



**Homeland Security  
and Emergency Services**

**Fire Prevention  
and Control**

**SFY2025-2026  
Volunteer Fire Infrastructure &  
Response Equipment (V-FIRE)  
Grant Program  
Request For Applications (RFA)**

**Updated Application Deadline:**

**March 11, 2026, by 5:00 P.M.**

To ensure adequate time to respond, substantive written questions regarding this Request for Applications will be accepted until February 18, 2026, by 12:00 Noon.

Technical Assistance for E-Grants will not be available after 5:00 P.M. on March 11, 2026.

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## I. Introduction

In May of 2023, New York State Governor Kathy Hochul established a State-funded program to support the volunteer fire service within New York State. The Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant Program is a **reimbursement-based** grant program that is managed by the New York State Division of Homeland Security and Emergency Services (DHSES) and was developed to enhance the security and safety of the citizens of New York State by providing critical funding to strengthen volunteer fire departments and districts. Applicants must complete and pay for projects and then seek reimbursement from DHSES. Please note, projects cannot be reimbursed if started or completed prior to being awarded.

The purpose of this Request for Applications (RFA) is to solicit eligible applications for up to \$1,000,000 in funding to support construction, renovation, or purchase costs of critical facilities (buildings, training facilities, etc.) that support fire operations, or up to \$500,000 in funding to support the purchase of allowable fire service equipment to upgrade and improve their facilities and response capabilities. Funds will be awarded competitively, and distributed via reimbursement-based grant contracts, based on the review of applications submitted.

The \$25,000,000 available in 2025-2026 State funding for this initiative will be divided into two tracks of eligible projects to maximize the benefits of the program funds. Eligible applicants may only select **ONE** of the following options for their grant applications:

- **Funding Option 1:**
  - **Construction/Renovation/Facility Purchase Projects:** A total of \$20,000,000 in program funds will be devoted to support Construction/Renovation/Facility Purchase projects and is available to all eligible applicants. The funding amount per application may not exceed \$1,000,000 in projects requested under Funding Option 1.
  
- **Funding Option 2:**
  - **Equipment Projects:** A total of \$5,000,000 in program funds will be devoted to support allowable fire service equipment projects and is available to all eligible applicants. The funding amount per application may not exceed \$500,000 in projects requested under Funding Option 2.

Should an eligible applicant submit for multiple projects within the funding option, they are highly encouraged to prioritize their projects with the most pressing needs and most significant capability gaps. DHSES reserves the right to adjust the allocation caps for either track of funding to support the most critical needs of the fire service community based on the number and type of applications received. If more than one funding option is applied for, that application will not be considered for funding.

## II. Eligibility

### A. Eligibility

Only eligible entities that are located within the State of New York, who have not been previously funded through the V-FIRE Grant Program and serve one or more local governments may apply. All applications must articulate how they meet the eligibility requirements within their application.

#### 1. Eligible organizations include:

- **Volunteer Fire Companies** that are comprised of 100% volunteer firefighters, that are responsible for providing fire protection services to one or more jurisdiction(s). These entities are required to submit the signed contract agreement with the town or village they are covering.
  - Nonprofit Fire Companies are eligible to apply and are subject to Prequalification as identified below.
- **Municipalities – Villages, Towns, Cities, and Fire Districts** responsible for providing fire protection through a fire department comprised of 100% volunteer firefighter membership.
- **Counties and Municipal Shared Services Applications:** Counties may only apply on behalf of local volunteer fire departments that are comprised of 100% volunteer firefighter membership, provided the applying county has a minimum of 60% documented approval from the volunteer fire departments within the county that will directly benefit from the requested project(s). Requests for grant funds under a county application must be for shareable projects that will benefit and be accessible to the volunteer fire departments represented in the application. The applying County must complete and submit the Local Volunteer Fire Department Consent Form section of the Application Worksheet (“Consent Form” tab) and must include acknowledgement from fire chiefs of at least 60% of the fire protection agencies represented in the application.
- Two or more municipalities may apply for shared projects that will benefit and be accessible to two or more volunteer fire departments.

Examples of shareable projects include, but are not limited to, the following:

- Fire Training Center, training tower or other training facility
- Decontamination or gear-washing trailer
- SCBA fill station

#### 2. Organizations that are not eligible for this Grant Program include:

- Agencies who have been previously funded by the V-FIRE Grant Program. However, such agencies may be included in a County application or listed as a Participating Partner in a Municipal Shared Services application.

- Fire departments and/or fire companies whose volunteer membership is less than 100% of their total workforce.
- Statewide, local, or regional organizations.
- Federal fire departments and fire departments under contract with the Federal Government whose sole responsibility is fire protection on Federal property.
- The NYS Division of Homeland Security and Emergency Services, to include Offices and units within the Agency.
- For-profit fire departments (i.e., do not have specific nonprofit status or do not support a municipality).
- Applicants that have defaulted or are delinquent on a loan(s) as part of the Emergency Services Revolving Loan Program are not eligible to apply.

### **B. Prequalification Requirements for Nonprofit Applicants**

Prior to submitting an application in response to this RFA, all nonprofit organizations are **required** to prequalify in the New York Statewide Financial System (SFS). More information can be found at: <https://grantsmanagement.ny.gov/get-prequalified>. **Applications received from nonprofit applicants that are not prequalified in the New York Statewide Financial System (SFS) by the application due date listed on the cover of this RFA cannot be evaluated. Such applications will be disqualified from further consideration. We recommend that you submit your prequalification application at least a week prior to the deadline of this request for applications to ensure time for your prequalification application to be reviewed. For additional information, please reference the instructions in Exhibit B of this document.**

## **III. SFY2025-2026 Volunteer Fire Infrastructure & Response Equipment Grant Program Objectives**

In recognition of the budgetary challenges faced by many fire protection agencies statewide, combined with their need to upgrade facilities and equipment, this grant program seeks to support the purchase, construction, and/or renovation of existing fire stations/facilities, or purchase of allowable equipment. Eligible organizations serving a single jurisdiction may apply, but the scoring of each application will include an evaluation of the regional impact of proposed projects.

