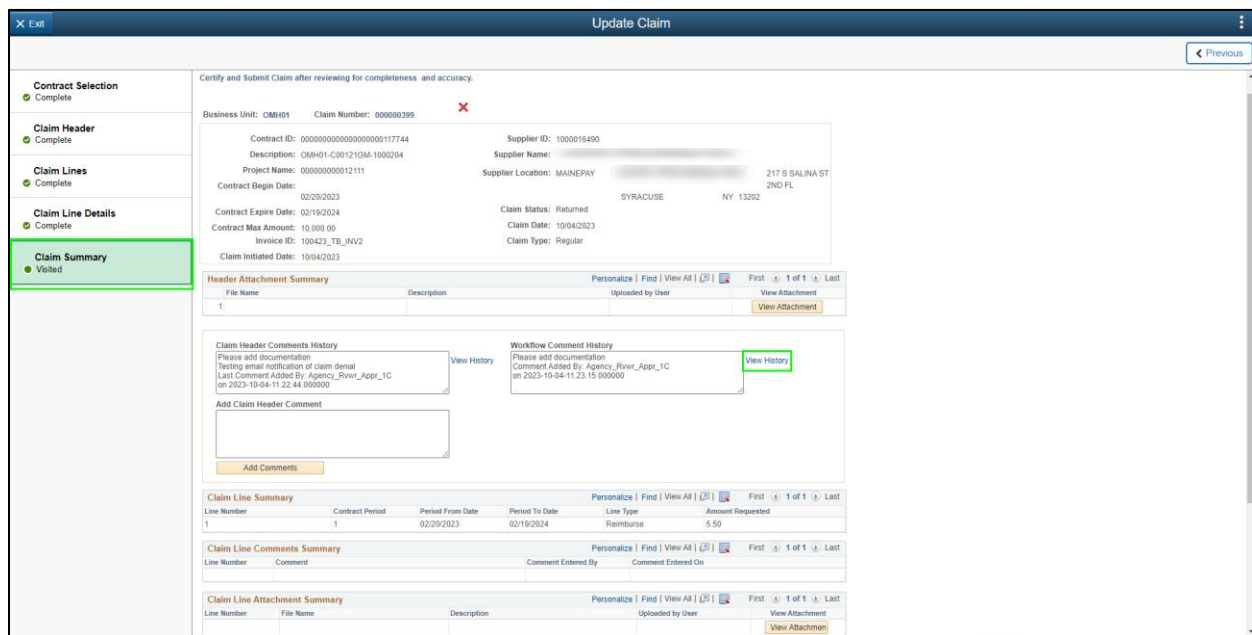


Step	Action
3.	Enter the applicable search criteria in the Search Criteria fields or click the magnifying glass icon to look up the information.
4.	Click the Claim Status drop-down field and select the Returned list item.
5.	Click the Search button to display the search results.

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Step	Action
6.	Select the Returned menu on the left side of the page to view all returned claims.
7.	Click the Claim Number link associated to the claim you want to update.



Step	Action
8.	Click the Claim Summary menu on the left side of the page.
9.	Click the View History link to view the workflow comments associated with the returned claim.

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Claims Comments X

[Help](#)

Business Unit **OMH01** Claim ID **000000399**

Comments	Comment Entered By	Comment Entered On			
1	Please add documentation	Agency_Rvwr_Appr_1C	10/04/2023 11:23AM		

OK
Cancel

Step	Action
10.	After reviewing the workflow comment(s) information, click the OK button to return to the Claim Summary page.

X Exit
Update Claim

Contract Selection
✔ Complete

Claim Header
✔ Complete

Claim Lines
✔ Complete

Claim Line Details
✔ Complete

Claim Summary
● Visited

Business Unit: **OMH01** Claim Number: **000000399** ✖

Contract ID: 000000000000000000000000117744 Supplier ID: 1000016490
 Description: OMH01-C00121GM-1000204 Supplier Name: ██████████
 Project Name: 00000000000012111 Supplier Location: MAINEPAY ██████████
 Contract Begin Date: 02/20/2023 SYRACUSE
 Contract Expire Date: 02/19/2024 Claim Status: Returned
 Contract Max Amount: 10,000.00 Claim Date: 10/04/2023
 Invoice ID: 100423_TB_INV2 Claim Type: Regular
 Claim Initiated Date: 10/04/2023

Claim Line Details Find | View

Claim Line#: 1 Contract Period: 1 Period Date From: 02/20/2023 Period Date To: 02/19/2024

Line Type: Reimbursement Line Comments

Line Attachments

Reimbursement Claim Details

Step	Action
11.	Make the update(s) requested by the agency. In this example, we will attach additional documentation, so we will click the Claim Line Details tab.
12.	Click the Line Attachments button to upload additional documentation.

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Claims Attachments ✕

[Help](#)

Business Unit **OMH01** Claim Number **000000399** Line Number **1**

Description	Add Attachment	View Attachment	Attached File
1 Training Document	Add Attachment	View Attachment	Training_Document.pdf

+ (highlighted)

OK Cancel

Step	Action
13.	Click the Add a New Row (+) icon to add a new row.

