

**TEACHER OPPORTUNITY CORPS (TOC)
A New York State My Brothers' Keeper Initiative
2016-2021**

QUESTION AND ANSWER SUMMARY

<p>PLEASE NOTE: RFP #GC16-012 has been amended. Please see the answer to question #92 below for additional information.</p>	
1	<p><u>Question:</u> When applying to participate in the TOC grant are the districts and schools listed in Attachment VII the only districts that are eligible or can other local high-need districts be used?</p> <p><u>Answer:</u> At a minimum, <u>at least one of the schools listed on Attachment VII must be a partner school.</u> The schools listed in Attachment VII are not the only ones that are eligible for potential partnership; the eligible applicant may have multiple partner schools, including schools that are not on the list. RFP #GC16-012, Teacher Opportunity Corp (TOC), has been revised to include a complete list of Priority and Focus schools that will meet the partnership requirement under this RFP. The updated list of eligible partner schools can be found at: http://www.nysed.gov/NYSMBK. <u>The attached list replaces Attachment VII originally included within the RFP.</u> This list contains all of the same schools that were on the initial list and includes additional schools.</p>
2	<p><u>Question:</u> What local IHE's received this grant last year and what local districts acted as their partners?</p> <p><u>Answer:</u> This RFP differs from previous rounds of TOC; therefore, a list of previous recipients and/or partner schools is not applicable.</p>
3	<p><u>Question:</u> Are there any eligibility restrictions financially for school districts such as does the district have to be a high needs district or have a certain percentage of black students in order to qualify?</p> <p><u>Answer:</u> Regarding the required school partners, the RFP provides a list of schools that would be eligible partners. Please see the answer to question #1. Regarding applicants, only New York State public and independent degree-granting colleges and universities that have a teacher preparation program approved by the State Education Department may submit applications for this grant opportunity.</p>
4	<p><u>Question:</u> Borough of Manhattan Community College currently offers a two-year degree associates in Secondary Education. Would we qualify for the Teacher Opportunity Corps?</p> <p><u>Answer:</u> No, the TOC RFP states: Only New York State public and independent degree-granting colleges and universities that have a <u>teacher preparation (undergraduate or graduate) program approved by the State Education Department</u> may submit applications for this grant opportunity. This means the teacher preparation program has been approved by NYSED to prepare teacher candidates and recommend them for</p>

	certification. Please see the Inventory of Registered Programs at: http://www.nysed.gov/heds/IRPSL1.html .
5	<p><u>Question:</u> On p.11 in section IV, Institutional Eligibility, it states: Only New York State public and independent degree granting colleges and universities that have a teacher preparation program approved by the State Education Department may submit applications. May consortia of colleges apply?</p> <p><u>Answer:</u> No, consortia are not eligible applicants.</p>
6	<p><u>Question:</u> May the Research Foundation of SUNY or the Research Foundation of CUNY apply, on behalf of constituent colleges with teacher preparation programs?</p> <p><u>Answer:</u> <u>No, in order for any proposal to receive consideration, the applicant must be the degree-granting institution.</u> The Application Cover Page should list the degree-granting institution as the applicant. Although SUNY and CUNY colleges may use their respective "Research Foundation" as their fiscal agent if they receive a TOC award, the Research Foundations are not degree-granting institutions and therefore cannot themselves be the applicant. The Research Foundations are nonstock corporations organized and operated exclusively for educational purposes, as defined in section 501(c)(3) of the Internal Revenue Code of 1986. However, under their agreements with the universities, they may administer grants. In the event a SUNY or CUNY college wins an award and that college has chosen to use the Research Foundation as their fiscal agent, the standard process is that a grant contract is written for 'RF <SUNY/CUNY> on behalf of <specific SUNY/CUNY college>. Ultimately, the college bears responsibility for program operations and for fiscal, and performance reports.</p>
7	<p><u>Question:</u> May an IHE that only has a graduate (Master's) level teaching certification program be an eligible applicant, or do you require an undergraduate also?</p> <p><u>Answer:</u> Yes, a graduate (Master's) level teaching certification program is an eligible applicant. Only New York State public and independent degree-granting colleges and universities that have a <u>teacher preparation program approved by the State Education Department</u> may submit applications for this grant opportunity. If the IHE has a <u>teacher preparation program (undergraduate or graduate) approved by the State Education Department</u>, it may submit an application.</p>
8	<p><u>Question:</u> Regarding the subject and the below description, I am a Teacher Assistant@ Level 3. I would like to know is there any educational opportunities and grants available to further the aim and objective on My Brother's Keeper? Presently, I hold a BA as well.</p> <p><u>Answer:</u> See http://www.nysed.gov/NYSMBK</p>
9	<u>Question:</u> The Research Foundation for SUNY is the official submission and administrating organization for

