THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of P-20 Education Policy
Child Nutrition Program Administration
89 Washington Avenue Room 375 EBA Albany, NY 12234
www.cn.nysed.gov

FY24 National School Lunch Program (NSLP) Equipment Assistance Grant for School Food Authorities (SFAs): SharePoint Submission Site Instructions

Microsoft SharePoint will be used as an application submission website for SFAs to securely upload the RFP #97 FY24 NSLP Equipment Assistance Grant application(s) and other required documents per the RFP. **Applications for this grant will only be accepted if submitted properly through the SharePoint site. The site exists only to upload completed applications and is not used to complete the application itself.**

Permission to access the NSLP Equipment Assistance Grant for SFAs Application Submission SharePoint site is granted only by the NYSED Child Nutrition Program Office.

Business officials, Child Nutrition fiscal contacts and food service directors that are listed as a contact for a NSLP-participating SFA on the Child Nutrition Management System (CNMS) will receive an email invitation to the Application Submission site within 24-48 hours after the RFP is posted. Users must accept the email invitation to gain access to the SharePoint site and must use only the unique weblink from the email to access the site.

If your SFA would like additional staff to have access to the Application Submission SharePoint site, you must email RFP97@nysed.gov. The email request must contain the SFA name, SFA LEA code, the individual's name, title, and email that wishes to be granted access to the SharePoint site.

Invitation requests for SharePoint will be accepted and approved until **4:00 pm on the application due date**. Requests to access SharePoint after this time will not be granted.

It is recommended that SFAs assign one duly authorized user to upload all submissions for the SFA.

Logging into SharePoint for the First Time

1. Business officials, Child Nutrition fiscal contacts and food service directors that are listed as a contact for a NSLP-participating SFA on the CNMS will receive an email invitation to the Application Submission site within 24-48 hours after the RFP is posted.

   The body of the email will contain a blue hyperlink that says "Go to *NSLP Equipment Assistance Grant for School Food Authorities."* **Click this link.**

   - *Troubleshooting: This email is sometimes blocked by school firewalls and sent to the Spam or Junk folder. Check these folders to see if an invitation was received if you do not see it in your inbox. If this has not been received in any folder, an invitation can be requested by emailing RFP97@nysed.gov. The email request **must** contain the SFA name, SFA LEA code, the individual's name, title, and email that wishes to be granted access to the site.*

2. After clicking the link, you will see the below screen. Click "Microsoft account" to the right of the red/green/blue/yellow squares.
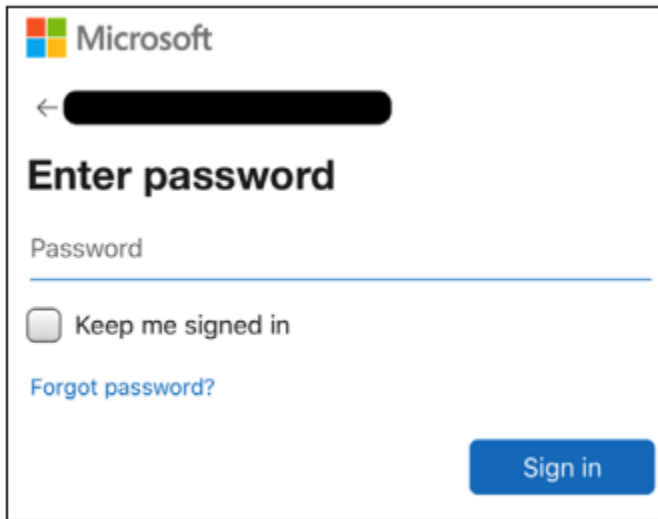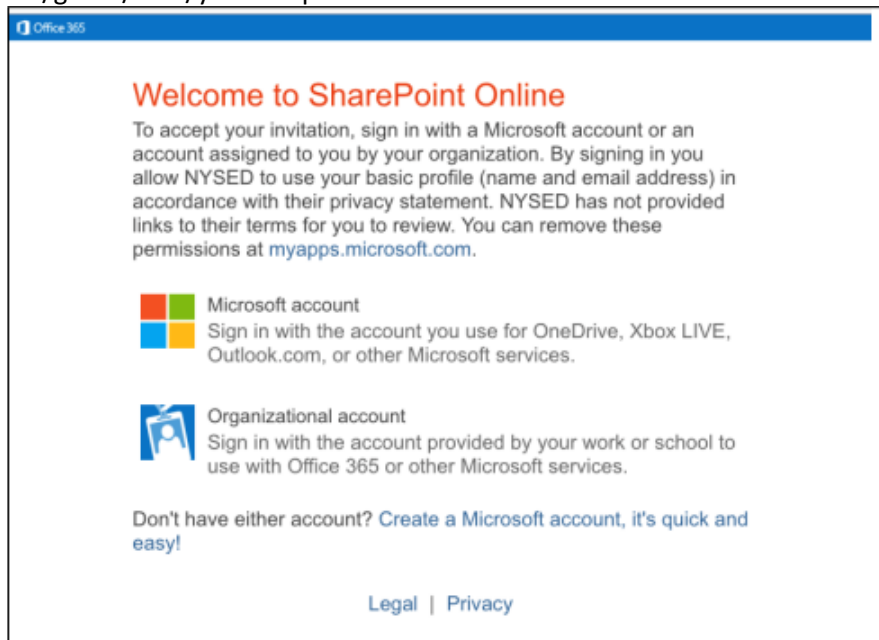