Claims Attachments ✕

[Help](#)

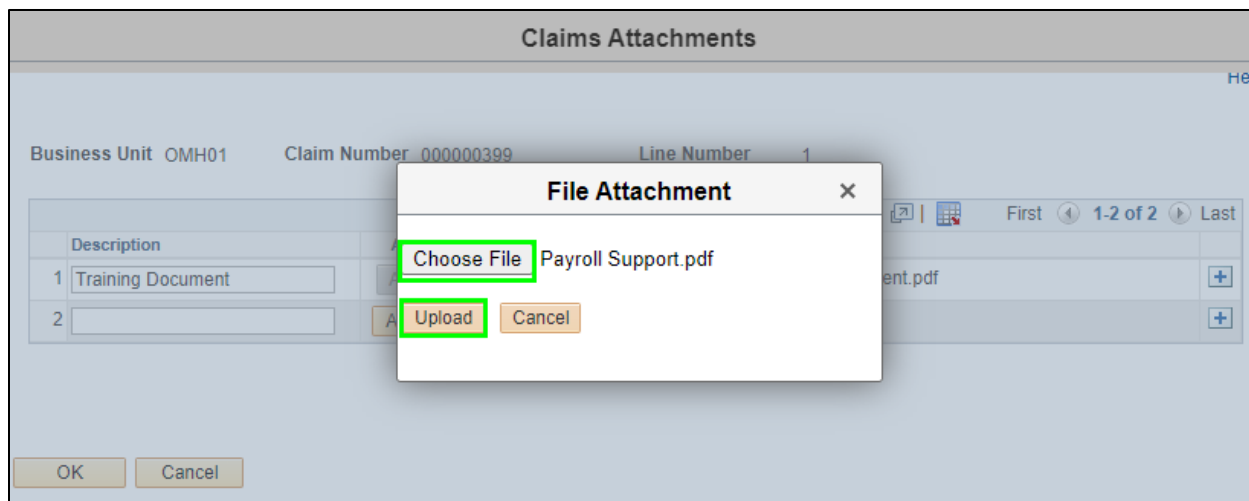
Business Unit **OMH01** Claim Number **000000399** Line Number **1**

Description	Add Attachment	View Attachment	Attached File
1 Training Document	Add Attachment	View Attachment	Training_Document.pdf
2	Add Attachment (highlighted)	View Attachment	

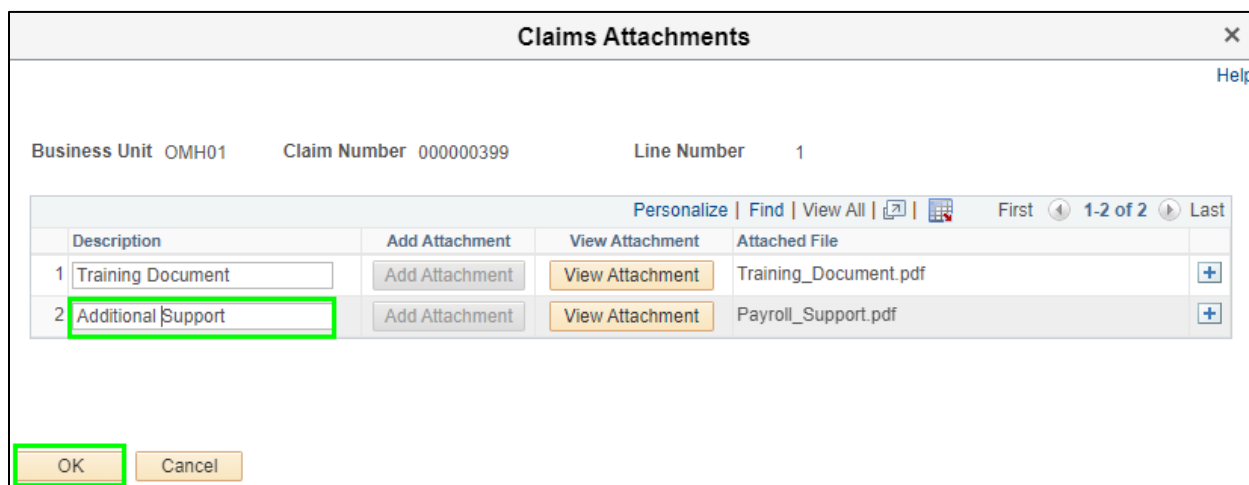
OK Cancel

Step	Action
14.	Click the Add Attachment button to upload additional documentation.

SFS Handbook: Grantee Processing in SFS



Step	Action
15.	Click the Choose File button, select your pdf file, and click the Open button. Note: Only .pdf files can be uploaded.
16.	Click the Upload button.



Step	Action
17.	Enter the document description in the Description field.
18.	Click the OK button.