	<p>grants/contracts awarded to SUNY institutions. We understand that the statutes/regulations require the official applicant to be the institution itself and therefore signatures on the proposal paperwork must be our President or another appropriately designated state-side individual. However, it is the Research Foundation for SUNY that is the registered party in the Grants Gateway, not the SUNY institution. Likewise, the contract/grant award should be made to the Research Foundation for administrative purposes. Can you please verify that this is the understanding of NYSED for this competition?</p>
	<p><u>Answer:</u> This is the understanding of NYSED for this competition. The applicant must be the degree granting institution of higher education, which has a registered teacher preparation program. The Research Foundation is not a degree granting institution of higher education, and therefore cannot be the applicant; however under its agreement with the university, it may administer grants. Please see the answer to question #6.</p>
10	<p><u>Question:</u> I am inquiring about grants available for administration certification. Are these kinds of grants available to teachers?</p>
	<p><u>Answer:</u> Under this RFP, those grants are not available.</p>
11	<p><u>Question:</u> Please advise as to whether or not Bronx Community College is eligible for this opportunity. The following is a link to their teacher preparedness program: http://www.bcc.cuny.edu/Education-Reading/?p=Education-Associate~1</p> <p><u>Answer:</u> No, only New York State public and independent degree-granting colleges and universities that have a <u>teacher preparation program (undergraduate or graduate) approved by the State Education Department</u> may submit an application. This means the teacher preparation program has been approved by NYSED to prepare teacher candidates and recommend them for certification. Please see the Inventory of Registered Programs at: http://www.nysed.gov/heds/IRPSL1.html.</p>
12	<p><u>Question:</u> Queensborough Community College (QCC) offers an Associate in Arts degree in Childhood Education (1-6 grade levels) which serves as the first two years of a dual/joint BA program with Queens College. Is QCC eligible to apply for this funding for this funding on its own? Can QCC apply for this funding in partnership with Queens College?</p> <p><u>Answer:</u> No, Queensborough Community College is not an eligible applicant. Only New York State public and independent degree-granting colleges and universities that have a <u>teacher preparation program (undergraduate or graduate) approved by the State Education Department</u> may submit an application. Please see the answer to question #11.</p> <p>In order for any proposal to receive consideration, the applicant for your TOC RFP application must be the</p>

