

RFP GC21-005 FY20 NSLP Equipment Grant Questions & Answers Summary

1. I missed the deadline for the SharePoint invitation, can I still apply? When can I request a SharePoint invitation?

The deadline to request an invitation to the SharePoint submission website has not passed. Invitation requests began being accepted on March 26, 2021, and will continue to be approved until the close of business, 5:00 PM Eastern Time, on the application due date, May 4, 2021. Applicants can request access now by sending an email to FOODEQUIP@NYSED.GOV requesting an invitation to the site and providing the requested email address.

2. The directions state that the SFA administration must designate only one duly authorized user to upload all submissions. Is it possible to have more than one? Will it be an issue if we have one grant writer submitting applications for more than one district?

The purpose of having one designated authorized user is to reduce the amount of correspondence addressing questions for submissions. This will ensure a timely response from NYSED regarding necessary application technical support. Additionally, it will reduce the amount of duplicate application submissions. Each submission can only be viewed by the individual responsible for uploading that application. If another user submits the same application, it will appear incorrectly as if there are two separate applications. If more than one user is submitting applications on behalf of the SFA, please track application submissions responsibly.

3. Can you please tell me how I prequalify for this grant?

To become prequalified, a nonprofit must register with Grants Gateway and complete an online Prequalification application. This includes completing a series of forms with basic questions regarding the organization and uploading key organizational documents. Detailed information on how to register with the Grants Gateway and become prequalified is available on the [Grants Management website](#).

Generally, it takes 5-10 business days from the receipt of complete Prequalification applications to conduct a review. However, volume is significantly higher in the months of December, November and May of the year. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that nonprofits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified. Proposals received from nonprofit applicants that are not Prequalified in the Grants Gateway by 5:00 PM Eastern Time on the proposal due date of May 4, 2021, will be disqualified from further consideration.

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4. Will I need to use Share Point to close out our FY 19 Equipment Assistance Grant?

No, The SharePoint site's primary use is accepting the FY20 Equipment Assistance Grant submissions. It is a new process this year and was created as a response to the move away from traditional paper applications. For more information on this topic, please refer to the previous RFP#GC20-021 FY19 National School Lunch Program Equipment Assistance Grant page located at <http://www.p12.nysed.gov/funding/2019-national-school-lunch-program/home.html> or email FOODEQUIP@NYSED.GOV for assistance.

5. While the RFP indicates that those that have not received prior equipment will receive priority, does it exclude those that may have received funding with ARRA and/or FY(14,15,16,17,18,19) from applying? If we did receive a previous grant, are we still eligible to apply for this grant, or would we need to wait? I wasn't sure how long we have to wait in between each grant year, or if we could apply every year?

You can still apply and are eligible for an award if you have received a previous grant. Applicants who received funding from a previous grant award through the American Recovery and Reinvestment Act (ARRA) Food Service Equipment Grant, the FY 2010, FY 2014, FY 2015, FY 2016, FY 2017, FY 2018 or the FY 2019 National School Lunch Program Equipment Assistance Grant for School Food Authorities can still apply; however, 10 bonus points will be received only if the RA did not receive a previous award. A previously awarded applicant can apply every year.

6. Our SFA was granted equipment funds for a previous award year. Since then, we have expanded into a new SFA with additional schools that are all currently sharing the same space. We have a new building under construction next door to our current space, which will be home to two of our schools. My question is, are we eligible to apply for grant funds for at least one of our other two schools under the new SFA? Or would we apply under the recipient agencies? And if so, are we permitted to apply even though the building is currently under construction but set to open for school year 2021-2022?

Please see the RFP for detailed information regarding eligible applicants. All School Food Authorities (SFAs) are eligible to apply for funding for their Recipient Agencies (RA) that participate in the National School Lunch Program (NSLP), including public school districts, non-profit nonpublic schools, charter schools and residential child care institutions in the NSLP in New York State.

As stated above, approved SFAs are allowed to apply for the Equipment Grant on behalf of their approved NSLP RAs. If you have an established school that will simply be changing address and moving into that new building and that school is already an approved RA in NSLP, you could apply for equipment to meet the needs of that approved RA if the RA will be in the new building by the project end date. Please note, if multiple schools are currently being claimed in the child nutrition programs under one RA code, and one of those schools is separating and moving into the new building space, the school must be approved as its own RA in NSLP by the application due date to be eligible.