SFS Handbook: Grantee Processing in SFS

✕ Exit
Update Claim

Contract Selection
✔ Complete

Claim Header
✔ Complete

Claim Lines
✔ Complete

Claim Line Details
✔ Complete

Claim Summary
● Visited

Business Unit: OMH01 Claim Number: 000000399 ✕

Contract ID: 00000000000000000000117744

Description: OMH01-C00121GM-1000204

Project Name: 000000000012111

Contract Begin Date: 02/20/2023

Contract Expire Date: 02/19/2024

Contract Max Amount: 10,000.00

Invoice ID: 100423_TB_INV2

Claim Initiated Date: 10/04/2023

Supplier ID: 1000016490

Supplier Name: ██████████

Supplier Location: MAINEPAY ██████████

217 S SALINA ST
2ND FL
SYRACUSE NY 13202

Claim Status: Returned

Claim Date: 10/04/2023

Claim Type: Regular

Claim Line Details Find | View All First 1 of 1 Last

Claim Line#: 1 Contract Period: 1 Period Date From: 02/20/2023 Period Date To: 02/19/2024

Line Type: Reimbursement [Line Comments](#)

[Line Attachments](#)

Reimbursement Claim Details

Budget Type: CAPITAL


Cost Incurred Date From: 10/04/2023 Cost Incurred Date To: 10/04/2023

Reimbursement Funds		Personalize Find View All					First	1-4 of 4	Last
Budget Category	Approved Grant Budget	Previous Cumulative Expenditure	In Process Expenditures	Expenditure for this Report	Reviewed Amount	Current Cumulative Expenditure			
1 SCOPING & PRE-DEVELOPMENT	100.00	47.50	25.22	0.00	0.00	47.50			
2 DESIGN	350.00	33.00	18.73	2.00	2.00	35.00			
3 ACQUISITION	300.00	12.50	14.24	3.50	3.50	16.00			
4 CONSTRUCTION	250.00	30.25	18.25	0.00	0.00	30.25			
Grant Fund Totals	1,000.00	123.25	76.44	5.50	5.50	128.75			
Match Fund Totals	0.00	0.00	0.00	0.00	0.00	0.00			

[Save](#)

Step	Action
19.	Click the Save button. <div style="text-align: center; margin-top: 5px;">Save</div>
20.	Click the Claim Summary menu on the left side of the page.

SFS Handbook: Grantee Processing in SFS

Step	Action
21.	Click the Claim Entry Complete check box.
22.	Click the Certification checkbox.
23.	Click the Save button. 
24.	Click the Submit button.
25.	Click the OK button. The claim is submitted into agency workflow and the claim Status changes to Agency Review .
26.	You have successfully completed the Update a Returned Claim topic.

Claim Inquiry

Topic Description:

This topic provides the knowledge and skills for the user to inquire on grants claims in various statuses. **Note:** Data is view only on the claim inquiry pages.

SFS Handbook: Grantee Processing in SFS

Topic Objective:

In this topic, you will learn:

- How to inquire on a claim

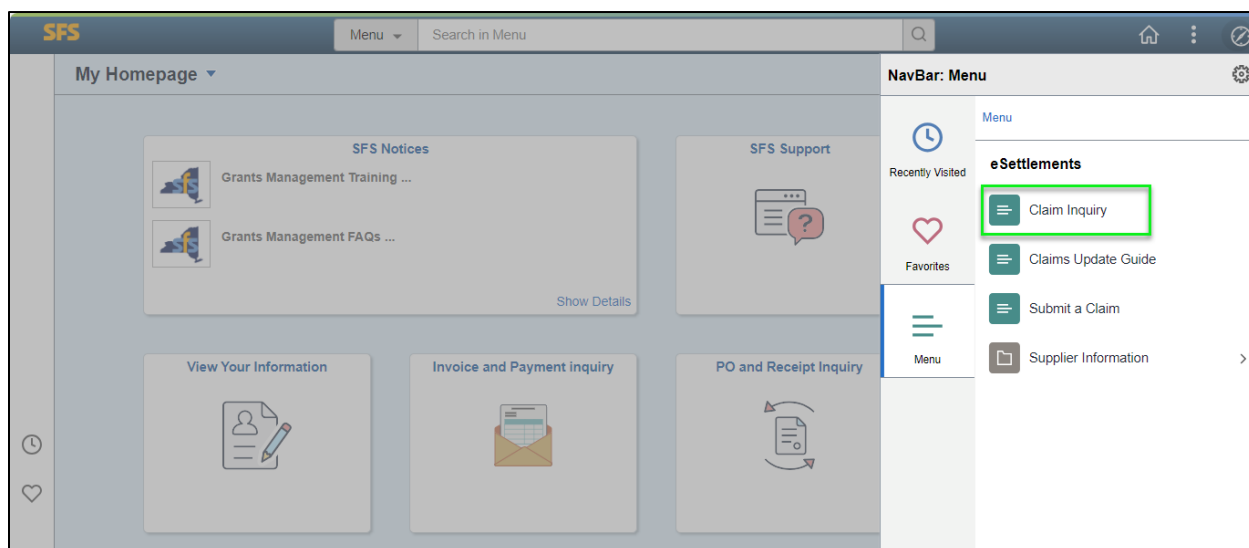
SFS role required to perform this task:

- Claim Inquiry (NY_EM_SUPPLIER_CLAIM_INQUIRY)

Procedure:

Scenario: You want to look up a claim and see where it is in the approval process.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



Step	Action
1.	From the NavBar navigate to: Menu > eSettlements > Claim Inquiry. Note: You must log in to the SFS Vendor Portal to view a claim.