	<p>degree granting institution. The Application Cover Page should only list the degree granting institution as the applicant.</p>
<p>13</p>	<p><u>Question:</u> We are interested in applying to the TOC opportunity and have two questions regarding the eligibility statement: "<i>Only New York State public and independent degree-granting colleges and universities that have a teacher preparation program approved by the State Education Department may submit applications for this grant opportunity. These partnerships are to be arranged with schools with high concentrations of economically disadvantaged students.</i>"</p> <p>Can the IHE sub-grant to a nonprofit that aids in developing the supports for the prospective teachers? If so, what are the budget restrictions?</p> <p>Can the schools that participate be charter schools?</p> <p><u>Answer:</u> IHEs may contract with other entities to provide services as part of their TOC program. While there are no specific budget restrictions related to purchased services, the applicant should provide the majority of direct services to the program and the budget should be reasonable and appropriate to cover program expenses. Applicants are prohibited from sub-granting, which means the applicant delegates programmatic decision making or responsibility for achieving program goals to a third party. The applicant is fully responsible for compliance with program requirements and achievement of program objectives.</p> <p>At a minimum, <u>at least one of the schools listed in Attachment VII must be a partner school</u>. The eligible applicant may have multiple partner schools. Charter schools can participate as additional partner schools; however, they cannot be the focus or serve as the internship clinical site.</p>
<p>14</p>	<p><u>Question:</u> We are looking into the RFP for the Teacher Opportunity Corps and have a question about the Partner Schools. On page 6 of the "Announcement of Funding Opportunity" a "partner school" is defined as "Each Eligible IHE must have an MOA partnership agreement with at least one Focus School or Priority School. A listing of Priority and Focus Schools may be found in Attachment VII."</p> <p>However, when we looked at Attachment VII - "List of Eligible Partner Schools," the list only includes Priority Schools. There are no Focus Schools listed. Was this an oversight? We are considering applying and are very mission and value aligned with the TOC RFP, but the current relationships NYU Steinhardt Department of Teaching & Learning has are with Focus schools. Can you please clarify if we are permitted to partner with Focus Schools listed here on NYSED's website? http://www.p12.nysed.gov/accountability/ESEADesignations.html</p> <p><u>Answer:</u> Yes, Focus schools may be used. RFP #GC16-012, Teacher Opportunity Corp (TOC), has been revised to include a complete list of Priority and Focus schools that will meet the partnership requirement under this RFP. The updated list of eligible partner schools can be found at: http://www.nysed.gov/NYSMBK.</p>

	<p>The attached list replaces Attachment VII originally included within the RFP. This list contains all of the same schools that were on the initial list and includes additional schools.</p> <p>At a minimum, at least one of the schools listed must be a partner school. The eligible applicant may have multiple partner schools.</p>
15	<p><u>Question:</u> I have a question regarding partner schools: since Clarkson's MAT program (formerly known as Union Graduate College's MAT program) endorses candidates for 7-12 certification, only one school on the partnership list listed in Appendix is eligible to work with us - that is Albany High School. We will certainly work with AHS and have done so in the past. The question is, can we bring in an additional partner school that is not on the list? While we have not yet extended a request, we would like to work ask Troy High School to work with us.</p> <p><u>Answer:</u> Yes, additional partner school(s) may be added. Please see the answer to question #1.</p>
16	<p><u>Question:</u> Are the schools listed on Attachment VII the only partner schools that can be used?</p> <p><u>Answer:</u> At a minimum, at least one of the schools listed must be a partner school. The eligible applicant may have multiple partner schools. Please see the answer to question #1.</p>
17	<p><u>Question:</u> What if the schools we use are Title I, but not on the Attachment VII list, can they be used?</p> <p><u>Answer:</u> At a minimum, at least one of the schools listed must be a partner school. The eligible applicant may have multiple partner schools. Please see the answer to question #1.</p>
18	<p><u>Question:</u> Therefore, SUNY Empire's State-registered "Alternative Teacher Preparation Program", Master of Arts in Teaching with Trans B. Certification [http://www.highered.nysed.gov/ocue/spr/ATCcontactlist.htm] is considered an eligible applicant?</p> <p><i>"Empire's Master of Arts in Teaching (MAT) program leads to Initial Certification and requires face-to-face classroom experience in New York State."</i></p> <p><u>Answer:</u> As a registered teacher preparation program approved by the State Education Department, this program would be an eligible applicant.</p>
19	<p><u>Question:</u> Are there specific requirements that the TOC internship must incorporate or are the duties and responsibilities at the internship site flexible as long as it is at a school with a MOA?</p> <p><u>Answer:</u> TOC Internship requirements are flexible, based exclusively with schools with a TOC partnering MOA. However, it should not include student teaching experiences required by the institution for the fulfillment of degree requirements.</p>
20	<p><u>Question:</u> Does the IHE have to have a MOA with ALL the internship sites if there is more than one or is</p>