This grant program is intended to support volunteer fire departments to upgrade and improve their facilities and response capabilities through the following primary objectives:

- 1. Ensure that Fire Stations and Fire Training Facilities within New York State are safe, structurally sound, meet current building codes and regulations, and support or promote effective and safe firefighting practices.**
- 2. Support volunteer firefighter safety and health and wellness by providing adequate and up-to-date equipment to include personal protective equipment (PPE), decontamination equipment and supplies, and effective exhaust removal systems.**

3. **Support the consolidation of fire service resources through regionalization efforts to expand above and beyond jurisdictional boundaries to further enhance local, county and statewide response efforts.**

## **IV. Authorized Program Expenditures**

### **Permissible Costs**

Applicants seeking funding through the SFY2025-2026 V-FIRE Grant Program may request funding through **one** of the following options of allowable project types:

- **Funding Option 1:**
  - **Construction of New Facilities** – This category includes both fire stations and training facilities. There is a growing demand for new training facilities, and existing training structures are deteriorating rapidly due to the strain of overuse and age. In addition to training facilities, it is often not cost effective to renovate an aging fire station. Costs of station design and construction can overburden some agencies.
    - **Permissible projects include, but are not limited to:**
      - Fire Stations
        - New construction
        - Additions to existing structures
      - Fire Training facilities, including training towers and buildings
      - Instructional classrooms and meeting spaces
      - Exhaust systems
      - Shower facilities for decontamination
      - Substations and Joint/Shared Stations
        - New construction
        - Additions to existing structures
    - **Renovation of Existing Facilities** – As facilities and infrastructure age, it is important to maintain a safe and sophisticated fire station, with ample room to house fire apparatus and equipment, as well as train firefighters, so they can maintain/increase their knowledge and ability to respond to emergencies. It is also important to keep up with the advancements in technology, as well as new building codes and standards. Outdated, overflowing, and unsafe stations and training facilities should be considered for expansion and/or renovation.
      - **Permissible projects include, but are not limited to:**
        - Remodeling an existing structure (i.e., updating, improving, or altering)
          - Includes work to both the interior and exterior of facilities
          - Creating a dedicated space for Personal Protective Equipment (separate from other occupied areas to lower transfer of carcinogens)

- Modifications to bring facilities into compliance with the Americans with Disabilities Act (ADA)
    - Includes ramps, entryway improvements, elevators, etc.
  - Exhaust systems
  - Shower facilities for decontamination
- **Funding Option 2:**
  - **Purchase of Allowable Equipment** – With an increased awareness on the health and safety of firefighters, as well as new policies and regulations, agencies may find it difficult to continue investing in the latest equipment to keep first responders protected from the dangers of the field.
    - **Permissible items include, but are not limited to:**
      - Personal protective equipment (PPE), including SCBA
      - PPE washer/extractor
      - PPE dryers
      - Firefighter rehabilitation equipment
        - Rehabilitation equipment can include (but is not limited to):
          - Tents/chairs/generators and heating/cooling (relief from climate)
          - Coolers/electrolyte replacement drinks/water
          - Decontamination equipment/hoses/brushes/soap/cancer wipes
          - Hand and forearm immersion tanks
          - Ice vests
          - Mist fans
          - EMS equipment/AED (to be used for firefighter rehab)
          - Trailer to store and transport all the above equipment
      - Radios and communications equipment
      - SCBA fill station and testing equipment

### **Costs Not Permissible**

- Drones/UAS/sUAS/UAV or any type of unmanned aircraft.
- Costs incurred prior to award; including grant writer fees.
- Organizational, management and administrative costs, including hiring of staff.
- Payment for costs fully covered by a grant award or legislative member item.
- Supplanting or replacing funding for costs budgeted, allocated or expended for an existing project. Grant funding may only be utilized to support a new project, with the understanding that sustainment of the newly purchased equipment, facility, building renovation, new construction, etc. beyond the grant performance period is the organization's responsibility. Grant funds may **not** be used to support loan payments, to include the Emergency Services Revolving Loan (ESRL) Program.

Once an award has been made, any amendment or alteration of the program or initiative to be funded is subject to approval by the Commissioner.

Any questions regarding eligibility of costs or requests to amend an application or program to be funded should be directed to [Grant.Info@dhses.ny.gov](mailto:Grant.Info@dhses.ny.gov).

## **V. Consolidation of Resources and Municipal Shared Services Development**

To maximize the benefit of the available funding and encourage sustained shared services, this grant program seeks to promote consolidation of services between agencies (operational or administrative, to include human resource services), joint purchases for shared equipment, and multi-agency training centers in support of efforts to improve coordination and communication. Formal consolidation between partnering volunteer fire departments is encouraged under this grant program. Agencies seeking to consolidate resources or share services are encouraged to apply for grant funds for a mutually beneficial project(s) as outlined under “Permissible Costs” above.

Two (2) or more municipalities are also eligible to apply for two (2) or more of their volunteer fire departments under a municipal shared services application. If applying as a town, the application must demonstrate how the request for grant funds will be for a shareable project(s) that will benefit and be accessible to all agencies represented in the application.