SFS Handbook: Grantee Processing in SFS

Claim Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Inquiry Name begins with ▼

Description begins with ▼

Case Sensitive

Search

Clear

Basic Search
Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
2.	<p>Note: The Claim Inquiry feature allows you to search for and view existing claims. The search criteria you use to search for existing claims can be saved under an Inquiry Name so you can access and reuse it each time you search for claim(s).</p>
3.	<p>If you already created and saved Claim Inquiry Name(s), you can use the Find an Existing Value tab. You would enter the applicable search criteria and click the Search button to display the existing Inquiry Names that can be selected.</p> <p><u>or</u></p> <p>If the Claim Inquiry Name is not already established and you want to create a new Inquiry Name, click the Add a New Value tab, enter the desired Claim Inquiry Name, and click the Add button.</p>

SFS Handbook: Grantee Processing in SFS

Step	Action
4.	Enter the desired Business Unit, Vendor ID , and any other available search criteria if known. Note: Vendor ID is a required search field.
5.	Note: The Claim Status options are: <ul style="list-style-type: none"> • New • In Process • Returned • Complete • Under Agency Review • Approved • Cancelled <p>In this example, we will not search by claim status.</p>
6.	Click the Search button.

Claim Details								
Business Unit	Vendor ID	Supplier Name	Claim ID	Invoice Number	Claim Date	Claim Status	Final Appro	
1 OMH01	1000016490		00000025	Test1	02/16/2023	In Process		
2 OMH01	1000016490		00000028	Test_reg1	02/20/2023	Agency Rev		
3 OMH01	1000016490		00000079	022423_TB_REIMB2	02/24/2023	In Process		
4 OMH01	1000016490		00000083	NewInv	02/28/2023	Complete		

Step	Action
7.	Verify Claim Details and Voucher and Payment results for the desired claim.
8.	On the Claim Details tab, click on the Claim ID link for the desired claim.

SFS Handbook: Grantee Processing in SFS

Claim Review via Inquiry

Claim Review Summary

Header Details

Business Unit: OMH01 Claim Number: 000000167 Claim Type: Regular
 Supplier Name: [Redacted] Contract ID: 000000000000000000000000117523 Claim Initiated Dt:
 Supplier ID: 1000016490 Contract Max Amount: \$10,000.00 Claim Received Dt:
 Supplier Location: MAINEPAY Grantee Claim Reference: 051823_TB_inv2 Final Approval Dt:
 Description: OMH01-C00014GM-1090004 Claim Date: 05/18/2023
 Project Name: MULTI- PLATE RETHERM Net Days in Review: 121
 Contract Begin Dt: 01/24/2023 MIR Adjustment Date:
 Contract Expire Dt: 01/25/2024

Bypass eSettlement Review Bypass Agency Voucher Approval Claim Status: Agency Rev Voucher ID: Approval Step: 2

Line Details

Line #	Line Type	Contract Period	Contract Period Amount	Requested Amount	Reviewed Amount	Net Payment Amount	Reviewed	Modified By	Modified On
1	Reimbursement	1	\$10,000.00	\$5.85	\$5.85	\$0.00	Yes	Agency_Rvwr_Appr_2C	06/13/2023 8:02:08AM

Claim Comments
 Comment entered by proxy
 Last Comment Added By : Agency_Proxy_D On : 05/18/2023 - 11:40 AM

Header Comments (1)
 Workflow Comments (2)

Add Comment

Show to Supplier Show in Invoice

Attachments (0) [Review Claim](#) [View Approvals](#)

Save Cancel

Step	Action
9.	Click the View Approvals link.

Claim Review via Inquiry

Claim Review Summary

Header Details

Business Unit: OMH01 Claim Number: 000000167 Claim Type: Regular
 Supplier Name: [Redacted] Contract ID: 000000000000000000000000117523 Claim Initiated Dt:
 Supplier ID: 1000016490 Contract Max Amount: \$10,000.00 Claim Received Dt:
 Supplier Location: MAINEPAY Grantee Claim Reference: 051823_TB_inv2 Final Approval Dt:

Claim Approvals Monitor Help

Claims Approval Workflow Path

Claim Approval Workflow: Pending

```

    graph LR
      A[Approved  
Claims Approver Level 1  
05/18/23 - 12:00 PM] --> B[Pending  
Multiple Approvers  
Claims Approver Level 2]
      B --> C[Not Routed  
Multiple Approvers  
Claims Approver Level 3]
      C --> D[Not Routed  
Multiple Approvers  
Claims Approver Level 4]
  
```

Comment History
 at 05/18/23 - 11:48 AM
[View History](#)

SFS Handbook: Grantee Processing in SFS

Step	Action
10.	After reviewing the approval workflow, click the Close (X) icon.

Claim Review via Inquiry

Claim Review Summary

Header Details

Business Unit: CMH01	Claim Number: 000000167	Claim Type: Regular
Supplier Name: ██████████	Contract ID: 000000000000000000117523	Claim Initiated Dt:
Supplier ID: 1000016490	Contract Max Amount: \$10,000.00	Claim Received Dt:
Supplier Location: MAINEPAY	Grantee Claim Reference: 051823_TB_Inv2	Final Approval Dt:
Description: CMH01-C00014GM-1090004	Claim Date: 05/18/2023	
Project Name: MULTI- PLATE RETHERM	Net Days in Review: 121	
Contract Begin Dt: 01/24/2023	MIR Adjustment Date:	
Contract Expire Dt: 01/25/2024		

Bypass eSettlement Review Claim Status: Agency Rev Voucher ID: Approval Step: 2
 Bypass Agency Voucher Approval