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The following conditions must also be met:

1. All grant activities must be completed (including installations and use of the equipment) and documentation for reimbursement must be submitted by the project end date of 6/30/22.
2. You must detail this information on the application and include the address the RA is moving to where the equipment will be placed.
3. The new RA address must be on file with NYSED and updated in SEDREF prior to the project end date and prior to receiving reimbursement for the equipment.
4. Applications for non-public schools must still include all mandatory requirements for the address in which the equipment will be placed (building fire inspection and certificate of occupancy, as described in the RFP) for the application to be considered complete. If a non-public applicant is unable to provide these required documents at the time of application, the application will not be eligible.

7. Is eligibility open to any RA that is part of NSLP and NSBP, including a Catholic School?

Yes, Catholic Schools participating as a Recipient Agency (RA) in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are eligible.

8. Are grants available to SFAs operating under Summer Food Service Program (SFSP) at this time?

Yes, for School Year 2020-2021, any SFA/RA with a previously approved State agency agreement on file to operate the NSLP, and that would otherwise be operating NSLP in SY 2020-2021, is eligible to apply for the FY20 NSLP Equipment Assistance Grant while utilizing the flexibilities granted under the current Summer Food Service Program (SFSP)/Seamless Summer Option (SSO) Nationwide Waiver.

9. Does our district still need to meet the 50% Free and Reduced eligibility? We are currently operating our Summer Food Service Program (SFSP) through census data because we do not meet the 50% requirements.

The 50% Free and Reduced eligibility data bonus points will be determined by taking the number of students eligible for free or reduced-price meals divided by the total enrollment and multiplied by 100 from the January 2020 lunch claim. The USDA flexibility waiver to allow operations under the SFSP for the 2020-2021 School Year does not affect the bonus point criteria for this FY20 Equipment Grant.

10. We have a 7% Free & Reduced rate. The priority for the Grant is 50% Free & Reduced rate in a district considered for the grant. Would there be any point in our district applying for the Grant?

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Yes, if an RA has a Free & Reduced rate that is less than 50% or has received a past award, the potential applicant is still eligible to apply. The only difference between an application that meets the 50% Free & Reduced rate and one that does not is the addition of 10 bonus points during the scoring process. The same is true for an application that has not previously received an award. Ten bonus points will be given during the scoring process if this is the applicant's first award. These bonus points account for 20 of the possible total 74 an application can receive; applicants should not be discouraged and should still apply if they are eligible.

11. Our Not-For-Profit community-based makerspace serves the community by providing educational offerings during the day (Title 1 funding); a federally and foundation funded alternative workforce development option, and through multiple afterschool programs. Would a proposal for \$1,200 to help cover healthy lunches on site be an appropriate submission from our organization?

The purpose of this grant is to competitively award equipment assistance grants to eligible School Food Authorities (SFA) participating in the National School Lunch Program (NSLP).

Eligible applicants include all Recipient Agencies (RA) under an SFA participating in the NSLP in New York State. This includes public school districts, non-profit nonpublic schools, charter schools and residential child care institutions. The SFA will apply on behalf of their eligible RAs. The SFA will submit a separate application for each piece of requested equipment for an eligible RA.

These funds will allow SFAs to purchase equipment to serve healthier meals that meet the updated meal patterns, with emphasis on more fruits and vegetables in school meals; improved safety; and expanded access.

A request to "cover healthy lunches on site" is not an eligible request for this grant.

12. When do you expect awards to be posted?

We do not have a specific date when awards will be posted because factors may arise during the review process that cannot be anticipated.

13. Page 9 of the guidance manual mentions that cashier stands may be considered part of a serving line. If a school is proposing to purchase a serving line and also wants to include a point-of-sale system that sits on the cashier stand, is that acceptable?

Yes, for this example an electronic point-of-sale system would be considered part of a serving line if it is determined necessary to directly serve reimbursable meals. As stated within the RFP, for the purposes of this grant, a food serving line includes equipment pieces necessary to directly serve reimbursable meals to students. These items may include hot/cold serving counters, milk cooler, cashier stands, utility carts that link to the serving station, salad bars, self-serve refrigerators/kiosks, utility tables that connect on the serving line to hold food.