Applications submitted with a focus towards consolidation or under municipal shared services will be awarded up to twenty (20) bonus points, based upon the information provided in the application.

Each consolidating or municipal shared services application must identify a submitting partner and all participating partners. All partners must be eligible organizations identified in Section II above. The roles and responsibilities of submitting and participating partners are as follows:

**A. Submitting Partner Guidelines:** The submitting partner will be the fiduciary agent for a successful consolidation or municipal shared services application, responsible for completing all required grant reporting forms in coordination with and on behalf of one or more eligible organizations.

**B. Participating Partner Guidelines:** Participating partners may mutually develop and/or share requested projects with the submitting partner, to include development of an application for the grant program and the implementation and evaluation of funded projects.

**Application Limit:** For the purpose of the grant program, an eligible organization may be included as a represented fire department within a County application and may also apply through an individual or consolidating/municipal shared services application, provided that both applications are requesting funding for different projects.

## **VI. Application Format and Content**

**A. Format:** Grant applications **MUST** be submitted via the automated E-Grants System operated by DHSES. The E-Grants system allows an agency to complete an application electronically and submit it online using a secure portal. If, upon reading this RFA, you are interested in completing a grant application, and you have not previously been registered to use the DHSES E-Grants system, your agency will need to register and be assigned a username and password. The

Registration Request Form and a detailed tutorial on how to use the E-Grants system is available at: <https://www.dhSES.ny.gov/e-grants>.

- B. Required Application Content:** The following questions must be addressed in your SFY2025-2026 V-FIRE Grant application. You must answer these grant specific questions in the required Application Worksheet.

**Please Note:** Applicants are required to answer all the questions in the Application Worksheet, unless directed otherwise by the applicable question(s). Failure to answer all the required questions could lead to a reduction in your score for the section being reviewed and could lead to an unfavorable overall score by the review panel. Please refer to Exhibit A for some best practices and tips on preparing an effective grant application.

The following must be addressed in your application:

**1. Applicant and Jurisdiction Description**

**A. Organization Name and Identifying/Contact Information:**

Please identify the applicant organization, or submitting partner, if applying as a consolidating/municipal shared services partnership.

**B. Description of Organization or Partnership:**

Please provide or describe the following:

- Location within New York State, to include all station locations;
- Number of square miles covered;
- Population of region covered;
- Annual operating budget;
- Average annual call volume for last three years (2023-2025)

**C. Affirmation of Fire Reporting:**

To be eligible for award under the V-FIRE Grant Program, all fire departments are required to be current on their National Fire Incident Reporting (NFIRS) and/or the National Emergency Response Information System (NERIS), through the NYS Division of Homeland Security and Emergency Services, Office of Fire Prevention and Control (OFPC).

**D. Personnel Details:**

Please identify the number of personnel, to include number of active interior and exterior firefighters, within the organization or consolidating/municipal shared services partnership. For consolidating or municipal shared services applications, membership information should be identified for the submitting partner and each participating partner.

### **E. Description of Organization:**

Please provide a brief history of the organization or municipal shared services partnership. Describe how the organization or partnership represents the interests of volunteer fire personnel. Also include a description of the types of incidents your agency responds to, the type and age of the current station(s) and fire equipment in service, identify your response district (rural, urban or suburban), as well as some details of the environment protected.

### **2. Proposed Budget**

First, please select the Funding Option you are applying for. Please prioritize each project within your budget (Project #1 being most critical, etc.). For each project, select a Project Title from the drop-down menu and provide a brief description of the project under Project Description, then select the appropriate allowable NYS Budget Category that best defines the project. Finally, please provide the Total Cost for each project. There is no cap to the number of projects that you may request, however, the total costs identified in your budget plans will be reviewed for reasonable and necessary expenses, and whether they meet the objectives of this grant. Furthermore, your total request for the SFY2025-2026 V-FIRE Grant Program cannot exceed \$1,000,000 under Funding Option 1-Facility Projects, or \$500,000 under Funding Option 2-Equipment Projects.

### **3. Project Details**

Please provide additional details as indicated below for each requested project.

#### ***A. Fulfillment of Program Objectives:***

Please describe how each project will support the program objectives of the SFY2025-2026 V-FIRE Grant Program and enhance your organization's or consolidating/municipal shared services partnership's capabilities.

In this section, please describe the current facility or equipment that will be enhanced or replaced by the requested funding (*for example, date of building construction and any renovations that have taken place, current structural defects, safety hazards, etc.*). If the requested project will not be replacing an existing facility or piece of equipment, please justify the need for the requested item(s).

#### ***B. Implementation and Sustainment Plan:***

Please describe how your organization or municipal shared services partnership will implement and sustain this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. This should include a summary of appropriate milestones of the requested project and how you plan to manage the administrative requirements of this funding. For any projects that will require additional training of staff, i.e., for new equipment, please provide anticipated training details in this section.

#### **4. Signed Contract Agreement**

The signed contract agreement with the town or village they are covering is required for Volunteer Fire Companies.

#### **5. Overall Assessment of Application**

Under the SFY2025-2026 V-FIRE Grant Program, applicants will receive up to twenty (20) points based on their "Overall Assessment of Application." This score will be determined by the reviewers based on a complete assessment of the application. Reviewers will assess how well the application addresses the primary objectives of the SFY2025-2026 V-FIRE Grant Program. It is important to clearly articulate the purpose for the request for funding and how it relates to enhancing your agency's overall capabilities.

