



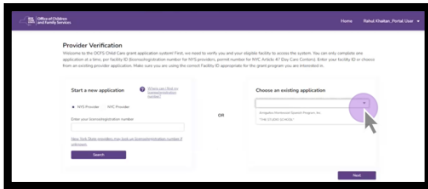
## Upload Sustainability Plan Process

**Purpose:** This document details providers’ step-by-step process to upload their Sustainability Plan in the portal to meet and maintain grant eligibility.

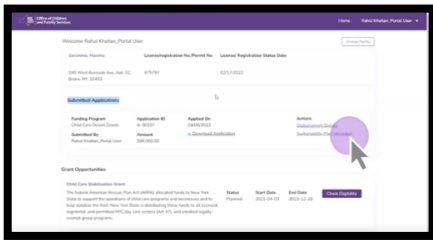
**Prerequisite(s):** Upload files are only accepted in the following formats: pdf, jpg, jpeg, png, doc, docx.

### Provider Step-by-step Instructions

1. Log into the [New York State Office of Children and Family Services Portal](#)
2. Navigate to the **Invest in NY: Child Care Deserts RFA #1**
3. Click the **Apply/Review** purple button
4. On the **Provider Verification** page click the dropdown option menu in the field under **Choose an existing Application**



5. Select the appropriate application by clicking it
6. Click the **Next** button
7. On the **Welcome** page navigate to the **Submitted Applications** block (second block from the top of the page)
8. Under **Actions**, click the **Sustainability Plan Upload** link and the **Upload Sustainability Plan** window will appear in the center of the screen



9. Upload the plan via:

Upload Files	OR	Drop Files
<ol style="list-style-type: none"> <li>a. Click the <b>Upload File</b> button</li> <li>b. Navigate to the file folder on your computer</li> <li>c. Select the appropriate file in the folder and click the <b>Open</b> button</li> <li>d. The <b>Upload</b> window will open to display the upload progress bar. When loaded click the <b>Done</b> button</li> <li>e. Click the <b>Submit</b> button</li> </ol>		<ol style="list-style-type: none"> <li>a. Navigate to the file your computer</li> <li>b. Click and drag the file to the Drag File field</li> <li>c. Drop the file into the field</li> <li>d. The <b>Upload</b> window will open to display the upload progress bar. When loaded click the <b>Done</b> button</li> <li>e. Click the <b>Submit</b> button</li> </ol>

10. The process is completed and you will receive an acknowledgement email confirming your submission

Note that you return to the **Welcome** page and if you navigate back to the **Submitted Applications** block (second block from the top of the page) the **Sustainability Plan Upload** link is no longer available.