INSTRUCTIONS FOR COMPLETING YOUR NYSCA CAPITAL CONTRACT

Grants of $100,000 or more
Updated April 2025

This document provides instructions for submitting your contracting documents and 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. There are several steps to this process, and the Capital Projects team will host a webinar and office hours to review all of the requirements. The webinar will be recorded and be available on the Manage Your NYSCA Capital Projects Grant page of the NYSCA website.

CONTRACTING PORTALS – SMARTSIMPLE AND SFS
To execute a capital contract with New York State, the documents listed in these instructions must be submitted and included as part of your contract package. We begin the process by collecting the necessary forms and attachments from your organization in the SmartSimple portal (nysca.smartsimple.com - where you submitted your application). Once the Capital Projects team has reviewed and approved your materials (including any necessary revisions), we will upload the final documents to the official contract in the State Financial System (SFS – sfs.ny.gov), where it will be finalized, signed by you, and marked executed by the Office of the State Comptroller (OSC).

DOCUMENT SUBMISSION AND REVIEW
You, the grantee, will upload your documents in an Uploads folder in SmartSimple. This folder is connected to your application, and should be easily located on your organization's dashboard when you log in. Once all documents are uploaded, you will press submit for NYSCA staff to review. It is customary for NYSCA to have feedback or need more information, and documents may go through one or more revisions, all of which will be handled by uploading items and submitting them through the Smart Simple Uploads folder. Most of the required forms must be signed by a representative of the grantee organization.

All documents requiring signatures should be signed by a staff or board member who holds organization-wide oversight and responsibility, such as the Executive Director, Chief Operating Officer, or Chief Financial Officer.The Board President may sign for all-volunteer organizations or those in leadership transitions.

If NYSCA requests revisions, the primary contact listed for your organization will receive an email from Smart Simple to alert you of the request (please make sure the email address for your primary contact is up-to-date). There is a "Notes" tab in the left menu bar of the uploads folder in

Smart Simple where you will find the details of what Capital Projects staff needs you to do if revisions are requested. You may also share notes about your documents with NYSCA staff through the same "Notes" tab.

Please remember to click the "submit" button when you have completed uploading requested documents, as this will notify the Capital Projects team that your documents are ready for review (you will need to "submit" for your initial uploads, *and* each time NYSCA staff has requested you upload revised documents). If you need to exit SmartSimple before you have uploaded all documents, please click "save draft," rather than "submit" to save your uploads, otherwise your folder will be locked. If this happens, just email CapitalProjects@arts.ny.gov to request your folder be unlocked. Please keep in mind that any notes you write in the Smart Simple "Notes" tab will only be visible to NYSCA once you hit "submit"- if you have pressing questions about your documents that you need answered in order to submit, please email them to us.

Once NYSCA has approved your documents, you will receive notification through SmartSimple letting you know you can notarize your budget and upload it into SmartSimple. Once NYSCA receives the notarized budget, Capital Projects staff will upload all documents into your contract in SFS (State Financial System) and enter the budget information into the contract. Once this is complete, it advances to NYSCA's operations team for contract packaging. At this point you will be asked to sign the contract. After signature, the operations team will conduct a compliance review, which includes Vendor Responsibility Certification for your organization and any of your subcontractors* with contracts over $100,000 to be paid with NYSCA funds; insurance documentation; and Charities Bureau status. Once compliance is cleared with NYSCA, the contract will move outside the agency for final review with the AG and State Comptroller.

While many contracts are executed within a month or two, it can take longer to fully execute some contracts, depending on the complexity of the budget, the organization's ability to meet the MWBE utilization goal, the speed with which subcontractors complete their VendRep profiles, and the results of the compliance review. Once your contract is executed, grantees can usually expect payment within 30 to 60 days.