#### **6. Bonus Points Criteria (up to 25 total points per application):**

**Bonus points may be awarded by the review panel based upon the criteria identified below.**

##### **A. County Applications**

For Counties applying on behalf of their local volunteer fire departments for shareable projects, at least 60% acknowledgement from the volunteer fire departments within the county must be obtained and reflected in the Local Volunteer Fire Department Consent Form section of the Application Worksheet ("Consent Form" tab) as part of the application submission. County applications must demonstrate how the requested project(s) will be accessible to and benefit those volunteer fire departments. Ten (10) bonus points may be awarded for County applications.

##### **B. Consolidation / Municipal Shared Services**

For applications being submitted by agencies consolidating their resources, planning to consolidate, or applying under a municipal shared services partnership, applicants must provide sufficient detail on how the submitting and participating partners will mutually develop and/or share developed projects, including a clear reporting of relationships concerning enhancement and/or sustainment of developed projects within their Budget Plan. Twenty (20) bonus points may be awarded based on the details provided within these applications.

***Please Note:*** For purposes of this grant program, County Applications are eligible for ten (10) bonus points as identified above but are not eligible for additional "Consolidation/Municipal Shared Services" bonus points, as this criterion is specific to one or more municipalities applying on behalf of their local volunteer fire departments.

##### **C. Rural Area Designation**

Per the Homeland Security Act of 2002, a rural area is defined in 49 U.S.C. § 5302 as an area encompassing a population of less than 50,000 people that has not been designated in the most recent decennial census as an "urbanized area" by the Secretary of Commerce. DHSES will add five (5) bonus points to the overall scores of applicants located in rural areas, as defined above.

## 7. Grants Management Performance History

For previously funded recipients through any DHSES preparedness grant funding, DHSES will assess how well the applicant has historically managed grant funds and/or open loans within the Emergency Services Revolving Loan (ESRL) Program. This will include reporting compliance, successful award spend-down, and program objective compliance. Once a prospective applicant's final overall average score is determined by the review panel, DHSES may subtract up to ten (10) points based on its "Grants Management Performance History" criteria. Applicants that have defaulted or are delinquent on loans as part of the Emergency Services Revolving Loan Program are not eligible to apply.

## VII. Application Evaluation Criteria

The following multi-tiered criteria will be used by DHSES to evaluate each application and to determine grant awards. Grant awards will be approved by the Commissioner of DHSES.

### Tier 1 Criteria

Tier 1 criteria are rated either "yes" or "no" and serve as a baseline review by DHSES to determine if applicants are eligible and have appropriately submitted all of the required application materials. If any of the answers are "no," the application will be immediately disqualified without further review and consideration for an award.

1. Was the application submitted on time?
2. Was the application submitted via E-Grants?
3. Was the application complete, including the required Application Worksheet? The required Application Worksheet must be attached in its original Excel format in E-Grants by the submission due date.
4. Did the application meet all minimum eligibility requirements?
  - Applicant is an eligible organization as outlined in Section II;
  - Applicant met prequalification requirements prior to application deadline;
  - For County applications:
    - Local Volunteer Fire Department Consent Form section of the Application Worksheet ("Consent Form" tab), to include at least 60 % documented approval from volunteer fire departments located within the county;
  - For Municipal Shared Services applications:
    - Local Volunteer Fire Department Consent Form section of the Application Worksheet ("Consent Form" tab), to include acknowledgement from all volunteer fire departments represented in the application;
  - For volunteer fire companies:
    - Signed contract agreement with the town or village they are covering
5. Is the applicant current with NFIRS and/or NERIS reporting?
6. Is the applicant a previously unawarded organization of V-FIRE Grant Program funding?

### Tier 2 Criteria

Applications meeting the Tier 1 review set forth above will be evaluated competitively using the criteria specified below. Scores per criterion will be totaled to establish a ranked list of eligible applications for consideration of awards. Untimely submission of any requested supporting documentation to DHSES will be grounds to disqualify the original application.

<b>Tier 2 Evaluation Criteria</b>	<b>Point Score Range</b>
<b>Applicant Organization's Annual Operating Budget</b>	
Annual Operating Budget less than \$250,000	20 points
Annual Operating Budget \$250,000 to \$750,000	10 Points
Annual Operating Budget more than \$750,000	0 Points
<b>Annual Operating Budget Subtotal</b>	<b>20 Points Maximum</b>
<b>Application Content</b>	
Proposed Budget Plan	0-20 points
Project Details: Fulfillment of Program Objectives	0-20 points
Project Details: Implementation and Sustainment Plan	0-20 points
Overall Assessment of the Application	0-20 points
<b>Application Content Subtotal</b>	<b>80 Points Maximum</b>
<b>Sub-Total</b>	<b>100 Points</b>
<b>Bonus Points</b>	
County Applications	0-10 Points
Consolidation/Municipal Shared Services Applications	0-20 Points
Rural Area Designation	0-5 Points
<b>Bonus Points Subtotal</b>	25 Bonus Points Maximum Per Application*
<b>Grand Total</b>	<b>125 Points Maximum</b>
Grants Management Performance History	0-10 points (Subtracted off the top of the final score)
*County Applications may be eligible for up to ten (10) bonus points as identified above but are not eligible to receive additional bonus points under a "Consolidation/Municipal Shared Services" application (the maximum per application = 25 bonus points)	

Applications receiving the highest score based upon panel review will be selected for recommendation to the Commissioner for award. The total scores will be averaged and ranked in order from highest to lowest. The State reserves the right, for the purpose of ensuring the completeness and comparability of proposals, to analyze submissions and make adjustments or normalize submissions in the proposals, including the applicant's technical assumptions, and underlying calculations and assumptions used to support the computation of costs, or to apply such other methods, as it deems necessary to make comparisons. In the event of a tie score where one or more applications may not be fully funded, the applicant with the lowest annual operating budget will be ranked higher. If still tied, the applicant with the greatest Overall Assessment of the Application will be ranked higher. The State also reserves the right, at its discretion, to make amendments and/or alter funding levels of one or more applicants based on any new information discovered that would have originally affected the scoring or to not award funding to any application with a final average score of 60 or less. Additionally, the State reserves the right to adjust awards at its discretion, to ensure funding through this program is issued to all regions within the State.

