

Grants Reform Gateway Prequalification Instructions

1. **REGISTER WITH THE GRANTS GATEWAY.** Registration forms are available on the Grants Reform Website

(<http://grantsreform.ny.gov/sites/default/files/RegistrationFormforAdministratorfillable.pdf>).

- Include your SFS Vendor ID on the form; if you are a new vendor and do not have a SFS Vendor ID, include a Substitute for W-9 (http://grantsreform.ny.gov/sites/default/files/sub_w9.pdf) with your signed, notarized registration (see link above).
- All registrations must include an Organization Chart in order to be processed.
- When you receive your login information, log in and change your password.

2. **Associate your organization with a State agency** by clicking on Organization(s) and then selecting Organization Information. **Please select the State agency that handles the majority of contracts with your organization; the State entity selected does not have to be DASNY.** Complete all required fields.

Choose the state agency from the list below that your organization has had the most contracts with in the last three years. If you have never had a contract with any of these agencies, choose the state agency you anticipate contracting with in the future.

Office of Alcoholism & Substance Abuse Services

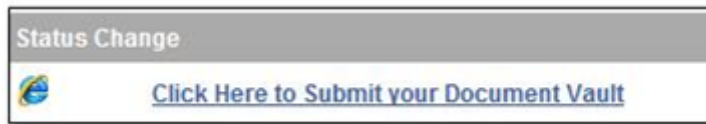
3. Open your Document Vault and **begin answering the required questions (5 forms) and uploading required documents (8)**

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Document Vault](#)

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

4. Finally, **submit your Document Vault for State Review**; this is located halfway down the Document Vault page below the 8 Required Documents



Assistance with navigating the Document Vault is available in the System by clicking Show Help, and from the Grants Reform Website at http://grantsreform.ny.gov/sites/default/files/docs/NYS-Grants-Gateway-Vendor-User-Guide-V1.2_0624.pdf.

Send any questions to GrantsReform@Budget.ny.gov with Prequalification in the subject line.