


 Step	Activity	Click on, or navigate to, the links below for more information and additional guidance
A. Pre-qualification		
A1	On the Grants Reform Website, download a copy of the Registration Form for Administrator. Mail a signed, notarized original form, substitute W-9 form and organizational chart to the Division of Budget at the address provided in the instructions. If all of your submissions are in order you will be provided with a Username and Password allowing you to access the Grants Gateway within 48-72 hours.	http://grantsreform.ny.gov/grantees http://grantsreform.ny.gov/sites/default/files/RegistrationFormforAdministratorfillable.pdf http://grantsreform.ny.gov/sites/default/files/sub_w9.pdf http://www.jcrcny.org/securitygrants/Sample%20School%20Organizational%20Chart.pptx
A2	View the Grants Gateway video tutorial. (The information after the 3:00 minute mark is most relevant.) Valerie Bloomer (vbloomer@dhses.ny.gov) is your Administrator for the Grants Gateway.	http://grantsreform.ny.gov/youtube
A3	Review the list of documents that must be uploaded into the secure document vault. Upload the required documents and answers to the questions. Check out the Vendor Prequalification Manual that provides additional guidance regarding the documents and questions.	http://grantsreform.ny.gov/sites/default/files/docs/WebsiteResourceLinks.pdf http://www.grantsreform.ny.gov/sites/default/files/docs/vendor_policy_manual_v.3_3.24.14.pdf
A4	After completing your Prequalification Application, click the Submit Document Vault Link located below the Required Documents section to submit your Prequalification Application for review. Once submitted the status of the Document Vault will change to In Review .	
A4	If your Prequalification reviewer has questions or requests changes you will receive email notification from the 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.	
A5	After you are notified that your Gateway submission has been approved, open your Grants Gateway account and click on Status Report . A copy of this document must be uploaded into the E-Grants system along with your other documents.	

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B. Information gathering		
	B1 Download, read and understand the NY application package.	http://www.dhSES.ny.gov/grants/nonprofit.cfm
	B2 Apply for your E-grant account. (If you already have one make sure that you have your sign-on information.)	http://www.dhSES.ny.gov/grants/documents/E-Grants-Registration.doc
	B3 Find your federal EIN number (if you employ anyone or have a bank account you already have one)	
	B4 Call for your DUNS number. (Verify that your organization has DUNS number, or take the steps necessary to obtain one, as soon as possible. Don't wait until the last minute.)	http://www.jrcrcny.org/securitygrants/securitygrantsindex.php?navigation=duns
	B5 Collect (from police and insurance reports if available) information and documentation about any bomb threats, threats, anti-Semitic graffiti, etc. to your organization.	
	B6 Schedule your vulnerability assessment.	http://www.jrcrcny.org/securitygrants/securitygrantsindex.php?navigation=assessment
	B7 Download the Authorized Equipment List (No change from previous years)	http://www.jrcrcny.org/securitygrants/AEL%202013.xls
	B8 Download the Vendor Responsibility Questionnaire	Link will be posted when available
	B9 Collect information on any previous successful Nonprofit Security Grant Program applications (i.e., title, equipment installed, budget)	
	B10 Complete the E-Grants tutorial (it's very good and will save you time filling in the E-Grant portion of the application). Download and save it on your computer for future reference.	Link will be posted when available
	B11 Find your organizational mission statement or write one.	http://www.jrcrcny.org/securitygrants/What%20is%20a%20mission%20statement.docx

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B. Completing the Investment Justification		
	C1 Download the 2014 Investment Justification Template	http://www.jcrcny.org/securitygrants/investment-justification%202014.xls
	C2 Read the overall guidance	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification
	C3 Complete the "Applicant Information" section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification1
	C4 Complete the "Background" section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification2
	C5 Complete the "Risk" section based on your vulnerability assessment	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification5
	C6 Create equipment and training "wish list" based on vulnerability assessment and the Authorized Equipment List and develop an estimated budget	http://www.jcrcny.org/securitygrants/AEL%20Sections%2014-15.pdf
	C7 Complete the "Target Hardening" section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification6
	C8 Anticipate project milestones	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification7
	C9 Prepare project management section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification8
	C10 Prepare impact section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification9

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C. E-Grants Online System (more information is available in the E-Grants tutorial)		
	D1 Follow the steps in the E-Grants online system, based on the E-Grants tutorial.	Link for tutorial will be posted when available.
	D2 Attach a copy of your mission statement.	
	D3 Attach completed Investment Justification	
	D5 Attach completed Vendor Responsibility Questionnaire	
	D6 Attach a copy of your Grants Gateway Status Report showing that your submission was accepted.	
	D7 Attach copy of full vulnerability assessment	
	D8 Attach pictures to help New York state reviewers better understand your application	
	D9 Press "SUBMIT" on or before 11:59PM on May 9, 2014.	