Line Details 1 of 1 [Last](#)

Line #	Line Type	Contract Period	Contract Period Amount	Requested Amount	Reviewed Amount	Net Payment Amount	Reviewed	Modified By	Modified On
1	Reimbursement	1	\$10,000.00	\$5.85	\$5.85	\$0.00	Yes	Agency_Rvwr_Appl_2C	05/13/2023 8:02:08AM

Claim Comments

<div style="border: 1px solid #ccc; padding: 2px;"> <p>Comment entered by proxy Last Comment Added By On : 05/18/2023 - 11:40 AM</p> </div>	<p>Header Comments (1)</p> <p>Workflow Comments (2)</p>
---	---

Add Comment

Show to Supplier Show in Invoice

Save Attachments (0) [Preview Claim](#) / [View Approvals](#)

Cancel

Step	Action
11.	Click the Reviewed Amount button.

SFS Handbook: Grantee Processing in SFS

Review Claims Component

Project Name: MULTI- PLATE RETHERM Net Days in Review: 159

Contract Begin Dt: 01/24/2023

Contract Expire Dt: 01/25/2024

Bypass eSettlement Review: Claim Line No: 1 Line Type: Reimbursement Reviewed: Yes Contract Period: 1

Bypass Agency Voucher Approval: Claim Status: Under Agency Review Voucher ID: Period Amount: \$10,000.00

Budget Type: EXPENDITURE Cost Incurred Date From: 05/08/2023 Cost Incurred Date To: 05/09/2023

Reimbursement Funds | 1-10 of 10

Grant	Budget Category	Approved Budget	Previous Cumulative Expenditures	In-Process	Expenditures for this Report	Reviewed Amount	Current Cumulative Expenditures	Detail
1	SALARY	\$30,500.00	\$0.00	\$4.00	\$2.00	\$2.00	\$2.00	i
2	FRINGE	\$2,000.00	\$0.00	\$1.00	\$1.00	\$1.00	\$1.00	i
3	CONTRACTUAL	\$1,200.00	\$0.00	\$0.16	\$1.50	\$1.50	\$1.50	i
4	TRAVEL	\$13,000.00	\$0.00	\$0.14	\$1.35	\$1.35	\$1.35	i
5	EQUIPMENT	\$2,500.00	\$0.00	\$2.60	\$0.00	\$0.00	\$0.00	i
6	SPACE/PROPERTY RENT	\$2,300.00	\$0.00	\$0.15	\$0.00	\$0.00	\$0.00	i
7	SPACE/PROPERTY OWN	\$800.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	i
8	UTILITIES	\$275.00	\$0.00	\$2.85	\$0.00	\$0.00	\$0.00	i
9	OPERATING EXPENSES	\$100.00	\$0.00	\$1.10	\$0.00	\$0.00	\$0.00	i
10	OTHER	\$70.00	\$0.00	\$0.10	\$0.00	\$0.00	\$0.00	i
Total		\$52,745.00	\$0.00	\$22.10	\$5.85	\$5.85	\$5.85	

Match Funds | 1-5 of 5

Match	Budget Category	Approved Budget	Previous Cumulative Expenditure	In-Process	Expenditures for this Report	Reviewed Amount	Current Cumulative Expenditures
1	SALARY	\$3,607.50	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00
2	FRINGE	\$0.00	\$0.00	\$0.30	\$0.00	\$0.00	\$0.00
3	TRAVEL	\$1,500.00	\$0.00	\$0.30	\$0.00	\$0.00	\$0.00
4	EQUIPMENT	\$320.00	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00
5	OPERATING EXPENSES	\$12.50	\$0.00	\$0.75	\$0.00	\$0.00	\$0.00
Total		\$5,440.00	\$0.00	\$1.75	\$0.00	\$0.00	\$0.00

[Line Comments \(2\)](#) [Attachments \(1\)](#)

OK Cancel

Step	Action
12.	Click the Line Comments button (the number in parenthesis indicates the number of comments).

SFS Handbook: Grantee Processing in SFS

Reimbursement Line Comments Help

Line Comments

Business Unit: OMH01 Claim Number: 000000167 Line Nbr: 1 Claim Type: Reimbursement

Add Line And Return

Show to Supplier
 Show In Invoice

Line Comment History Find First 1-2 of 2 Last

Seq	2	line comment by reviewer	<input checked="" type="checkbox"/> Show to Supplier <input type="checkbox"/> Show In Invoice	Created By: D Created On: 05/18/23 11:58AM Role A
Seq	1	line comment	<input checked="" type="checkbox"/> Show to Supplier <input type="checkbox"/> Show In Invoice	Created By: Created On: 05/18/23 11:43AM Role P

OK Cancel

Step	Action
13.	Click the OK button when your review of the line comments is complete.

