

Albany County
Albany County Department of Health
175 Green Street
Albany, NY 12202
July 30, 2024

Re: **20534**, TB Prevention and Control Program

Dear Jeannine Carney,

Congratulations! I am writing to inform you that **Albany County** has been selected for an award under the Tuberculosis Public Health Campaign (TBPHC).

The award amount is **\$219,223** for the anticipated contract period of **January 1, 2025 – December 31, 2026**. Final grant awards are contingent on the review and approval of the Office of the State Comptroller (OSC).

The Department of Health has recently transitioned to a new Grants Management system, the Statewide Financial System (SFS), as of January 16, 2024. If not already completed, Grantee/Vendor will first need to create an account in SFS. Grantee/Vendor that need to create an account should do so at the following link: <https://www.osc.ny.gov/state-vendors/portal/enroll-vendor-self-service-portal>. Any questions related to SFS accounts should be sent to the SFS Help Desk (HelpDesk@sfs.ny.gov).

In order to have your designated signatory (known in SFS as “Grant Contract Approver”) sign a contract and have their name appear on the contract agreement you have to add the Grant Contract Approver’s name to your SFS Vendor Profile. The Delegated Administrator for your organization can add the Signatory’s Name by following the instructions found on page 17-20 of the SFS Grantee User Manual entitled, “! Grantee Processing in SFS”. This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select “Handbook: User Manual with Screenshots” from the Training Type drop down to locate the manual. If you have any problems accessing the manual, please contact HelpDesk@sfs.ny.gov.

https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf is an interactive guide to vendor GM roles in SFS for vendor Delegated Admins to refer to for role mapping vendor/grantee staff.

Please refer to Attachment A-1: Agency Specific Terms and Conditions and Attachment D: Payment and Reporting for reporting requirements. It is important to submit invoices regularly as required by the contract terms and conditions. Please remember, Grantees are responsible for monitoring their budget and alerting DOH of any changes prior to full expenditure of your allocation and/or total contract value. Invoices should be submitted to the DOH contact indicated in the Attachment A-1 as well as the following additional contacts: Cc Heidi.McGregor@health.ny.gov, and Diane.Miller@health.ny.gov.