3. You will be asked to sign in with your email address. **Type your current email address** into the field where it says "Email, phone or Skype" in gray text and **click "Next"**.

   - ***Troubleshooting****: The invitation is specific to the email address that received it, you must login with that email address. If this email or link is forwarded or used by any user other than the individual that received it, it will deny access.*

   - *SharePoint is a Microsoft product. If the email is not associated with Microsoft, or is not compatible with this platform (i.e. a Gmail account) you may receive an error.*
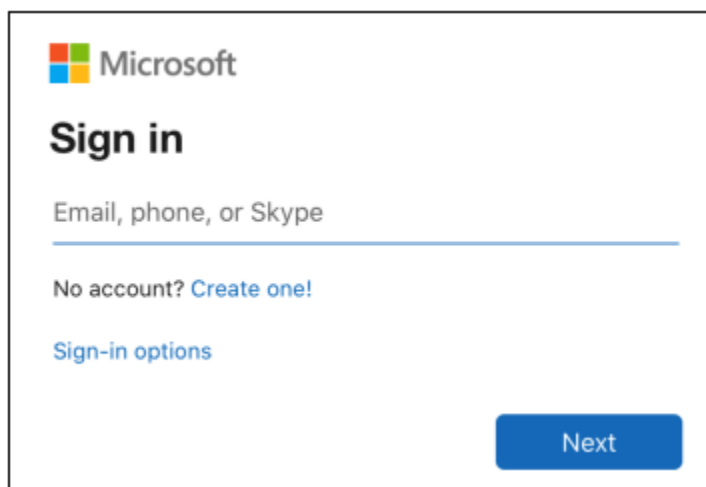
4. You will be asked to enter a password. **Type the password for the email** where it says "Password" in gray text and **click "Sign in".**

- *Troubleshooting: This is the password associated with your Microsoft account, not a password made up specifically for the purposes of applying for this grant.*

5. You will be directed to the NSLP Equipment Assistance Grant for SFAs Application Submission SharePoint site Homepage.
    - *Troubleshooting: The responsibility of accessing the SharePoint site and uploading required application materials ultimately falls on the applicant. It is recommended individuals try accessing the SharePoint site to upload their information as soon as possible to allow time to resolve possible technical difficulties.*
    - *If an applicant has started but not completed their application submission when the deadline occurs, you will not be allowed any additional time to work on this.*

Uploading the application and related documents to SharePoint

1. Once you have logged in, you will be brought to the SharePoint homepage.

2. Click "SFA Submissions" located on the left panel of the webpage.

3. Click the blue "+ New" button and enter the corresponding values into the prompts. Be sure to enter all information correctly.

4. At the bottom of the entry screen, upload the pdf application and all additional attachments, per the RFP, by clicking "Add Attachments".

5. Review your submission to ensure you have uploaded the corresponding application and **all** required documents per the RFP. **Save your submission by clicking Save**.

6. Once you click save, the submission has been entered into the application submission SharePoint site. You are able to review your entry and make changes until the application due date.

7. Repeat these steps for each application.

Acknowledgment Email

Applicants will receive an email once an entry has been saved in the SharePoint site. This email acknowledges that an entry was created on the SharePoint site, however, it does NOT confirm that a complete application including all required documents per the RFP have been uploaded.

It is the responsibility of the applicant to ensure all information has been entered into the Application Submission SharePoint site and that a completed pdf application along with all supporting documents as required by the RFP are uploaded as attachments to the submission entry.

It is recommended that each applicant log in to their SharePoint account and ensure that all information is correct and that all required documentation required by the RFP has been uploaded.

Please note, this email may take time to arrive and may be found in the junk or spam folder of your email.