Organization Grantee (Subrecipient) Quick Link Sheet

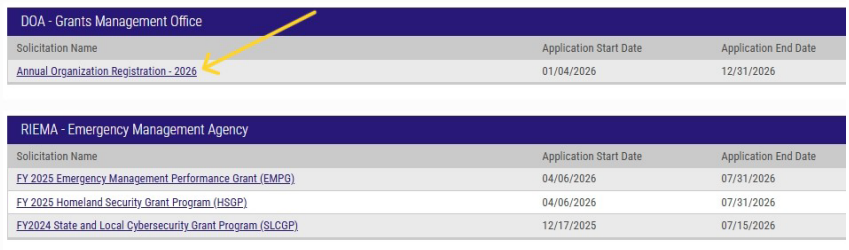
You need to complete the following steps to receive your RISCA grant award.

PART 1

- ❑ **Vendor Registration – Rhode Island Ocean State Procures (OSP)** - State of RI – *required once*
  Registration Guide PDF: OSP Vendor Self-Registration Guide

  - Ocean State Procures (OSP) is the State of Rhode Island's eProcurement system currently in use for vendor registration, solicitations, and awards. Any entity—including grant recipients—getting paid by the state, for goods, services, or as part of a grant award must register in this system.
  - Use the *OSP Vendor Self-Registration Guide* for complete details on how to fully register and create a login to access your secure Vendor Portal. To become a vendor with the state, there is a 2-step registration process before your account can be approved. First create your vendor profile and then once that is confirmed, upload your signed W-9 (dated within the last 6 months). Note: If your address changes, you will need to resubmit a new W-9 for approval.
    - Receive approval. You will receive an email from Ocean State Procures (not RISCA) saying you are approved as a state vendor. If you do not receive that email or want to check on your account status, you can log in to your vendor account. Refer to the vendor registration guide for instructions.
    - **Need Help? For technical assistance with managing your OSP vendor account** and/or users, contact WebProcure at suppliersupport@proactisservicedesk.com or call 1-866-446-8203.
      - RISCA does not have access to the OSP system, so we are not able to assist you with this process or see if you have been approved.

- ❑ **Annual Organization Registration (AOR)** – State of RI Registration Guide PDF: Annual Organization Registration – Overview and Submission Guide - *required annually*
  See screenshot (right) for details on where AOR link is located on webpage.



DOA - Grants Management Office

Solicitation Name	Application Start Date	Application End Date
Annual Organization Registration - 2026	01/04/2026	12/31/2026

RIEMA - Emergency Management Agency

Solicitation Name	Application Start Date	Application End Date
FY 2025 Emergency Management Performance Grant (EMPG)	04/06/2026	07/31/2026
FY 2025 Homeland Security Grant Program (HSGP)	04/06/2026	07/31/2026
FY2024 State and Local Cybersecurity Grant Program (SLCGP)	12/17/2025	07/15/2026

  - Must be submitted every calendar year an entity is receiving grant funding.
  - The Annual Organization Registration (AOR) is a required registration for all subrecipients receiving funds in the State of Rhode Island. Prior to receiving a grant (subaward) from a State of Rhode Island agency, an entity must

complete an Annual Organization Registration. NOTE: If you are applying with a fiscal sponsor, the fiscal sponsor will be the one to complete the AOR.

- **Need AOR technical support?**
  Submit a User Support Ticket - Grants Management | RI
  Note: Please indicate that you received a RISCA Arts grant.

❑ **504 Accessibility Self-Assessment** (Teams Form) - RISCA - *required annually*

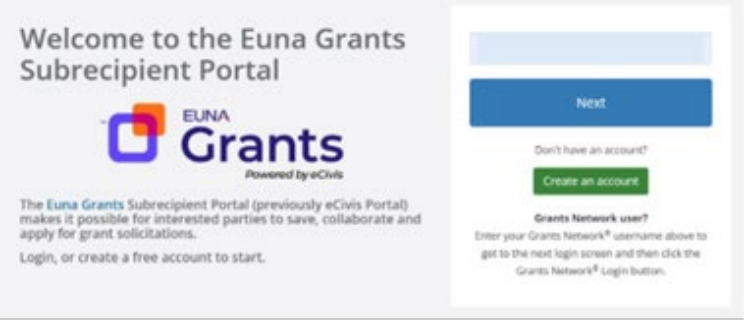
- For Projects (AHG / PGO / PGE): 504 Accessibility Self-Assessment for Projects FY27
  - NOTE: If you are applying with a fiscal sponsor, the grantee (subrecipient) will be the one to complete the 504 Accessibility Self-Assessment.
- For General Operating Support (GOSO): pending

PART 2

After you have completed Part 1, RISCA will send the Award notification through the state's online grant system EUNA/eCivis, the State of Rhode Grants Management Office (GMO) system. Once you receive that notification, continue with Part 2.

❑ **Grants: EUNA/eCivis Online Portal**
All organizations receiving a RISCA grant award will accept grant award, sign subaward agreement and request payment through the State online grants portal.

- Log in to EUNA/eCivis portal: https://portal.ecivis.com/#/login



- **Handbook for Subrecipient Post-Award Management**
  - *For Organization Project Grants (AHG, PGE, PGO):* GMO_RISCA_Grant_Award Handbook_Organizations_No Budget_FINAL_FY27.pdf
  - *For GOSO – General Operating Support Organizations: Pending*

- **Need technical help?** Submit a User Support Ticket - Grants Management | RI.
  Note: Please indicate that you received a RISCA Arts grant.