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

<u>CONTRACT CHECKLIST</u>

<u>(Detailed instructions for each item are included in the following sections)</u>

CAPITAL CONTRACT UPLOADS – SMART SIMPLE – *The following documents must be uploaded in your Capital Contract Uploads folder in Smart Simple. This folder is located on the main dashboard when you log in. Detailed instructions for accessing the folder are included, below.*

- Itemized Budget Form in ***Excel format –*** *This is the form that was uploaded to Smart Simple with your application. Should you need to start over or you completed a Short Form Budget, follow this link for a Blank Itemized Budget Form.*
- Facility Use Affidavit
- Subcontractor Identification Form
- Copy of Site Control Documentation for the property receiving capital funding
- Proof of Workers Comp and Disability Insurance
- MWBE Attestation
- MWBE Goal Assessment Checklist
- Copies of all Executed Subcontracts (first and second tier) over $100,000 where any portion will be paid with NYSCA funds
- Grants where NYSCA funds are allocated for Capital Eligible Systems ONLY - Equipment list with pricing and descriptions

OTHER REQUIREMENTS – MULTIPLE PLATFORMS
(Detailed Instructions are included following the Contract Uploads Instructions)

- Complete Vendor Responsibility Questionnaire (for your organization and applicable subcontractors) - https://onlineservices.osc.state.ny.us/
- 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

DETAILED INSTRUCTIONS

UPLOADING CONTRACT DOCUMENTS IN SMART SIMPLE

- **Login** to Smart Simple at https://nysca.smartsimple.com/ and navigate to your Organizational Profile to make sure all contacts are correct.
- To access the uploads module, you may either go to your dashboard and look for the "Capital Contracting" tile under "My Current Grant Awards."
- Click on "Primary Contact" to make sure the organizational contact is assigned for the Contracting process.
- Once you are in "Upload," you will see a drop down for "Upload Item." The drop down will look different based on the size of your grant (refer to list in "Contract Uploads," above).
- Select the appropriate document type from the drop down, and the upload your file. Smart Simple will automatically assign a file name based a predetermined naming convention. If you upload multiple versions of the same document type – such as with subcontracts – it will add a numbering suffix.
- Once all documents have been uploaded, please click "Submit" at the bottom of the page

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- If you need to communicate with Capital Projects staff about your uploaded documents as part of your submission or revisions, use the "Notes" tab found in the lefthand menu bar.
- If you have questions about the process or completing the documents prior to submitting them, reach out to CapitalProjects@arts.ny.gov
- When all documents have been approved, the status will change to "Document Signatures Requested" at which point you will upload your Notarized Capital Budget and resubmit.

INSTRUCTIONS FOR COMPLETING FORMS AND DOCUMENTS TO UPLOAD

ITEM 1 – ITEMIZED BUDGET AND REPORTING FORM

(link to blank form here if needed: Blank Itemized Budget Form).

This should be the budget form that was submitted with your application in Smart Simple. If you do not have the completed form to work from, please use the link to the blank form. Please follow the bullets below as a guide to work through the form, in order. When complete, upload the excel version of the document for review and approval by NYSCA staff before signing, notarizing, and scanning a PDF.

- Complete both worksheets in the excel budget form. Refer to the Budget Webinar for detailed instructions.
- **START ON TAB 2,** titled "Itemized Budget."
  - ***ACTION NEEDED – Clerical Information:*** Complete the fields at the top left corner if they are not already filled in:
    - Applicant/Grantee name is your organization's name
    - Payment No is 1
    - Payment Request Date is the date you submit your contract
    - Contract Period is
      - July 1, 2025 – June 30, 2028 for FY25 Capital Improvement grants. *(If you are completing your budget for a prior year, the period is three years from July 1 in the year your grant was awarded).*
      - July 1, 2025 – June 30, 2027, for Capital Design grants
  - ***No Action Needed:*** **Columns C, D, E, and F** should already be complete with the funding source for the expense, the status of that funding, the itemized total project cost, the proposed grant allocation, respectively. Do not make any changes to the information in these columns. If you need to reallocate expenses originally listed in E or F (*for example, breaking out General Construction across specific trade lines)*, you may copy an existing blank row and insert new rows, so that the original information in C, D, E, & F exists for reference. New allocations will be listed in columns H & I, as notes below. Copying the row before inserting it is essential for necessary formulas to populate.
  - ***ACTION NEEDED:*** **Fill in columns H and I** to reflect any project cost changes since you submitted your application.
    - H should show your proposed NYSCA expenses
    - I should show the total project costs *inclusive of NYSCA expenses.*