Review Claims Component

Project Name: MULTI- PLATE RETHERM Net Days in Review: 159
 Contract Begin Dt: 01/24/2023
 Contract Expire Dt: 01/25/2024

Bypass eSettlement Review: Claim Line No: 1 Line Type: Reimbursement Reviewed: Yes
 Bypass Agency Voucher Approval: Claim Status: Under Agency Review Voucher ID:
 Contract Period: 1 Period Amount: \$10,000.00

Budget Type: EXPENDITURE Cost Incurred Date From: 05/09/2023 Cost Incurred Date To: 05/09/2023

Reimbursement Funds 1-10 of 10

Grant	Budget Category	Approved Budget	Previous Cumulative Expenditures	In-Process	Expenditures for this Report	Reviewed Amount	Current Cumulative Expenditures	Detail
	1 SALARY	\$30,500.00	\$0.00	\$4.00	\$2.00	\$2.00	\$2.00	ⓘ
	2 FRINGE	\$2,000.00	\$0.00	\$1.00	\$1.00	\$1.00	\$1.00	ⓘ
	3 CONTRACTUAL	\$1,200.00	\$0.00	\$0.16	\$1.50	\$1.50	\$1.50	ⓘ
	4 TRAVEL	\$13,000.00	\$0.00	\$0.14	\$1.35	\$1.35	\$1.35	ⓘ
	5 EQUIPMENT	\$2,500.00	\$0.00	\$2.60	\$0.00	\$0.00	\$0.00	ⓘ
	6 SPACE/PROPERTY RENT	\$2,300.00	\$0.00	\$0.15	\$0.00	\$0.00	\$0.00	ⓘ
	7 SPACE/PROPERTY OWN	\$800.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	ⓘ
	8 UTILITIES	\$275.00	\$0.00	\$2.85	\$0.00	\$0.00	\$0.00	ⓘ
	9 OPERATING EXPENSES	\$100.00	\$0.00	\$1.10	\$0.00	\$0.00	\$0.00	ⓘ
	10 OTHER	\$70.00	\$0.00	\$0.10	\$0.00	\$0.00	\$0.00	ⓘ
Total		\$52,745.00	\$0.00	\$22.10	\$5.85	\$5.85	\$5.85	

Match Funds 1-5 of 5

Match	Budget Category	Approved Budget	Previous Cumulative Expenditure	In-Process	Expenditures for this Report	Reviewed Amount	Current Cumulative Expenditures
	1 SALARY	\$3,607.50	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00
	2 FRINGE	\$0.00	\$0.00	\$0.30	\$0.00	\$0.00	\$0.00
	3 TRAVEL	\$1,500.00	\$0.00	\$0.30	\$0.00	\$0.00	\$0.00
	4 EQUIPMENT	\$320.00	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00
	5 OPERATING EXPENSES	\$12.50	\$0.00	\$0.75	\$0.00	\$0.00	\$0.00
Total		\$5,440.00	\$0.00	\$1.75	\$0.00	\$0.00	\$0.00

OK Cancel

Line Comments (2)
Attachments (1)

SFS Handbook: Grantee Processing in SFS

Step	Action
14.	Click the Attachments button (the number in parenthesis indicates the number of attachments).

Reimbursement Line Attachments Help

Line Attachments

Business Unit: OMH01 Claim Number: 000000167 Line Nbr: 1 Claim Type: Reimbursement

Upload Instructions
 Only PDF files can be uploaded.
 Files greater than 20 Mb will not be allowed for upload.
 Enter File Description before clicking on Add Attachment

File Description: Add Attachment

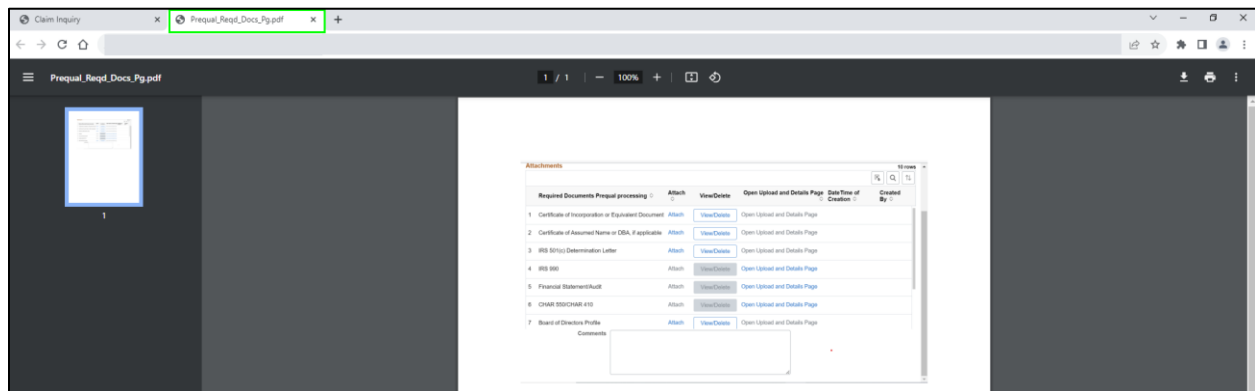
Show To Supplier
 Show In Invoice

Line Attachments First 1 of 1 Last

File Name	Description	Show To Supplier	Show In Invoice	Created By	Created On	View Attachment
1 Prequal_Reqd_Docs_Pg.pdf	Upload Example	<input checked="" type="checkbox"/>	<input type="checkbox"/>		05/18/23 11:41:39AM	View Attachment

OK Cancel

Step	Action
15.	Click the View Attachment button.



Step	Action
16.	When you are finished reviewing the attachment, click the Close (X) button.