## VIII. Checklist of Required Documents

1. Application Worksheet (Excel format): Available here: <https://www.dhSES.ny.gov/state-funded-programs>.
2. Prequalification Confirmation: Nonprofit applicants are required to provide documentation showing prequalification status. (see Section II(B) of the RFA, if applicable.)
3. For County and Municipal Shared Services Applications: Local Volunteer Fire Department Consent Form section of the Application Worksheet (“Consent Form” tab). County applications require a 60% minimum sign-off from local volunteer fire departments located within the county. Municipal Shared Services applications require a list and acknowledgement from all fire departments represented in the application.
4. For Volunteer Fire Company Applications: A copy of the signed contract agreement with the town or village you are covering must be included as an attachment to your application.

## IX. Timeline

DHSES must receive completed grant applications by **5:00 pm on March 11, 2026**. Applications received after the due date and time will not be considered. Applications must be submitted via the DHSES E-Grants System. Please note that E-Grants Technical Assistance will only be available during business hours on the date the application is due. Furthermore, all written questions must be submitted to DHSES by February 18<sup>th</sup>, 2026, by 12:00 noon to ensure that a timely response is provided to the applicant.

Grant applicants can expect to be notified of award decisions sometime in summer of 2026.

## X. Approval and Notification of Awards

The Commissioner of DHSES will provide oversight of the grant review process. The Commissioner will announce the final grant award decisions based on the review panel’s rating of applications and recommendations. DHSES will notify all applicants in writing as to final grant award determinations. Nothing herein requires or prohibits DHSES to approve grant funding for any one applicant, certain applicants, all applicants or no applicants. Any disbursement of an award is contingent upon entering into a contract with DHSES, as explained in further detail below.

Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may submit a written request for a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made within 15 calendar days of notification by DHSES that the Bid submitted by the Bidder was not selected for award. An unsuccessful Bidder’s written request for a debriefing shall be submitted to DHSES Director of Grants Program Administration. The debriefing shall be scheduled within 10 business days of receipt of the written request by DHSES or as soon as practicable under the circumstances.

Due to the competitive nature of this grant application, proposed changes to the scope of the program may not be approved post-award.

## XI. Administration of Grant Contracts

DHSES will negotiate and develop a grant contract with the applicant or the submitting partner of successful municipal shared services partnerships based on the contents of the submitted application and

intent of the grant program as outlined in this RFA. The grant contract is subject to approval by the NYS Attorney General and the State Comptroller before grant funding may actually be disbursed to reimburse project expenses.

The period of performance for contracts supported by Volunteer Fire Infrastructure & Response Equipment Grant Program funds will be three (3) years from the date of the award. The final performance period will be communicated to applicants and/or grantees by DHSES. Although the contract format may vary, the contract will include such standard terms and conditions included in DHSES grant contracts available for review on the DHSES website: <https://www.dhSES.ny.gov/grant-reporting-forms>.

Applicants agree to adhere to all applicable State regulations.

### **A. Issuing Agency**

This RFA is issued by DHSES, which is responsible for the requirements specified herein and for the evaluation of all applications.

### **B. Filing an Application**

Grant applications must be submitted via the automated DHSES E-Grants System. The system allows an agency to complete an application electronically and submit it over the Internet using a secure portal. If, upon reading this RFA, you are interested in completing a grant application and you have not previously been registered to use the DHSES E-Grants system, your agency will need to register and be assigned a username and password. The Registration Request Form can be found at the following Internet address: <https://www.dhSES.ny.gov/e-grants>.

A detailed tutorial on how to use the E-Grants system can be found with the application documents at the following location: <https://www.dhSES.ny.gov/state-funded-programs>. The E-Grants Tutorial will guide you in a step-by-step process through the E-Grants application submission.

### **C. Reservation of Rights**

The issuance of this RFA and the submission of a response or the acceptance of such response by DHSES does not obligate DHSES in any manner. DHSES reserves the right to:

1. Reject any and all applications received in response to this RFA;
2. Withdraw the RFA at any time at DHSES' sole discretion;
3. Make an award under the RFA in whole or in part;
4. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of the RFA;
5. Seek clarifications and revisions of the applications;
6. Use application information obtained through site visits, management interviews and the State's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to DHSES' request for clarifying information in the course of evaluation and/or selection under the RFA;

7. Prior to the application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;
8. Prior to the application opening, direct applicants to submit application modifications addressing subsequent RFA amendments;
9. Change any of the scheduled dates;
10. Eliminate any non-mandatory, non-material specifications that cannot be complied with by all the prospective applicants;
11. Waive any requirements that are not material;
12. Negotiate with successful applicants within the scope of the RFA in the best interests of the State;
13. Conduct contract negotiations with the next responsible applicant, should DHSES be unsuccessful in negotiating with the selected applicant;
14. Utilize any and all ideas submitted in the applications received;
15. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the application opening; and,
16. Communicate with any applicant at any time during the application process to clarify responses and /or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of this RFA.
17. Award grants based on geographic or regional considerations to serve the best interests of the State.
18. Terminate, renew, amend or renegotiate contracts with applicants at the discretion of DHSES.
19. Periodically monitor the applicant's performance in all areas mentioned above, in addition to the activities in the contract.
20. Revoke funds awarded to an applicant, or enforce any available sanction against any applicant, who materially alters the activities or is in material noncompliance under the grant award, or who does not implement an approved project within 60 days of the final contract approval.
21. Consider all applications and documentation submitted as State agency records subject to the New York State Freedom of Information Law (Public Officers Law, Article 6). Any portion of the application that an applicant believes constitutes proprietary or critical infrastructure information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application.
22. Applicants funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the applicant; and (2) the status of any corresponding applicant or applicant plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.
23. Require applicants to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
24. In its sole discretion, reserves the sole discretion to increase or decrease the total funding available for this program at any time, resulting in more or fewer applications funded under this RFA.