        - If there have been no changes in project cost or proposed NYSCA expenses, please fill in the same figures that were listed in Columns E and F. *Please note that the for the application, the total project is listed first (Column E) and is followed by the NYSCA portion (Column F). For contracting, these are reversed; NYSCA portion comes first (Column H), and total project comes second (Column I).*
    - ***No Action Needed:*** **Column G** has a formula and will auto populate once you complete column H. DO NOT ENTER ANY TEXT INTO COLUMN G.
    - ***No Action Needed:*** **J-M**. For the purposes of the contract and first payment leave Columns J-M blank. These will be used to report on grant progress in future payment requests.
    - ***POSSIBLE ACTION NEEDED: Scope Changes*** If you have scope changes (automatically shown in Column G) between your Application Budget (Column E) and Revised Contract Budget (Column H), that total more than 10% of your total grant amount, or if you are adding elements (*following discussion with NYSCA staff)* that were not included in your application, please add notes to a third sheet explaining the changes.
    - ***No Action Needed:*** **The grey rows and columns** are locked for editing and will automatically calculate as needed.
    - *** Design Grantees will continue to only reflect the design budget on this form, not that of the overall capital project***

- **THEN MOVE TO TAB 3,** titled "Budget Summary"
    - ***ACTION NEEDED: Clerical Information.*** Be sure that the fields starting with "Applicant/Grantee Name" in the top section are all complete (information is the same as in the prior tab).
    - ***POSSIBLE ACTION NEEDED:*** **Update NYSCA Address.** If you are executing a contract for a grant awarded in FY23 or prior, please update NYSCA's address to 411 Fifth Avenue, Suite 700, New York NY 10016
    - ***ACTION NEEDED: Update Total Project and Grant Amounts.*** In the lower section, update the cell for <u>Total Project Cost (F23)</u> with your most current projection of the total project expense from column I on the previous sheet, and update the cell for <u>Program Grant Sum (F26) with</u> the amount of your award from NYSCA from column H on the previous sheet (if you were awarded your full request amount and your total project cost has not changed, these may stay as is; if there are differences, please update these cells).
    - ***ACTION NEEDED:*** **Fill in the cell for <u>Current Payment due (F42</u>).** Note: "current payment due" should equal 25% of the grant sum awarded to you. Please enter the dollar amount.
    - ***ACTION NEEDED:*** **Cross check amounts between tabs:** Cell F23 on the Budget Summary should match the total for column I on the Itemized Budget and Cell F26 on the Budget Summary should match the total for column H on the Itemized Budget.

- **WAIT FOR APPROVAL TO SIGN AND NOTARIZE.** Once your budget is approved by NYSCA, you will receive an email notification through Smart Simple to upload a PDF of both tabs in the Itemized Budget and Reporting form, the itemized budget sheet and the signed and notarized budget summary as a single document. <u>DO NOT DO THIS UNTIL INSTRUCTED</u>.

ITEM 2- FACILITY USE AFFIDAVIT

(link to form: Facility Use Affidavit Form)

Complete the Facility Use Affidavit form to confirm your agreement to the terms of use for the facility benefiting from NYSCA capital support.

ITEM 3 – SUBCONTRACTOR ID FORM

(link to form: Subcontractor Identification Form)

Reminder: For the purposes of your NYSCA contract, New York State considers you, the grantee, the "contractor," and all contracts you sign in the execution of this project are considered "subcontracts."