	<p>there flexibility with internship sites (as long as one site has a MOA)?</p> <p><u>Answer:</u> A memorandum of agreement (MOA), signed by both the IHE and at least one Priority or Focus partner school, is required as part of the application process. In addition to the required MOU partnership needed for the application, the institution would need an MOU as part of program operations for any additional partner schools. These would not need to be included in the application, but may be provided later.</p>
21	<p><u>Question:</u> A large majority of the graduate students are part-time students. Can a "Certificate of Equivalency (COE)" form be used to bring a student to full-time status in order to meet the requirements of the grant?</p> <p><u>Answer:</u> All students must be in good academic standing and enrolled full time in an approved program of study.</p>
22	<p><u>Question:</u> Can you please tell me if the teachers of color must be involved in the certification program offered by the college or can they have a more general interest in being a teacher? We have many students who consider teaching as a profession too late to be certified while at Vassar but are interested in continuing on for certification in a graduate program. To that extent, if students decide not to pursue certification, is there a consequence?</p> <p><u>Answer:</u> An eligible student must demonstrate interest in and a potential for a teaching career and must be enrolled in a registered teacher preparation program at the undergraduate or graduate level.</p>
23	<p><u>Question:</u> Can the institution partner with priority districts in two geographical regions, e.g. Brooklyn and Buffalo?</p> <p><u>Answer:</u> Yes, however the required partnership in the application must be with a school listed in Attachment VII, not with a district.</p>
24	<p><u>Question:</u> Is it possible to propose an annual increase in the number of TOC participants in an application? For example, we might expect to grow from 20 participants in year one to 40 by year 5.</p> <p><u>Answer:</u> Yes, however the subsequent years will be funded at the same level as was awarded for year one, subject to the continuation of the State Appropriation, the maintenance of student headcount, and successful performance of the institution.</p>
25	<p><u>Question:</u> The guidelines mention that we must partner with at least one Focus or Priority school. Is it possible to partner with additional, non-Focus, non-Priority schools that serve majority free/reduced price lunch disadvantaged students?</p> <p><u>Answer:</u> At a minimum, at least one of the schools listed on Attachment VII must be a partner school. The</p>

	eligible applicant may have additional partner schools not included on Attachment VII. Please see the answer to question #1.
26	<u>Question:</u> Is a 10 month internship required for all TOC participants or can it be waived for TOC participants who are full-time in-service teachers working towards certification and a master's?
	<u>Answer:</u> Yes, internships are required of all TOC participants. It should not include student teaching experiences required by the institution for the fulfillment of degree requirements. The TOC program is not intended for full-time in-service teachers working towards additional, supplemental certification or certification extension.
27	<u>Question:</u> Can Tables/Charts, including those in Attachment II, as well as footnotes/citations, be single-spaced and use a 10pt font in the 20-page Narrative document?
	<u>Answer:</u> Yes.
28	<u>Question:</u> Is there a required page margin for the narrative (eg 1"), since the Attachments utilize narrower margins (.5)? Can the entire narrative use the narrow (.5) margin throughout the document?
	<u>Answer:</u> Yes, the entire narrative can utilize .5 margins.
29	<u>Question:</u> Is it possible for me to request a Debriefing for the Teacher Opportunity Corps application for Long Island University (LIU Brooklyn), from the 2015 competition?
	<u>Answer:</u> Per the RFP, debriefing requests for the 2014-17 Teacher Opportunity Corps were required within a certain time period and that period has ended. It is not possible to request a debriefing at this time.
30	<u>Question:</u> Focus school list is needed; they are not included in RFP.
	<u>Answer:</u> RFP #GC16-012, Teacher Opportunity Corp (TOC), has been revised to include a complete list of Priority and Focus schools that will meet the partnership requirement under this RFP. The updated list of eligible partner schools can be found at: http://www.nysed.gov/NYSMBK . The attached list replaces Attachment VII originally included within the RFP. This list contains all of the same schools that were on the initial list and includes additional schools.
31	<u>Question:</u> Sample MOA not included in RFP.
	<u>Answer:</u> The sample MOA can be found on page 39, ATTACHMENT VI .
32	<u>Question:</u> Can the same students participate year to year?