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- 14. Page 21 of the guidance manual states, “The SharePoint submission should contain the SFA name, the number of applications being submitted and the total requested funding amount for the RA.” Is there a place on the SharePoint to enter this information? Or is this the naming convention we should use for each application uploaded?**

Yes, there is a location on SharePoint for this information. When uploading a new application into SharePoint, a user will click the “+ New” button. This action will open a directory that lists specific information. Under each listed item is a value box where information will be written or chosen by a drop-down method. Each application entered will need the listed items identified before attaching the application. A description of the value requested has been provided under each box requested. Please Label the attachment as the Recipient Agency name and the number of the application, for example “New York State Education Department 1 of 4.” If entered accurately, these items will help NYSED reviewers with identifying the application and determining if the applications were uploaded correctly. Technical assistance can be provided until the close of business, 5 P.M. Eastern Time on May 4, 2021, by emailing FOODEQUIP@NYSED.GOV.

- 15. Just to clarify, we are not submitting an FS-10 with the application. FS-10s will be required if an applicant wins a grant award—is this correct? Will successful applicants need to submit a project FS-10 immediately after awards are announced? Or will the FS-10 be due after project equipment is rebid with updated prices, after awards are announced?**

That is correct, FS-10s will not be submitted with the application. Applicants that have been tentatively awarded will use the posted allocations to complete the FS-10. The FS-10 is expected to be sent to the Child Nutrition office within one week of the posted awards. The FS-10 is needed to create the Grant Award Notice; any delay in receiving this document from the awarded school will potentially delay the official award notification. The instructions on how to submit your FS-10 will be posted with the award list.

- 16. Can an SFA receive a dishwasher as a part of the Equipment Assistance grant?**

Yes. The “Examples of Eligible Equipment Requests in the RFP (pages 7 and 8) is intended to serve as a guideline when considering equipment options. SFAs are not limited to the items listed. Equipment requested should contribute to improving your Child Nutrition Programs.

- 17. For questions 4(b) on page 28 of the guidance manual, can you provide some examples of what is meant by “type of procurement conducted?”**

As with all federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 apply and SFAs must follow regulations at 2CFR Part 200: Subpart E, Cost Principles. Please see the following memo for information on the methods of procurement in the federal Child Nutrition Programs: [Guidance on Procurement](#)

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[Methods: Thresholds UPDATED](#) . Additional information can also be found at this link: [Procurement Information | Child Nutrition | NYSED](#).

18. Are freight costs related to the equipment purchased allowable for reimbursement under the grant?

Yes, freight costs, direct labor costs, installation, disposal and acquisition costs shall be included. Do not include indirect labor costs; they will not be reimbursed and are not allowable under the grant.

19. If we need to run new plumbing or electrical/utility lines to accommodate the requested equipment, can we include it in the installation costs?

As stated in the RFP, equipment requests may include new equipment, used equipment, and replacement of equipment with a per item acquisition cost greater than \$1,000.

Acquisition cost is defined as the net invoice unit price of the property, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, duty or protective in-transit insurance, shall be included or excluded from the unit acquisition cost in accordance with the grantee's regular accounting practices.

Plumbing and electrical costs necessary for installation to get the equipment working would be covered. Please note, while installation costs are allowable, renovation of the school nutrition area would fall under the category of construction costs, which must be charged to the school general fund or capital outlay fund.

20. What do you consider remodeling vs. installation?

Remodeling/renovation is considered changing the structure of the building, while installation is what is required to set up equipment for proper use. Please see question 19 above and refer to the RFP and regulations at [2 CFR 200](#) for more information.

21. Does the grant include PK-12 students, or K-12 students?

This grant benefits students attending a Recipient Agency (RA) that operates the National School Lunch Program (NSLP) under a School Food Authority (SFA). Generally, these are PK-12 students.

22. Do we have to add details regarding the number of children that will become ill, general dangers of eating spoiled food, etc.?

A thorough, detailed, and descriptive answer will be required for all responses. If by adding in those specific details provided within the question, it more clearly justifies the

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need and helps support your response, then yes you should also include that information necessary.

23. How much detail should be provided regarding the challenges a school with a broken refrigerator faces?

The answer to the question regarding the challenges a school faces should be thorough, detailed, and descriptive. It should clearly demonstrate challenges experienced by the applicant.

24. Would it be appropriate to discuss the ways in which requested equipment could help with flexibility in situations such as COVID-19 where food must be provided to students when learning is virtual?