- Complete the Subcontractor ID form with names, EINs, and contract amounts for all agents, directors, prime- or subcontractors (indirect or direct) with whom you already have executed contracts of more than $100,000 that will be paid with NYSCA grant funds in any amount. It is not required to have contracted subcontracts at this point, so it is fine if you do not know yet.
- In most cases, contract amounts entered here must be equal to that documented in the copies of uploaded contracts, and greater than or equal to the amount of NYSCA funding allocated toward the relevant expense. There are some exceptions to this, so contact CapitalProjects@arts.ny.gov if you need to discuss.
- *Please note* that failure to provide complete business names or EINs on this form will result in delays with NYSCA's compliance department.
- If your itemized budget includes expense allocations above $100,000:
  - Circle either "Y" to indicate that not all contracts have been signed and there will be additional contracts over $100,000
  - Or "N" if all contracts have been signed.
  - Check the box to acknowledge your understanding that these vendors must be identified by the time of your first report (regardless of whether you circle Y or N)
- If your grant is less than $100,000, you must still complete this form.
  - Indicate "N/A" in the section that asks to list your subcontractors.
  - Circle "N" for any additional contracts
  - Check the box to acknowledge your understanding that these vendors must be identified by the time of your first report, even though there will not be any.

**Please note that identified vendors must undergo a vendor responsibility review before your contract can be executed, including completion or recertification of NYS Vendor Responsibility Questionnaire. You should indicate whether this questionnaire has been completed or started on the form. (Detailed instructions included later in this document).*

ITEM 4 – SITE CONTROL DOCUMENTATION

- Upload a copy of the deed or long-term lease for the property where the funded project will take place.

- Leases must have a term remaining that is at least as long as the useful life of the project, starting from the time of the application (January 14, 2025 for FY25 applications).
- If the name listed on the deed or lease differs from the legal name of the grantee, add a memo that explains the discrepancy, and explains why the grantee organization maintains the control of the property. The memo should either be on the first page of the pdf document with the deed or lease, or uploaded as a separate document, under document type "Site Control."

ITEMS 5 & 6 – WORKERS COMPENSATION AND DISABILITIY INSURANCE CERTIFICATES

Insurance Documentation. Please upload proof of workers' compensation and disability insurance coverage for your organization as individual documents. You do not need to upload proof of insurance for your subcontractors.

- On documents where a certificate holder can be indicated, New York State Council on the Arts and the agency's full address (411 Fifth Avenue, Suite 700, New York, NY 10016) must be listed.
- If your certificates expire before your contract is approved, you will need to resubmit updated proof of coverage.
- Insurance documents must be valid and cover your contract period.
- <u>An ACORD form is not an acceptable proof of insurance coverage</u>.
- Acceptable Forms for Worker's Compensation Coverage:
  - Form C-105.2 – Certificate of Workers' Compensation Insurance issued by private insurance carriers
  - Form U-26.3 – Certificate of Worker's Compensation Insurance issued by the State insurance fund
  - Form SI-12 – Certificate of Worker's Compensation Self-Insurance
  - Form GSI-105.2 – Certificate of Participation in Worker's Compensation Group Self-Insurance
  - CE-200 Certificate of Attestation of Exemption from NYS Works' Compensation
- Acceptable Forms for Disability Benefits Insurance:
  - DB-120.1 – Certificate of Disability Benefits Insurance
  - From DB-155 Certificate of Disability Self-Insurance
  - CE-200 – Certificate of Attestation of Exemption from New York State Disability Benefits Coverage

NYSCA does not need paper copies mailed to us.

ITEMS 7 & 8 - MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) ATTESTATION AND GOAL ASSESSMENT FORMS

Please upload <u>two</u> documents:

- Signed MWBE Attestation Form confirming your understanding of the MWBE requirements associated with this grant (30% of NYSCA funds)
- Completed Goal Assessment Checklist outlining the target utilization of certified MWBE contractors in your region. Please refer to the webinar posted on NYSCA's website for detailed instructions on the MWBE process and completing the Goal Assessment Checklist.