	<u>Answer:</u> Students may continue to participate in TOC as long as they continue to meet the eligibility criteria defined in Section VIII. Participant Eligibility.
33	<u>Question:</u> What does the State consider a recognized high school?
	<u>Answer:</u> A recognized high school is one that is registered with the NY State Education Department in accordance with Education Law and Commissioner's Regulations.
34	<u>Question:</u> How will the headcount be tracked? In other words, how do we track student enrollment/participation in the program to NYSED's satisfaction?
	<u>Answer:</u> NYSED will monitor each program through site visits and yearly final reports. In program years 2 through 5, the TOC award recipient institution will furnish TOC-SED with a roster of students enrolled in its program as of February 15. This roster is due March 15. The number of students listed in this roster will be compared against the number of students proposed to be served in the RFP's 2016-2017 Proposed Budget.
35	<u>Question:</u> Can TOC funds be used as a scholarship?
	<u>Answer:</u> No, TOC funds cannot be used as a scholarship, but it can be used for tuition assistance.
36	<u>Question:</u> What is meant by clinical field experiences?
	<u>Answer:</u> Clinical field experiences are actual verifiable experience gained in the partner schools.
37	<u>Question:</u> Textbooks and instructional materials for TOC participants, up to \$500 per year. Does this apply to each participant? or is this for the entire program?
	<u>Answer:</u> The \$500 limit is for each student.
38	<u>Question:</u> Will this grant allow for the cost of adjuncts who will teach newly offered courses for the college and that would be required of TOC participants?
	<u>Answer:</u> Yes, adjuncts may be funded through TOC if they are directly connected with the TOC Project.
39	<u>Question:</u> Can a community college be the lead and include eligible students from a nearby sister community college and/or senior college?
	<u>Answer:</u> No, only New York State public and independent degree-granting college or university that has a teacher preparation (undergraduate or graduate) program approved by the State Education Department, may submit an application for this grant opportunity. Please see the answer to question #4.

40	<p><u>Question:</u> What is the direct service requirement of the lead agency? What percentage of the RFP must be implemented by the lead agency?</p> <p><u>Answer:</u> There is no specific percentage requirement for direct services implemented by the lead agency. The Lead Agency must ensure that projects conduct the required objectives within the project period dates specified. Please see the answer to question #13.</p>
41	<p><u>Question:</u> Does the evaluator have to be independent or can the college/one of its partners implement the evaluation plan?</p> <p><u>Answer:</u> Both are acceptable.</p>
42	<p><u>Question:</u> In reviewing Appendix VII of the My Brother's Keeper Teacher Opportunity Corps (TOC) grant, Fallsburg Jr.-Sr. High School, a focus school, was not listed as a potential partner in the grant. Could you please advise me on whether Fallsburg Jr.-Sr. High School can be a partnering agency (as a focus school) with an institute of higher education in its TOC grant proposal?</p> <p><u>Answer:</u> RFP #GC16-012, Teacher Opportunity Corp (TOC), has been revised to include a complete list of Priority and Focus schools that will meet the partnership requirement under this RFP. The updated list of eligible partner schools can be found at: http://www.nysed.gov/NYSMBK. The attached list replaces Attachment VII originally included within the RFP. This list contains all of the same schools that were on the initial list and includes additional schools.</p>
43	<p><u>Question:</u> Is participation in the program restricted only to <i>males</i> from underrepresented populations?</p> <p><u>Answer:</u> No. To be eligible for TOC, a student must be a resident of New York who is either from a group historically underrepresented in the teaching field, economically disadvantaged, or satisfies the requirements of the Third Priority found in Section VIII. Participant Eligibility. An eligible student must also demonstrate interest in and a potential for a teaching career and be enrolled in a registered teacher preparation program at the undergraduate or graduate level. For further explanation of under-represented in the teaching field, see IV RATIONALE in the RFP.</p>
44	<p><u>Question:</u> Is this program intended only to foster <i>new</i> students from those populations? That is, if we have a number of candidates already enrolled in our programs, can we include them as our first TOC candidates?</p> <p><u>Answer:</u> Students currently enrolled in a teacher preparation program may be included in TOC if they meet the criteria stipulated in the RFP Section VIII. Participant Eligibility.</p>