DHSES may exercise the foregoing rights at any time without notice and without liability to any responding applicant or any other party for its expenses incurred in preparation of responses hereto or

otherwise. All costs associated with responding to this RFA will be at the sole cost and expense of the applicant.

#### **D. Term of the Contract**

Any resulting contract or agreement for more than \$50,000 from this RFA will be effective only upon approval by both the NYS Office of the Attorney General and State Comptroller. Any resulting contract for \$50,000 and under from this RFA will be effective upon signature of both parties. For grants valued at \$10,000 or less, a Purchase Order invoking a "Letter of Agreement" between DHSES and the successful applicant will be issued.

#### **E. Payment and Reporting Requirements of Grant Awardees**

##### **1. Standard Cost Reimbursement Contract**

Each successful applicant must enter into a standard cost **reimbursement contract** with DHSES. Such contract will include this Request for Applications, the successful applicant's proposal, any attachments or exhibits and the standard clauses required by the NYS Attorney General for all State contracts (available upon request). The contract will be subject to approval by the Attorney General and State Comptroller. Although the contract format may vary, the contract will include such clauses, information, and rights and responsibilities as can be found on the DHSES website, including:

- APPENDIX A - Standard Clauses for New York State Contracts
- APPENDIX A-1 - Agency Specific Clauses or a Letter of Agreement (Depending upon Funding Amount)
- APPENDIX B - Budget
- APPENDIX C - Payment and Reporting Schedule
- APPENDIX D - Workplan/Special Conditions

For purposes of this RFA, these terms and conditions are incorporated by reference and the applicant must agree to the inclusion of all of these terms and conditions in any resulting grant contracts as part of the application submission. Copies of the standard terms and conditions included in DHSES grant contracts are available for review on the DHSES website at <https://www.dhses.ny.gov/grant-reporting-forms>. Payments will be made subject to proper documentation and compliance with reimbursement procedures and all other contractual requirements.

##### **2. Procurements**

Applicants must follow and comply with all procurement procedures under General Municipal Law 5A and/or any other state regulations applicable to these funds and will be subject to monitoring by DHSES to ensure compliance.

#### **Contracting with Small and Minority Firms, Women's Business Enterprise and Labor Surplus Area Firms**

Pursuant to New York State Executive Law Article 15-A, the New York State Division of Homeland Security and Emergency Services recognizes its obligation under the law to promote opportunities for

maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of New York State Division of Homeland Security and Emergency Services contracts. Minority and women-owned business enterprises can be readily identified on the directory of certified businesses at: <https://ny.newnycontracts.com/>.

For purposes of this solicitation, applicants and subcontractors are hereby notified the State of New York has set an overall goal of **30% for MWBE participation** or more, **15% for Minority-Owned Business Enterprises** (“MBE”) participation and **15% for Women-Owned Business Enterprises** (“WBE”) participation, based on the current availability of qualified MBEs and WBEs for your project needs.

Further, pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other State and Federal statutory and constitutional non-discrimination provisions, the applicant and subrecipients will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

#### **Sexual Harassment Prevention**

By submitting this application, Applicants are certifying that Applicant has a policy addressing sexual harassment prevention and that applicant provides sexual harassment training to all its employees on an annual basis that meets the Department of Labor’s model policy and training standards. If Applicant cannot make the certification, the Applicant may provide an explanatory statement with its bids detailing the reasons why the certification cannot be made.

#### **Gender-Based Violence and the Workplace Certification**

By submitting this application, Applicants are certifying that Applicant has implemented a written policy addressing gender-based violence and the workplace and that such policy has been provided to all of its employees, directors and board members, pursuant to New York State Finance Law § 139-M. If Applicant cannot make the certification, the Applicant may provide an explanatory statement with its bids detailing the reasons why the certification cannot be made.

#### **Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance**

Article 3 of the Veterans’ Services Law acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economics of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at <https://www.osc.ny.gov/state-vendors/sdvob>.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of applicable laws to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and

women-owned businesses consistent with current State Law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders and proposers to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

For purposes of this solicitation, applicants and subrecipients are hereby notified the State of New York has set an overall goal of 6% for SDVOB participation or more.

Contractor will report on actual participation by each SDVOB during the term of the contract to the contracting agency/authority according to policies and procedures set by the contracting agency/authority.

#### **Worker's Compensation and Disability Benefits Insurance Coverage**

By submitting this application, Applicants are certifying that Applicant has workers' compensation and disability coverage. If Applicant cannot make the certification, the Applicant may provide an exemption statement with its bids detailing the reasons why the certification cannot be made.