We strongly suggest watching this prior to searching the MWBE Directory or attempting to complete your Goal Assessment Checklist.
  - Click here for detailed instructions on searching the MWBE Directory and guidelines on making a "good faith effort" to utilize MWBE vendors.
  - If you determine at any point that you do not expect to be able to achieve NYS's minimum utilization goals for MWBE, you should speak to Capital Projects staff to discuss **immediately**. You may need to submit a Post-RFP Waiver Request Form and will need to discuss what documentation is needed to do so with NYSCA Staff.

Please note while any expenses accrued within the contract period but prior to NYSCA contract execution and are budgeted to be supported with NYSCA funds, are done so at an organization's own risk, this becomes even more risky if you sense you will not meet the MWBE utilization goal and have not yet received approval for a waiver.

Overview of MWBE Utilization Plan for NYSCA Capital Projects

Capital Projects Fund grants carry a requirement of 30% utilization of subcontractors that are certified by New York State as Minority or Women Business Enterprises (MWBE). All grantees will be expected to make a "Good Faith Effort" (as outlined in the above linked document) to engage MWBE firms for grant-related subcontracting opportunities.

Please review the mandate laid out by in Article 15-A of the Executive Law, explaining the expectations associated with the MWBE initiative, available here:
https://www.nysenate.gov/legislation/laws/EXC/A15-A

Design grantees – if you had already contracted with your design professionals at the time of application to NYSCA, please contact CapitalProjects@arts.ny.gov to discuss. If you do not currently have a contract with a design professional, please follow the steps below.

- Determine if your project meets the 30% MWBE Goal
  - Search the NYS Directory of Certified MWBE Firms to review eligible vendors in your greater region for the subcontracting opportunities you have available, found on this page: https://ny.newnycontracts.com/.
  - In the event you do not find any MWBEs in your region, you will need to expand the search to the entire state and then reach out to see if they have regional offices, or are willing to travel to you for your project.
  - Please note that searches will only be considered valid if they use relevant CSI and NAICS commodity codes; keywords will not suffice to document a "good faith effort." Please see the Instructions for how to use the MWBE Directory of Certified Firms for more information.
  - If there are no certified MWBE's in your region, or if there are too few to suggest you will be able to reach the 30% goal, document this in the Goal Assessment Checklist and reach out to CapitalProjects@arts.ny.gov to discuss you intention to seek a waiver or partial waiver for the MWBE requirement as soon as you believe this may be the case.
- Complete the MWBE Goal Assessment Checklist
  - Once you have determined whether there are certified MWBEs in relevant fields located in the vicinity of your project for a particular trade/ expense line, or those willing to travel, enter the information into the Goal Assessment Checklist

- If you are using a single contractor/vendor, list the entire grant amount under "Prime to Perform." *This does not apply to a general contractor who is executing subcontracts across the trades.*
- For projects with multiple expense lines in the capital budget form, list these under subcontractor availability.
  - Each MWBE item should correspond directly to a line in your budget, for example if you plan to allocate $100,000 NYSCA funds to electrical expenses, the MWBE form should list "Electrical" under "Description of Work," and "$100,000" under "Estimated Value."
  - Enter the number of MBEs and WBEs found for each trade/expense search in the Directory.
- This document will auto-populate to help you set goals for your utilization of MWBEs on your NYSCA contract. Only enter information into the yellow-shaded cells, do not enter any information into white cells (they are prepopulated with formulas).
- If you need to add more rows, copy the entire row, and then insert the copied row.
- If you have identified your contractors and expect to be able to comply with the 30% target, please note that there is no need for you to engage in an open bidding process at this time, but these contractors should be included in the assessment checklist. Receipt of this plan will be necessary to execute the contract and release your initial payment.