Yes, discussing how the equipment could help with flexibility in situations such as COVID-19 supports the purpose of the grant.

25. A chopper could be \$1,000 and a serving line could be \$50,000. We do not see that stipulated anywhere. What are the limits of the grant per school?

Grant awards will be awarded at a value greater than \$1,000 and up to a maximum of \$20,000 per Recipient Agency (RA). Separate applications must be submitted for each piece of requested equipment. Total combined awards to an SFA for an individual RA cannot exceed \$20,000. If the total amount of the requested piece of equipment exceeds the amount awarded, the School Food Authority (SFA) would contribute the difference in cost.

26. Our question is, can we apply for a new condenser & evaporator for our walk-in cooler and walk-in freezer that are continuously breaking, therefore we lose product?

An evaluation should be completed to determine whether it would be beneficial to apply for a new walk-in cooler/freezer if the current equipment is in continuous need of repair. If it is determined that the condenser and/or evaporator are in need of replacement rather than the purchase of a new walk-in cooler/ freezer unit, SFAs can certainly apply for those items. As a reminder a separate application must be submitted for each piece of requested equipment.

27. Our SFA is applying for (3) grab & go carts with POS computers for each of them. These carts will be mobile lunch stations at various locations in our building. Would these carts be considered a complete serving line if they are set up to function in that way? If so, should I fill out one grant application and the equipment chart for the 3 carts with the 3 computers? Otherwise, I should fill out one grant application for the 3 carts and one application for the 3 computers.

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A grab and go cart with the addition of a Point of Sale (POS) computer system would be considered a serving line if the items will be used together to directly serve reimbursable meals. In this case, you may complete one grant application for the grab and go mobile serving station with the POS computer system **for each** Recipient Agency (RA). You must complete separate applications for each RA, even if you are requesting the same piece of equipment for those individual schools.

However, if your SFA determines that the POS system is a separate piece of equipment (rather than a part of your serving line), you may choose to apply for the POS system separately and should refer to page 9 of the RFP for information.

28. If approved, how does a District actually secure their grant?

Submission and approval of the FS-10-F with required supporting documentation secures the grant funding. The reimbursement requires that award recipients accept an electronic payment that will be received in the same manner of the CN reimbursement.

29. If an SFA is awarded, do they purchase the equipment that was approved and then submit for reimbursement or how does that work?

Yes, that is correct. If an SFA is awarded, they will receive payment on a reimbursement basis. Requests for reimbursement should be submitted to SED Child Nutrition Program Office as soon as possible after equipment is purchased. To receive reimbursement, SFAs will be required to submit an [FS-10-F budget form](#) and include paid purchase invoices/receipts for the awarded/purchased equipment along with the serial number of each piece of equipment. Please see the [Fiscal Guidelines for Federal and State Grants](#) for additional information. The instructions on how to submit an FS-10 will be posted with the awards.

30. Is there a timeline on when the equipment must be purchased by?

SFAs must complete the solicitation of the equipment and obligation of funds by 9/30/2021. All procurement and expenditure activities must be completed no later than 6/30/2022.

31. Page 12 of the RFP lists factors we should address in the application. One of them is “strategies for adopting Smarter Lunchrooms,” which isn’t then listed in any of the application questions or scoring rubric. Can you confirm we need to address strategies in the application? And if so, where would you like us to include that information?

Yes, SFAs should address strategies for adopting Smarter Lunchrooms in their applications. New York State must comply with the statutory requirement that grants are to be based on the need for equipment assistance in participating Recipient Agencies

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(RA). Applicants may include their strategies for adopting Smarter Lunchrooms in any of the questions that best fit the response.

32. On bonus points – is the Average Daily Participation (ADP) (page 6 of the RFP) used to determine bonus points for lunch or breakfast participation? Or both?

The January lunch claim from 2020 will be used to determine the ADP bonus points.

33. On the application form, we see that it says in the directions: “Please limit responses to the space provided.” In the Word version of the application, the boxes expand if answers go beyond the original box size; are you saying you’d prefer we not expand the boxes at all, and that we fit our answers into the space as originally provided in the application form? (For instance, question 3A allows six lines in the Word version of the application; should we keep our answers to those same six lines? Or is it okay if we go slightly over?)

The application was previously paper-based and those instructions carried over so as not to have additional attached pages for responses. You may use the space provided as long as your answer stays within the box and doesn’t continue in another area of the application.