SFS Handbook: Grantee Processing in SFS

Reimbursement Line Attachments Help

Line Attachments

Business Unit: OMH01 Claim Number: 000000167 Line Nbr: 1 Claim Type: Reimbursement

Upload Instructions
 Only PDF files can be uploaded.
 Files greater than 20 Mb will not allowed for upload.
 Enter File Description before clicking on Add Attachment

File Description Add Attachment

Show To Supplier
 Show In Invoice

Line Attachments 21 First 1 of 1 Last

File Details

File Name	Description	Show To Supplier	Show In Invoice	Created By	Created On	View Attachment
1 Prequal_Reqd_Docs_Pg.pdf	Upload Example	<input checked="" type="checkbox"/>	<input type="checkbox"/>		05/18/23 11:41:39AM	<input type="button" value="View Attachment"/>

Step	Action
17.	Click the OK button to return to the previous page.

SFS Handbook: Grantee Processing in SFS

Review Claims Component

Project Name: MULTI- PLATE RETHERM Net Days in Review: 159

Contract Begin Dt: 01/24/2023

Contract Expire Dt: 01/25/2024

Bypass eSettlement Review: Claim Line No: 1 Line Type: Reimbursement Reviewed: Yes Contract Period: 1

Bypass Agency Voucher Approval: Claim Status: Under Agency Review Voucher ID: Period Amount: \$10,000.00

Budget Type: EXPENDITURE Cost Incurred Date From: 05/08/2023 Cost Incurred Date To: 05/09/2023

Reimbursement Funds | 1-10 of 10

Budget Category	Approved Budget	Previous Cumulative Expenditures	In-Process	Expenditures for this Report	Reviewed Amount	Current Cumulative Expenditures	Detail
1 SALARY	\$30,500.00	\$0.00	\$4.00	\$2.00	\$2.00	\$2.00	i
2 FRINGE	\$2,000.00	\$0.00	\$1.00	\$1.00	\$1.00	\$1.00	i
3 CONTRACTUAL	\$1,200.00	\$0.00	\$0.16	\$1.50	\$1.50	\$1.50	i
4 TRAVEL	\$13,000.00	\$0.00	\$0.14	\$1.35	\$1.35	\$1.35	i
5 EQUIPMENT	\$2,500.00	\$0.00	\$2.60	\$0.00	\$0.00	\$0.00	i
6 SPACE/PROPERTY RENT	\$2,300.00	\$0.00	\$0.15	\$0.00	\$0.00	\$0.00	i
7 SPACE/PROPERTY OWN	\$800.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	i
8 UTILITIES	\$275.00	\$0.00	\$2.85	\$0.00	\$0.00	\$0.00	i
9 OPERATING EXPENSES	\$100.00	\$0.00	\$1.10	\$0.00	\$0.00	\$0.00	i
10 OTHER	\$70.00	\$0.00	\$0.10	\$0.00	\$0.00	\$0.00	i
Total	\$52,745.00	\$0.00	\$22.10	\$5.85	\$5.85	\$5.85	

Match Funds | 1-5 of 5

Budget Category	Approved Budget	Previous Cumulative Expenditure	In-Process	Expenditures for this Report	Reviewed Amount	Current Cumulative Expenditures
1 SALARY	\$3,607.50	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00
2 FRINGE	\$0.00	\$0.00	\$0.30	\$0.00	\$0.00	\$0.00
3 TRAVEL	\$1,500.00	\$0.00	\$0.30	\$0.00	\$0.00	\$0.00
4 EQUIPMENT	\$320.00	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00
5 OPERATING EXPENSES	\$12.50	\$0.00	\$0.75	\$0.00	\$0.00	\$0.00
Total	\$5,440.00	\$0.00	\$1.75	\$0.00	\$0.00	\$0.00

Step	Action
18.	Click the OK button to return to the previous page.

SFS Handbook: Grantee Processing in SFS

[My Homepage](#)
Claim Review Summary

Claim Review Summary

Header Details

Business Unit: OMH01	Claim Number: 000000167	Claim Type: Regular
Supplier Name: ████████████████████	Contract ID: 000000000000000000117523	Claim Initiated Dt:
Supplier ID: 1000016490	Contract Max Amount: \$10,000.00	Claim Received Dt:
Supplier Location: MAINEPAY	Grantee Claim Reference: 051823_TB_inv2	Final Approval Dt:
Description: OMH01-C00014GM-1090004	Claim Date: 05/18/2023	
Project Name: MULTI- PLATE RETHERM	Net Days in Review: 159	
Contract Begin Dt: 01/24/2023	MIR Adjustment Date: <input type="text" value=""/>	
Contract Expire Dt: 01/25/2024		

Bypass e Settlement Review Bypass Agency Voucher Approval
 Claim Status: Under Agency Review Voucher ID: Approval Step: 2

Line Details 1 of 1 Last

Line #	Line Type	Contract Period	Contract Period Amount	Requested Amount	Reviewed Amount	Net Payment Amount	Reviewed	Modified By	Modified On
1	Reimbursement		\$10,000.00	\$5.85	\$5.85	\$5.85	Yes	PeaceInc	10/24/2023 8:13:32AM

Claim Comments

Comment entered by proxy
 Last Comment Added By : ██████████ On : 05/18/2023 - 11:40 AM

Header Comments (1)

Workflow Comments (2)

Add Comment

Show to Supplier Show in Invoice

Save

Attachments (0)

Preview Claim
View Approvals

[Cancel](#)

Step	Action
19.	Click the Header Comments link to view any header comments for the claim.
20.	Click the Workflow Comments link to view workflow comments for the claim.
21.	Click the Attachments button to view any header attachments for the claim.
22.	Click the Preview Claim link to view the pdf version of the claim. Note: Once the claim is approved, the preview claim link will be grayed out and the claim pdf is only accessible as an attachment via the Attachments button.
23.	You have successfully completed the Claim Inquiry topic.

