

INSTRUCTIONS FOR COMPLETING YOUR NYSCA CAPITAL CONTRACT

Grants of \$10,000 - \$25,000

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This document provides instructions for carrying out additional steps needed to execute a NYSCA Capital Contract.

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PROCESS OVERVIEW

The document below outlines the requirements for executing your contract. While many contracts are executed within a month or two, it can occasionally take up to several weeks to fully execute some contracts, depending on Prequalification and Charities Bureau Status. Once your contract is executed, grantees can usually expect payment within 30 to 60 days (*but no earlier than the first day of the contract period, July 1 of the year your grant was awarded in*).

CONTRACT CHECKLIST

- State Financial System - <https://esupplier.sfs.ny.gov>
 - Verify Access and Organizational information in SFS
 - Confirm Prequalification in SFS.
 - Sign up for ePayment through SFS.
- Stay current with required annual financial filings with the Office of the NYS Attorney General's Charities Bureau - <https://ag.ny.gov/resources/organizations/charities-nonprofits-fundraisers>

**Note: New York State considers you, the grantee, the contractor, and the agreement between New York State and the Grantee the contract. Every vendor you engage in business with for the purposed of completing your NYSCA funded capital project is considered a subcontractor, and the agreements executed between you and your vendors the subcontracts.*

DETAILED INSTRUCTIONS

Once you have accepted your award in SmartSimple as outlined in your award letter, you are ready to proceed to these additional steps.

If you have not already done so, add user access to Grants Management functionalities in the Statewide Financial System (SFS).

- a. Log in to SFS. (Please refer to the tips in [this document](#) if you need assistance)
- b. Navigate to: **View Your Information > Maintain Users**.
- c. Select a user and click 'Add a User Role'.

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- d. Click the checkboxes associated with the following roles:
 - i. Prequalification Processor: to apply and review existing prequalification applications
 - ii. Grants Contract Approver: to review, approve, and sign grant contracts.

If you have not already done so, add the name of your designated Grant Contract Approver to your SFS account.

- e. Click the compass icon in the upper right-hand corner and navigate to: **Menu > Maintain Supplier Information > Manage User Profiles.**
- f. Find your Contract Approver's User ID and enter the contract approver's name in the Description field in this format: **Last Name, First Name.**

Click Save and email omar.estrada@arts.ny.gov to confirm you've completed this step.

Sign your FY2025 Contract on the Statewide Financial System website.

You will be informed when your contract is ready to sign on the Statewide Financial System website. At that time, your contract status in SFS will change to "Pending Approval." NYSCA Program Staff may contact you for additional information as your contract is being prepared. To sign your contract, follow these steps:

1. Log in to the [Statewide Financial System](#).
2. Click the compass icon in the upper right-hand corner and navigate to: **Menu > Manage Contracts > Maintain Contract Documents.**
3. Enter **ART01** into the Business Unit field.
4. Check the Pending Review checkbox and click Search.
5. Click the applicable Contract ID from the search results.
6. Click **View Contract Agreement** to review your contract in a new browser window.
7. When you are finished reviewing the Contract Agreement document, click the Close (X) button.
8. Click **Approve.**
9. The Title page will appear. 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).
10. Click OK.
11. Verify the signature has been applied by clicking the View Contract Agreement button again.

Verify access to SFS by having your organization's primary contract (SFS Vendor Delegated Admin) log into the SFS Vendor Portal - <https://esupplier.sfs.ny.gov>

- Add user access to Grants Management functionalities in SFS
 - Navigate to: View Your Information > Maintain Users
 - Select a user and click "Add a User Role"
- Click the checkbox(es) associated with the applicable role(s) for the user:
 - Prequalification Processor: to apply and review existing prequalification applications.
 - Grants Contract Approver: to review, approve, and sign grant contracts.
- Make sure to update your organization's grant profile information. From the homepage, navigate to the following tiles and verify your organization's:
 - Address: View Your Information > View Address Information

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- Contact Information: View Your Information > View Contact Information
- Charities Registration No.: View Your Information > View Grants Information
- Review the information and if changes are needed, initiate a Supplier Change Request.
- [Click here for SFS provided Role Mapping video tutorial](#)

Add a Grant Contract Approver's Name to your organization's profile:

- From the NavBar, navigate to: Menu > Maintain Supplier Information > Manage User Profiles
- Find your Contract Approver's User ID and enter the contract approver's name in the Description field in this format: Last Name, First Name.
- Click Save
- [Click here for SFS provided Adding a Contact video tutorial](#)

Confirm prequalification status or to update a prequalification application:

To be eligible for funding, you are required to be prequalified at the relevant application deadline, as well as maintain prequalified status at contract execution and at time of payment(s).

- Log into the SFS Vendor Portal
- To view your prequalification status, navigate to: View Your Information > View Grants Information
- If changes are needed to your organization's profile, initiate a **Supplier Change Request**.
- If your prequalification is still active, you are all set. If it is expired, follow the instructions below.
- To update an expiring or expired Prequalification Application, navigate to the Prequalification Welcome Page by clicking the Grants Management Tile and then the Prequalification Application Tile
- On the Welcome Page, under "Select an Activity Below," you will see one of three activities indicating the status of your prequalification:
 - "Initiate a Prequalification Application" will display if you have no prior prequalification applications in SFS. You will need to start a new application and submit it for review in SFS to be eligible for prequalification approval.
 - "Collaborate on a Prequalification Application" will display if you have an application in SFS that is in progress but has not yet been submitted in SFS for NYS Agency approval. You will need to finish the application and submit it to be eligible for prequalification approval.
 - "Update a Prequalification Application" will display if you have a previous application in SFS that has been approved or expired. You will need to start a new application and submit it in SFS to be eligible for prequalification approval.
- [Click here for the SFS provided Prequalification Video Tutorial](#)

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To stay updated on your prequalification status, make sure you are added as an organizational contact in SFS so you receive email updates from the system.

For assistance with prequalification applications that have already been submitted for review in SFS, please email prequal@arts.ny.gov

Sign up for ePayment through SFS:

If you have not signed up for ePayment (direct deposit) within the State Financial System (SFS), please log into the vendor portal and sign up for ePayments. [Click here for instructions on signing up for ePayments.](#)

Please contact the SFS Help Desk if you need additional assistance including log in and password information and refer to the [SFS Handbook: Grantee Processing in SFS \(Grantee User Manual\)](#). When contacting the SFS Help Desk, please provide your organization's name, vendor ID, and any other relevant information. The SFS Team provides live help desk support weekdays 8:00 am to 5:00 at helpdesk@sfs.ny.gov or 518-457-7717 / 855-233-8363 (toll-free).

Stay current with required annual financial filings with the Office of the NYS Attorney General's Charities Bureau.

We are required to check with the Charities Bureau that you are current when we are completing your contract - <https://ag.ny.gov/resources/organizations/charities-nonprofits-fundraisers>

REPORTING REQUIREMENTS AND INSTRUCTIONS

NYSCA Capital Projects reports are also submitted through the SmartSimple interface.

[Reporting instructions for grants of \\$10,000 - \\$25,000](#)