- What to know about MWBE as your project progresses:
  - Please note that these are preliminary goals based solely on the presence of eligible businesses in the directory, and may be adjusted later based on determination of qualifications, availability, or willingness to bid on a project after you begin solicitation.
  - At the time of your first and second report submissions (which will coincide with the release of your second and third payments), you will be required to update NYSCA on your progress toward achieving the MWBE targets laid out in your utilization plan.
  - At that point, if you need to adjust your targets and request a waiver you will speak to NYSCA staff about doing so, assuming you can submit documentation demonstrating that you have complied with the requirement to make "good faith efforts" to engage MWBEs for your project. Keep screen shots of all directory searches, exports of search results, copies of solicitation and advertising materials, MWBE declinations to apply, etc.
  - Please see the guidelines for demonstrating "good faith efforts" linked to above. Once NYSCA determines that your waiver request includes adequate documentation of "good faith effort" to obtain your MWBE goal, NYSCA must then seek approval of your request from the Executive Chamber of New York State.

ITEM 9 - COPIES OF ALL EXECUTED SUBCONTRACTS OVER $100,000 THAT WILL BE PAID WITH NYSCA FUNDS

Upload copies of any subcontracts of $100,000 or more that will be paid in any portion with NYSCA funds. Please also include any second-tier subcontractors (subcontracts executed by your general contractor with other contractors) over $100,000 that are receiving NYSCA funds, and any second-tier subcontracts (subs of your subcontractor) of any value where the work will be used to meet the MWBE utilization goal, as well. This item is only applicable to organizations with subcontracts already executed at the time they are completing their NYSCA contract. If you have not yet signed contracts with the vendors who will complete the work, OR if you do not anticipate having any subcontracts valued over $100,000, please indicate this on the Subcontractor ID Form (Item 3).

OTHER REQUIREMENTS

Vendor Responsibility Questionnaire (for your organization AND major subcontractors)
The grant contract requires an additional New York State Vendor Responsibility review at the time of contract execution. Complete and certify a Vendor Responsibility Questionnaire in the Office of the New York State Comptroller's online VendRep System. *Any contractors listed on the Subcontractor ID Form (Item 3) must also enroll and complete this questionnaire*.

- For instructions on how to enroll in the VendRep System, click here: https://www.osc.state.ny.us/state-vendors/vendrep/enroll-vendrep-system
- For instructions on how to complete your Vendor Responsibility Questionnaire, click here: https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire
- For assistance with the VendRep System, click here: https://www.osc.state.ny.us/online-services/get-help-businesses-and-governments
- Any subcontractors or second tier subcontractors with contracts over $100,000 must also submit a Vendor Responsibility Questionnaire. Please alert them of their obligations as soon as possible.
- The certification must have been completed within the last six months by the time the contract gets to the Comptroller's Office. Organizations or subcontractors who have recertified more than three months prior to submitting contracting documents are encouraged to recertify.

Contact OSC Vendor Responsibility with any questions:
1-866-370-4672 or 518-408-4672
itservicedesk@osc.ny.gov

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
  - 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

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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
- 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

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.

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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 confirm with the Charities Bureau that your status is 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 Smart Simple interface.

Reporting Instructions for Capital Grants of $50,000 and above

As a reminder, you can submit an interim report to request the next 35% of the grant when you reach 60% total project completion (with receipts demonstrating payment of 60% of expenses), and a final report to request the last 40% when you reach 95% total project completion (with receipts demonstrating payment of 95% of expenses).

Please keep in mind you will need to provide proof of all project expense and payment, not just those supported with NYSCA funds. Acceptable forms of documentation include invoices and proof of payment (bills of sale, contractors' lien waivers, receipts, credit card or bank statements). Payments through third party bill payers has proven difficult to acquire appropriate documentation for, so please speak with CapitalProjects@arts.ny.gov if you do not think your organization can provide proof of expenditures in one of the preferred forms of documentation above.