### **3. Iran Divestment Act**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By submitting a proposal in response to this RFA, or by assuming the responsibility of a Contract awarded hereunder, the applicant (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, applicants are advised that once the list is posted on the OGS website, any applicant seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should DHSES receive information that a person is in violation of the above-referenced certification, DHSES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then DHSES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default. DHSES reserves the right to reject any bid or request for

assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

#### **4. Vendor Responsibility**

State Finance Law §163(9)(f) requires a State Agency to make a determination that an applicant is responsible prior to awarding that applicant a State contract which may be based on numerous factors, including, but not limited to the applicants: (1) financial and organizational capacity; (2) legal authority to do business in this State; (3) integrity of the owners, officers, principals, members, and contract managers; and (4) past performance of the applicant on prior government contracts. Thereafter, applicants shall at all times during the Contract term remain responsible. The applicant agrees, if requested by the Commissioner of DHSES, or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity. DHSES requires that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System, see the VendRep System Instructions available at: [http://www.osc.state.ny.us/vendrep/info\\_vrsystem.htm](http://www.osc.state.ny.us/vendrep/info_vrsystem.htm) or go directly to the VendRep system online at <https://onlineservices.osc.state.ny.us/Enrollment/login?0>. Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at [ITServiceDesk@osc.state.ny.us](mailto:ITServiceDesk@osc.state.ny.us). Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [http://www.osc.state.ny.us/vendrep/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm) or may contact the Office of the State Comptroller's Help Desk for a copy of the paper form. Applicants will also be required to complete and submit a Vendor Responsibility Questionnaire prior to contracting.

**a) Suspension of Work for Non-Responsibility:**

The Commissioner of DHSES or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under the Contract, at any time, when he or she discovers information that calls into question the responsibility of the applicant. In the event of such suspension, the applicant will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of DHSES or his or her designee issues a written notice authorizing the resumption of performance under the Contract.

**b) Termination for Non-Responsibility:**

Upon written notice to the applicant, and a reasonable opportunity to be heard by appropriate DHSES officials or staff, the Contract may be terminated by the Commissioner of DHSES or his or her designee at the applicant's expense where the applicant is determined by the Commissioner of DHSES or his or her designee to be non-responsible. In such event, the Commissioner of DHSES or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue legal or equitable remedies for breach. Applicants shall at all times during the Contract term remain responsible. The applicant agrees, if requested by the Commissioner of DHSES, or his or her designee, to present evidence of its continuing

legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

## **F. Satisfactory Progress**

Satisfactory progress toward implementation includes but is not limited to; executing contracts and submitting payment requests in a timely fashion, retaining consultants, completing plans, designs, reports, or other tasks identified in the work program within the time allocated for their completion. DHSES may recapture awarded funds if satisfactory progress is not being made on the implementation of a grant project.

## **G. General Specifications**

By submitting the application, the applicant attests that:

1. Applicant has express authority to submit on behalf of the applicant's agency.
2. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including Appendices A-1 and C, and all other terms and conditions of the award contract.
3. The application and any resulting grant, if awarded, must adhere to, and be in full compliance with any, resulting contract(s) and relevant federal and states policies and regulations or be subject to termination.
4. Any not-for-profit subrecipients are required to be prequalified, prior to contract execution, by the State of New York upon application submission through the New York State Grants Gateway (<https://grantsmanagement.ny.gov/get-prequalified>)
5. If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 form to obtain a NYS Vendor ID. The form is available on the Office of the State Comptroller website at: <http://www.osc.state.ny.us/state-agencies/forms>.
6. Contract Changes - Contracts with applicants/subrecipients may be executed, terminated, renewed, increased, reduced, extended, amended, or renegotiated at the discretion of the Commissioner of DHSES, in light of applicants/subrecipients performance, changes in project conditions, or otherwise.
7. Records – Applicants/subrecipients must keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project; and in a manner consistent with DHSES contractual provisions and mandated guidelines.
8. Liability - Nothing in the contract between DHSES and the applicant shall impose liability on the State of New York or DHSES for injury incurred during the performance of approved activities or caused by use of equipment purchased with grant funds.
9. Reports - A provider agency shall submit to the DHSES reports in a format and time schedule specified in the grant contract, which shall include a description of the program efforts undertaken during the report period and the current status of the project.
10. Tax Law Section 5-a Certification – In accordance with section 5–a of the Tax Law, subrecipients will be required, prior to the approval of any contract awarded as a result of this RFA, to certify that it and its affiliates, subcontractors, and subcontractors' affiliates have registered with the New York State Tax Department for the purpose of collection and remittance of sales and use taxes. In order to trigger this certification requirement, a subrecipient or its affiliates, subcontractor, or subcontractors' affiliates must have

made more than \$300,000 in sales of tangible personal property or taxable services to location within New York State and the contract must be valued in excess of \$100,000. Certification will take the form of a completed Tax Form ST-220 (1/05).

11. Standard Contract Provisions - Grant contracts executed as a result of this RFA process will be subject to the standard clauses for New York State Contracts as referenced herein and as located at:  
<https://ogs.ny.gov/system/files/documents/2023/06/appendix-a-june-2023.pdf>
12. Compliance with Procurement Requirements - The applicant shall certify to DHSES that all applicable statutory and contractual procurement procedures were followed and complied with for all procurements.

