

Steps to Execute a Contract



Contracting Requirements

- Performance Period: 5/1/25 through 4/30/28.
- Read and adhere to the appendices as outlined in the contract.
- Projects cannot begin until you have an approved EHP and an executed contract with NYS DHSES. EHP's are due no later than **December 19th, 2025**.
- All contracts are reimbursement based and only costs incurred within the performance period of the grant will be eligible for reimbursement.
- All contract procurement policies must be followed, or reimbursements may be rejected.



Steps required to execute your contract

Confirm the contract budget

Provide proof of workers compensation and disability insurance

File a certified vendor responsibility questionnaire with OSC

Provide DHSES with your UEI number

Provide your charities registration number or exemption

Prequalify in SFS

Verify that your organization's legal name matches the IJ and E-Grants

Any issues with one or more of these items as well as FEMA Holds, Workers Compensation Debarments or Tax Liens will lead to delays in contract processing.

It is extremely important to provide all information necessary to execute the contract in a timely manner.



Workers' Compensation and Disability Insurance Documents

Workers' Compensation

Form C-105.2 or Form U-26.3

Form SI-12

Form GSI-105.2

CE-200

Disability Insurance

Form DB-120.1

Form DB-155

CE-200

Reminders

An Acord Form is NOT an acceptable form.

Certificate Holder: NYS
Division of Homeland
Security and Emergency
Services, 1220
Washington Ave, Building
7A, Albany, NY 12226

Systems Utilized Throughout The Grant Process



**Statewide
Financial System
(SFS)**



**VendRep
System**



E-Grants

It is extremely important that you familiarize yourself with each system, as you will be utilizing each of them throughout the life of the grant

Statewide Financial System (SFS)

Click the link below to access the system:

<https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login&languageCd=ENG&>

Update/Create an account to ensure your status is “Prequalified” in SFS.

You must register for Electronic Payment as per Appendix A-1 of your contract.

<http://www.osc.state.ny.us/epay/index.htm>

Help Desk Info: Tel: (855) 233-8363 or (518) 457-7737 E-mail: HelpDesk@SFS.ny.gov or epayments@osc.state.ny.us



Vendor Portal

User ID

Password

[I forgot my password](#)

I agree to Vendor Online Services' Terms of Service

Sign In

Do Not Have A Login?

VendRep System

Click the link below to access the system:

<https://onlineservices.osc.state.ny.us/Enrollment/login?0>

The Vendor Responsibility Questionnaire needs to be recertified every six months or as needed through the NYS Office of the State Comptroller.

Click the link below for instructions on how to Enroll: <https://www.osc.ny.gov/state-vendors/vendrep/enroll-vendrep-system>

Help Desk Info: Tel: (866) 370-4672 or (518) 408-4672. E-mail: itservicedesk@osc.ny.gov

Online Services

Login

User ID *

Password *

Login

Help Topics

- Need an account ? Enroll Now
- I forgot my User ID
- I forgot my Password
- Learn more about our Online Services.



HOME

SEARCH VENDORS

NOTIFICATION

VIEW USERS

GENERAL HELP

FEEDBACK

Office of Homeland Security and Emergency Services

Home > Vendor Search Results > Vendor Summary

[ABC GRANTEE](#)

Vendor Summary

Legal Business Entity: ABC GRANTEE

Entity Information:

Legal Name: ABC GRANTEE
TIN (EIN or SSN): 111111111
Vendor ID: 1100000000
Principal Place of Business: 123 Main Street
Brooklyn, NY 11218
United States
Telephone: (718)555-5555
Fax: (718)555-5555
Email: office@abc.org

Form Information:

Business Type: Not-For-Profit
Business Activity: Non-Construction

Forms:

Active Certified Form:

Form Name	Date Certified	Action
Vendor Responsibility NFP	May 15, 2023	View

E-Grants System

Click the link below to access the system:

https://grants.dhses.ny.gov/NYOHS_GMS/

Must submit an E-Grants Registration form to access the system.

E-Grants is used for all DHSES contracts. You can create an application, view your approved budget, submit quarterly progress reports, electronically submit and sign the contract, and perform other grant related tasks.

For assistance with Username and Password resets contact Grant.Info@dhses.ny.gov



New York State Division of
Homeland Security and
Emergency Services

E-GRANTS SYSTEM

Please visit the [E-Grants Information](#) page for downloadable User Manual and Tutorials prior to using E-Grants for the first time.

You are attempting to gain access to a secure system and are required to read and acknowledge the Electronic Submission Notice prior to accessing the application.

Click on the **Electronic Submission Notice** button at the bottom of the page. After you have read and understand the notice, please click the Accept button and the login screen will appear.

If you are experiencing difficulties submitting applications or filing reports, call 1-866-837-9133 for assistance.

Electronic Submission Notice



Homeland Security
and Emergency Services

E-Grants Registration Form



E-Grants Registration Form

The NYS Division of Homeland Security and Emergency Services (DHSES) will be accepting grant applications online via the DHSES E-Grants system. If you are not already a registered user, please complete this form and submit it as an email attachment with your signature block to the Division of Homeland Security and Emergency Services (grant.info@dhses.ny.gov). Please note that the signatory contact as well as the primary contact must register in the system. Once you have been registered will you receive a username/password and instructions with the website link via email.

All fields are mandatory

Registration Type*:

Applicant Agency/Organization:	County:
Federal Employer Identification Number (EIN):	NYS Vendor ID# (required)**:

First Name:	Last Name:	Title:	
Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		
Are you replacing a prior user?	If Yes, please give name:		
Do you currently have grants with DHSES?	If No, what funding opportunity are you interested in applying for:		
If Yes, DHSES #'s of current grants			

I certify that I am authorized by my position/title to request access to the DHSES E-Grants system for the applicant agency/organization and will keep my login information confidential. I understand the agency/organization is solely responsible for all activities undertaken within the DHSES E-Grants system by users associated with the agency/organization.

Registration/Contact Type:

- Primary - This should be the primary contact from the agency/organization for all grant-related matters.
- Fiscal - This should be someone within the agency/organization that oversees the finances.
- Signatory - The signatory must be authorized to sign contracts on behalf of the agency/organization.
- Secondary/Alternate - Individuals that will be assisting with administrative work on the grant (i.e. consultants).



Grant.Info@dhses.ny.gov



Homeland Security and Emergency Services