34. In question 4A, how many other specific models do we need to show were researched, in addition to the one selected, to be considered an answer that reflects adequate research? In other words, is SED looking to see that we considered at least two or three models total, before we made a decision? If we currently own a particular model at another location and are happy with its price/performance/etc., do you still want to see evidence that we researched other models?

The question (4A) should be answered detailing the specific research that was conducted to determine the correct size, model, quality and value of the item(s) selected. Question 4A does not ask the applicant to include a set number of models researched, but instead asks the applicant to describe the research conducted. While applicants may currently own a particular model at another location, research would have had to be completed to determine that specific model will meet the needs of the specific school in which it will be placed. Applicants should include the individuals involved and how these individuals determined the equipment is best fit for the specific school. Applicants may include details such as meeting dates, measurements taken, models researched, the volume of food prepared at that specific school compared to the size of cooking equipment researched, previous experiences with the company or brand of the equipment, references, and inquiries for the piece of equipment, etc.

SharePoint Questions

35. Once you have saved an application to SharePoint, do you need to do something else to officially submit the application(s) to SED? (Do we need to “share” with someone?)

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The SharePoint uploads will be submitted once you save your attached application. You do not need to share the application; the applications are available for viewing once they are submitted.

36. How will we know SED has received our applications through SharePoint?

SharePoint will autogenerate and send an email response to the email address responsible for the submission once an applicant has clicked save and uploaded an attached application. This email will confirm application receipt.

Please note, this email is generated after the applicant selects "yes" answering that all documents have been uploaded. Please be sure to review your application submission to ensure all necessary/required documents are uploaded as this email is generated from a self-reported answer.

37. On the “Application Submission Instructions” doc, #4 states that we must include an attestation, “I agree, and it is my intent to sign this document...” Does this need to be included regardless of what signature type we use? If we plan to have handwritten signatures scanned, do we still need to include that attestation? If required, where do you want that attestation included in the application?

The attestation document is an additional attachment necessary to be uploaded for your application to be complete, whether the application is signed and scanned into the computer or if it is signed in another acceptable digital method. The SharePoint submission process allows users to upload multiple document attachments at the same time in order to store all application components in a single submission. To submit a completed application, the following documents should be uploaded: a completed application including all applicable required documents from the application checklist that can be found on page 20 of the RFP, the e-signature attestation, the equipment request charts for serving lines if applicable, and any other documents required to complete the application.

38. The directions say we can submit a Word or PDF version of the application through SharePoint – but since you need a signature on Part 3 – Certification, it must be a PDF, correct?

Microsoft Word allows you to import a stored signature into the Word version of the application. Adobe allows you to digitally sign the fillable PDF version of the application. You may also upload a scanned copy of a signed application, that has been saved as a PDF. A revised version of the fillable PDF application, correcting a technical issue regarding question #4, is being posted to the website concurrently with this Q&A.

39. When uploading the completed applications to SharePoint, should we put all applications for one school in the same file? And so, we may be uploading three docs total – for instance, one of all paperwork for the high school (which is for 2 different

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pieces of equipment), one for the elementary school (with one piece of equipment) and one for the middle school (with two pieces of equipment)?

No, all applications for one school should not be in the same file. A separate application must be submitted for each piece of equipment for each Recipient Agency (RA) requesting funds. See RFP for details. A complete application should have multiple documents submitted into one upload.

Since the SharePoint submission is new this year, we have determined it may be helpful to include an example of what this process may look like. I will use the information included in your question to create a simulated scenario.

An SFA plans to submit applications for their district. The high school is applying for both a freezer and a refrigerator. The elementary and middle schools both are applying for an oven. They have completed all applications and now will submit them to SharePoint. The designated user will login to SharePoint. They choose to upload the first application -- the request for the high school freezer. On the left-hand side of the screen, the user will click "SFA Submissions." The user will then click the button "+ New". This will open the application submission menu. The user will indicate that this application is application 1 of 2 and provide all of the requested information by filling in the text boxes and drop-down menus. At the bottom of the application submission menu is the word "Attachments." The user will click on the phrase "Add or remove attachments" and then "Add attachments". This will allow the user to attach all documents associated with the high school freezer application. The user attaches the completed signed application in Word or PDF, the e-signature attestation, all supporting documentation (price quotes, etc.) and all mandatory requirement documents, as applicable for the freezer application. The user will change the drop-down menu titled "Application Attachments" to "Yes" and click Save. The application has been submitted.