SFS Handbook: Grantee Processing in SFS

Grantee Reports and Queries

Lesson Description:

This lesson provides the knowledge and skills to process grantee reports and queries.

Lesson Objectives:

In this lesson, you will learn how to:

- Run the Vendor Contract Summary Report

Run the Vendor Contract Summary Report

Topic Description:

This topic provides the knowledge and skills to run the Vendor Contract Summary report. This report provides grant related contract and bid event data at a summary level.

Topic Objectives:

In this topic, you will learn:

- How to run the Vendor Contract Summary report.

SFS role required to perform this task:

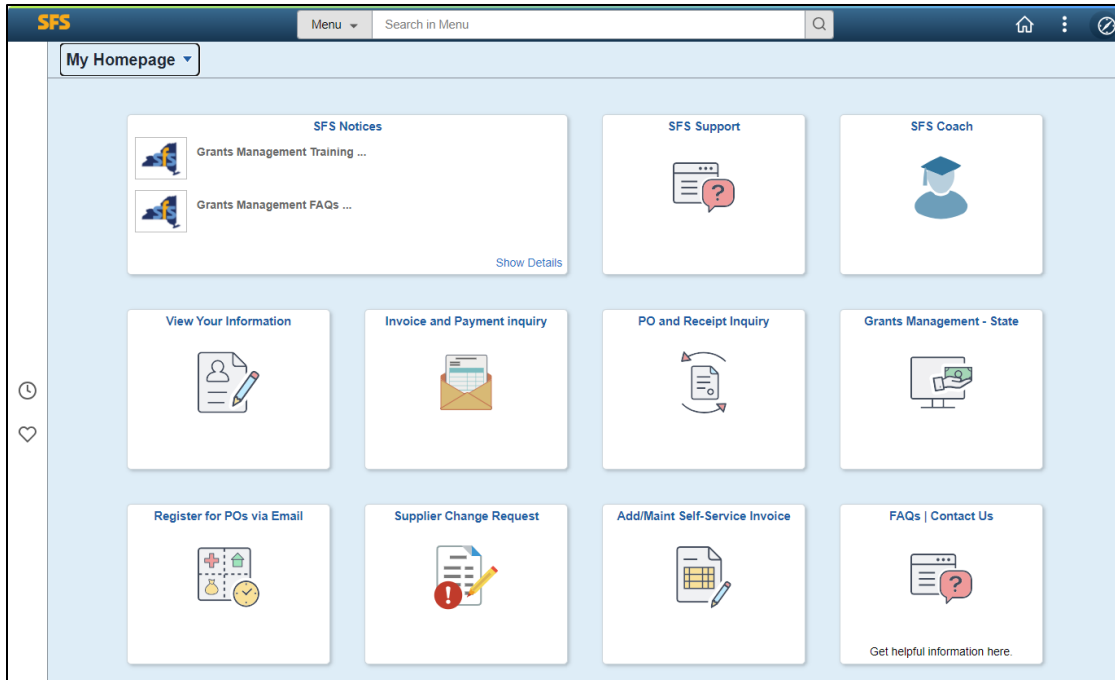
- Grants Contract Editor (NY_ES_VNDR_CNTRCT_CHANGE)

Procedure

Scenario: You would like to review grant related contract and bid event data at a summary level so you will run the Vendor Contract Summary report.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

SFS Handbook: Grantee Processing in SFS



Step	Action
1.	From the NavBar navigate to: Menu > Manage Contracts > Vendor Contract Summary Report

NY_ES_CONTRACT_SUMMARY_QRY - Vendor Contract Summary Report

SetID

*Business Unit

Bid Event ID

Vendor Type

Vendor ID

Contract ID

NYS Contract Number

Contract Status

Contract Type

Contract Begin Date

Contract Expire Date

Period

Period From

Period To

Row	Business Unit	Contract ID	NYS Contract Number	Bid Event ID	Bid Event Name	Organization Type	Vendor ID	Vendor Name	Contract Type	Contract Status	Contract Begin Date	Contract Expire Date	Contract Amount	Period	Period From	Period To	Project ID	Project Description
-----	---------------	-------------	---------------------	--------------	----------------	-------------------	-----------	-------------	---------------	-----------------	---------------------	----------------------	-----------------	--------	-------------	-----------	------------	---------------------

Step	Action
2.	<p>Enter the applicable values in the search criteria fields which consist of the following fields:</p> <p>SetID, Business Unit, Bid Event ID, Vendor Type, Vendor ID, Contract ID, NYS Contract Number, Contract Status, Contract Type, Contract Begin Date, Contract Expire Date, Period, Period From Date, and Period To Date.</p> <p>Note:</p> <ul style="list-style-type: none"> SetID defaults to SHARE and doesn't need to be changed. SetID and Business Unit are required fields. Business Unit is the SFS ID for the NYS Agency.

