

Grants Gateway Prequalification Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the [Grants Management Website](#).

Any applications received from Applicants that have not Registered as well as any applications received from non-governmental not-for-profit Applicants that have not Prequalified in the Grants Gateway system prior to application submission cannot be awarded. Such applications will be considered unresponsive and will be removed from award consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [Vendor User Manual](#) on the Grants Management Website details the requirements and an [Online Tutorial](#) are available to walk users through the process.

1) Register for the Grants Gateway.

- Please follow the instructions outlined in the [Grants Management Website](#) to register your organization. The documents mentioned on the Grants Management Website must be sent to the email address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your username please email GrantsGateway@its.ny.gov. If you do not know your password please click the [Forgot Password](#) link from the main login page and follow the prompts.

2) Complete your Prequalification Application.

- Log in to the [Grants Gateway](#). **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.
- Please visit [Grants Management Website](#) for more information on Prequalification
- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Management Team at GrantsGateway@its.ny.gov.

3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the **Submit Document Vault** Link located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive an email notification from the Grants Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Applicants are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.