The user chooses to upload the second application -- the request for the high school refrigerator. The user will click the button "+ New" This will open the submission menu. The user will again completely fill in the corresponding information requested in the text boxes and drop-down menus while also indicating that this application is application 2 of 2 for the high school. The user will click on the phrase "Add or remove attachments" and then "Add attachments". This will allow the user to attach all documents associated with the high school refrigerator application. The user attaches the completed signed application in Word or PDF, the e-signature attestation, all supporting documentation (price quotes, etc.) and all mandatory requirement documents, as applicable for the refrigerator application. The user will change the drop-down menu titled "Application Attachments" to "Yes" and click Save. The second application has been submitted.

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The user chooses to upload the third application -- the request for the middle school oven. The user completes the steps as done previously in the first two application submissions. The user attaches the completed signed application in Word or PDF, the e-signature attestation, all supporting documentation (price quotes, etc.) and all mandatory requirement documents, as applicable for the complete middle school oven application. The user changes the drop-down menu for Application Attachments to “Yes” and clicks Save. The third application has been submitted.

The user chooses to upload the final application -- the request for the elementary school oven. The user will complete the steps as done in the first three application submissions, attach all documents for the complete elementary school oven application, change the drop-down menu for attachments to “Yes” and click Save. The final application has been submitted.

Technical support questions that may arise during the submission process should be forwarded to FOODEQUIP@NYSED.GOV so that assistance can be provided. NYSED can continue to review the applications submissions for missing required data from the application submission menu or missing attachments until close of business on May 4, 2021.

- 40. Once in SharePoint, it appears the first step is to click on the maroon “+New” box; is that correct? Please advise where in this site I would submit the grant when it is completed.**

Once in SharePoint, a user will click “SFA Submissions” on the left-hand side of the screen. The “+ New” Maroon box will appear. Once you click that box, the application submission menu of fields will appear. Enter the corresponding values into the text boxes and drop downs and attach your documents. Then click save. This will submit your application.

- 41. Once we click on the “+New” box, I see a dialogue box opens that asks for a title, and the hint below says to use the recipient agency name and number of the application. Should that match the application number listed below – so for instance, “Apple Middle School, 1 of 3,” then “Apple Middle School, 2 of 3,” etc.?**

Yes, that example is correct. The title of application #1 of 3 in this example should be “Apple Middle School 1”. It has been requested in this way to track the applications being uploaded.

- 42. In SharePoint where it asks for “Application Number” and says to label applications 1 of 3, etc. – is that the total # of applications for that district (school food authority)? Or, the total # of applications by recipient agency?**

Both options listed above will be accepted and can be determined by the user’s discretion.

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The number of application uploads will vary by SFA. In instances where users are uploading more than one application, the designated user will determine the number to provide based on the quantity of their application submissions. They can choose to number by RA, or by SFA. NYSED staff members will be tracking submissions to ensure complete application data is entered and application documents are attached. If an SFA submitted an incomplete application because they did not attach any documents, NYSED can reach out to provide support identifying this specific application number letting the user know their documents still need to be attached.

43. In SharePoint, if we upload applications, will they save for later? And can we make changes later? In other words, can we upload applications at different times, and when we are done checking everything then send them to SED?

SharePoint submissions are saved in real time when you click the save button. They will be saved to view any time between the upload and the application due date. You are able to make changes to your submissions until the application due date. SED will not review the applications until after the due date and the SharePoint site closes. Please feel free to upload the applications at any time before that due date and check them continually until you are satisfied with your submission.

44. Page 19 of the guidance manual indicates the attachments uploaded into SharePoint should be labeled as the recipient agency name? If we are submitting more than one application, is it permissible to add something (“application 1,” “application 2,” for example) to differentiate each separate application being submitted?

Yes, you can differentiate the applications to track them. We asked that applications be labeled clearly so that SFAs can determine easily that all intended applications have been submitted. NYSED will not be reviewing the applications until after the due date, so clear labels will allow NYSED to communicate any correspondence for technical support with the specific labeled application.

45. How do I upload my application, I thought the application was on SharePoint, where is the application?

SharePoint is only the website used to upload the application. The application, application manual and all other reference documents are housed on the [RFP website](#), from which they can be downloaded and completed.