## H. Special Conditions

### New York State Emergency Management Certification and Training Program

1. Participation in, and successful completion of, the New York State Emergency Management Certification and Training Program (EMC Training Program) is a mandatory requirement under this Contract and a condition of funding. The EMC Training Program will be made available to, and required for, DHSES-specified county and city government officials in order to ensure a consistent emergency management preparedness and response strategy across the State. Attendee substitutions, except as expressly approved by DHSES, shall not be permitted or deemed to be in compliance with this requirement.
2. To fulfill the EMC Training Program requirement of the Contract and in order to be eligible for funding under this Contract, applicants must arrange for DHSES-specified applicant employees to receive and acknowledge receipt of EMC Training no later than 180 days after execution of this Contract. Copies of the training certificates for each required participant must be submitted to DHSES upon execution of the Contract, or, in the event that training is scheduled, but not yet complete, the applicant will be required to submit a signed statement indicating the scheduled future dates of attendance, and no later than thirty (30) days after the training is complete, forward such training certificates to DHSES. Continued compliance with the EMC Training Program also requires an annual refresher training of one day per 365 day-cycle from the date of initial training for previously trained individuals if such person remains employed by the applicant and fulfilling the same functions as he or she fulfilled during the initial training. Should a new employee be designated to serve in the DHSES-specified positions, then he or she must come into compliance with the EMC Training Program requirements not later than 180 days after taking office.
3. Applicants must commit to active participation in a DHSES Annual Capabilities Assessment as a condition of funding. Active participation includes making reasonable staff, records, information, and time resources available to DHSES to perform the Annual Capabilities Assessment and meet the objectives and goals of the program. Applicants must be aware that the process of conducting a DHSES Annual Risk Assessment is an ongoing process and requires a continued commitment on the part of the applicant to ensure that it is effective.
4. All applicants funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by

DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the recipients or subrecipients; and (2) the status of any corresponding recipients or subrecipients plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.

5. Additionally, pursuant to Article 26 of the NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters. Funded applicants agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
6. Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.

## **XII. Questions**

Questions regarding the SFY2025-2026 Volunteer Fire Infrastructure & Response Equipment Grant Program should be directed to the following email address: [Grant.Info@dhses.ny.gov](mailto:Grant.Info@dhses.ny.gov). To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. **Written questions will be accepted until 12:00 noon on February 18, 2026.**

Updates and frequently asked questions will be posted on the NYS Division of Homeland Security and Emergency Services (DHSES) website: <https://www.dhses.ny.gov/state-funded-programs>. Please check the website frequently for updates.

All questions regarding the E-Grants System should be directed to DHSES via email ([Grant.Info@dhses.ny.gov](mailto:Grant.Info@dhses.ny.gov)) or telephone (866-837-9133). **No technical assistance will be available after 5:00 pm on March 11, 2026.**

## **Exhibit A: Best Practices for Preparing an Effective Grant Application**

### ***What to do when you have received the Request for Applications (RFA):***

- It is important to start early in preparing your application, highlighting deadlines and/or tasks that must be completed as part of the application process.
- Review all plans, strategies, policies and documents related to the grant you are applying for to ensure you can appropriately address the goals and objectives pertaining to the nature of the grant opportunity.

### ***What to do when you are completing the application:***

- Ensure that the proposed budget is realistic, reasonable, and articulate how your budget will address the objectives of the grant opportunity.
- Review and evaluate the scoring criteria. Pay close attention to the sections that are weighted the most first as they have a greater impact on your overall score.
- If your grant application requires you to reference goals and/or objectives, make sure the goals and objectives you cite are measurable. Goals should reflect the long-term and global impact of a program or project. Meanwhile, objectives should be specific and measurable building blocks designed to meet your goals.
- Create an evaluation plan that demonstrates how you will assess your proposed projects for effectiveness and/or meeting the objectives of the grant opportunity, even if such a plan is not required.
- Address steps that will be taken to institutionalize, sustain, or enhance the capabilities or proposed project being developed after grant funding has been exhausted

### ***What to do prior to submitting your application:***

- Make sure that you have completed all the required sections of the application. Applicants are strongly recommended to share their completed applications with a colleague to ensure that the application is clearly written and addresses all the objectives of the grant opportunity.

## Exhibit B: Prequalification Requirement for Nonprofit Applicants

The State of New York has implemented a statewide prequalification process designated to facilitate prompt contracting for nonprofit organizations. Interested organizations are asked to submit commonly requested documents and answer frequently asked questions. The application requests organizational information about the vendor's capacity, legal compliance, and integrity.

Below is a summary of the steps that must be undertaken in order for you to prequalify:

- Go to the Grants Management website at: <https://grantsmanagement.ny.gov/register-your-organization> and download a copy of the Registration Form. Please review the instructions for submission of this form. The registration form must be signed, notarized and e-mailed to [grantsmanagement@its.ny.gov](mailto:grantsmanagement@its.ny.gov). The form also requires your 10-digit Statewide Financial System (SFS) Vendor ID Number. If your organization does not have an SFS Vendor ID Number, you must submit a completed Substitute W-9 Form along with the Registration Form. The Substitute W-9 Form can be found on the Grants Management website: [New York State Substitute Form W-9](#). Incomplete forms or missing documentation will hold up your registration process.
- Upon submission of your Registration Form, you will be emailed a User ID allowing you to gain access to the New York Statewide Financial System (SFS). Log into SFS and begin your prequalification application.
- Organizations that have already submitted registration materials and received their user credentials can begin to complete their online prequalification application.
- As you fill out the prequalification application, please refer to the Gateway Training Materials and resource links posted on the Grants Management website to help you navigate through the process <https://grantsmanagement.ny.gov/resources-grant-applicants>. If you still have questions, please contact the SFS Helpdesk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) and someone will get back to you quickly with a response.
- To learn how to obtain the prequalification document from SFS verifying that you are prequalified, please refer to pages 60-62 of the E-Grants Tutorial located at: <https://www.dhses.ny.gov/nonprofit-programs>.

**All nonprofit organizations MUST be prequalified in the New York Statewide Financial System (SFS) prior to submitting a grant application. If your organization is not prequalified at the time of application submission, your application will be disqualified without further review or consideration. Only a status of "Prequalified" will be accepted. Make sure to check your status when attaching your prequalification document to your E-Grants application.**