



CENTRIPETAL

# New York State EFC SECURE Grant Checklist

This checklist is based on the publicly-available standard requirements for New York State Environmental Facilities Corporation (EFC) grants, and the specific mandates for the SECURE Grant Program launched in March 2026.

Refer to the website for detailed information [here at ny.gov](https://www.ny.gov).

# Phase 1: Pre-Application Documents

Ensure you have these foundational items.



## Proof of Project Listing

Confirmation that your project is on the **EFC Annual List** or **Multi-Year List**.



## Municipal Board Resolution

A formal, signed resolution authorizing your district to apply for and transition into the SECURE grant program.



## NYS Vendor ID

Your municipality's 10-digit identification number.



## Audit Records

Audited financial statements for the last three fiscal years. This is required for non-county/town applicants.



## Engineering/Technical Report

A brief assessment (Tier 1) or a detailed mitigation plan (Tier 2), justifying the need for the specific cybersecurity solutions.

# Phase 2: Procurement and Contracting

The EFC is strict about how you buy your solutions. To be reimbursed, you must show you followed state rules:

## Mandatory Terms & Conditions

- ✓ Ensure the **Mandatory State Financial Assistance Terms & Conditions**, which are available on the EFC website, are physically attached to, or referenced, in your contracts with cybersecurity vendors.

## MWBE/SDVOB Compliance

- ✓ Documentation of *Good Faith Efforts* to solicit Minority and Women-Owned Business Enterprises, or Service-Disabled Veteran-Owned Businesses (unless a waiver was granted).

## Vendor Proposals/Quotes

- ✓ At least three competitive quotes, or proof of using an OGS State Umbrella Contract, to show the cost is fair and reasonable.

# Phase 3: The Disbursement Request

Once the work is done or the software is purchased, you will submit a **Disbursement Request** through the portal. You will need:

## Vendor Invoices

- ✓ Detailed, itemized invoices showing exactly what was purchased (e.g., 50 MFA Licenses or 1 Firewall Hardware Unit).

## Proof of Payment

- ✓ Cancelled checks, wire transfer confirmations, or bank statements showing the funds left the district's account. Note: Invoices marked *Paid* by the vendor are usually not sufficient on their own.

## Technical Force Account Certification

- ✓ If your own district IT staff performed the installation and you are seeking reimbursement for their labor hours.

## Final Certification of Completion

- ✓ A signed statement, often by the newly mandated *Cybersecurity Lead*, confirming the solutions are installed and operational.

# A Critical Tip for Faster Payouts

The EFC often rejects reimbursements because the contract date precedes the grant award date. If you have an emergency need and must buy a solution before the grant is formally awarded, you must document the **Emergency Intent** and ensure your vendor contract still includes the **EFC Mandatory Terms**.