45	<p><u>Question:</u> If we start with the minimum number (5) of participants, can we <i>increase</i> that number if there is a groundswell of interest?</p>
	<p><u>Answer:</u> Yes you can, but your budget will not increase. The subsequent four years will be funded at the same level as was awarded for year one, subject to the continuation of the State Appropriation, the maintenance of student headcount, and successful performance of the institution.</p>
46	<p><u>Question:</u> Is year #1 intended as a building year that brings in candidates to complete their studies in years 1 through 4?</p>
	<p><u>Answer:</u> No, funded projects must be able to implement their 2016-2021 proposed activities from year one.</p>
47	<p><u>Question:</u> Please clarify the amount of \$6500 per student. Does that amount cover all activities of the grant period or is that the stipend that is given to each student, and then the IHE can add other expenses like faculty stipends, etc.?</p>
	<p><u>Answer:</u> The amount of \$6,500 per student covers all the activities of the grant. It is not a stipend for participants.</p>
48	<p><u>Question:</u> Will TOC candidates receive funding throughout their four years in college?</p>
	<p><u>Answer:</u> Students may continue to participate in TOC as long as they continue to meet the eligibility criteria defined in Section VIII. Participant Eligibility. For budget calculation purposes, the program's target Total Annual TOC Participants/Unduplicated Head Count will remain the same each year of the grant.</p>
49	<p><u>Question:</u> As we add TOC candidates each year, will each additional cohort of candidates receive funding at a similar rate as their counterparts from the year(s) before.</p>
	<p><u>Answer:</u> The subsequent four years will be funded at the same level as was awarded for year one, subject to the continuation of the State Appropriation, the maintenance of student headcount, and successful performance of the institution.</p>
50	<p><u>Question:</u> Is the amount of \$500 per student for texts and other materials in addition to the tuition allotment?</p>
	<p><u>Answer:</u> Yes, applicants may budget for up to \$500 per student in Supplemental Financial Assistance for texts and other materials in additional to the amount budgeted for Tuition Assistance.</p>
51	<p><u>Question:</u> The IHE must submit the proposal on its own behalf. Can the project director submit the <i>Letter of Intent</i>?</p>

	<u>Answer:</u> Yes.
52	<u>Question:</u> Re: the sample MOA stipulation that the college must offer at least one education course/semester – does that mean one course <i>per semester</i> ?
	<u>Answer:</u> The items listed on the sample MOA are examples of possible roles and responsibilities, with the actual stipulations to be worked out between the IHE and partner school. It is expected that the institution of higher education is offering courses required for graduation from that institution.
53	<u>Question:</u> Regarding the “internship”: Is there a specific number of hours required? When must that internship take place? Before or after student teaching?
	<u>Answer:</u> The amount of hours for the internship is not specified. The internship can be completed at any time during the program; however it should involve a substantial learning activity related to career aspirations in the teaching field.
54	<u>Question:</u> Is the required budget narrative part of the 20-page limit?
	<u>Answer:</u> No.
55	<u>Question:</u> For the tables provided in Attachment II, can our response go beyond one page in length for each objective if necessary?
	<u>Answer:</u> Yes, however, please keep in mind that the objectives are included in the 20 page limit for the proposal narrative.
56	<u>Question:</u> Is the Cover Page or the Table of Contents included in the 20 page- limit?
	<u>Answer:</u> No.
57	<u>Question:</u> May the partner MOA’s be signed by district Superintendents on behalf of individual schools?
	<u>Answer:</u> Yes, the superintendent can sign the MOA on behalf of individual schools. The application may include one MOA for all partner schools in the district or a separate MOA may be submitted for each school.
58	<u>Question:</u> Re: Attachment I Total Annual TOC Participants/Unduplicated Head Count: FTE _____ Student Full Time equivalent If the college defines a full time graduate student as one who takes 4 courses per semester, would a TOC participant taking 2 courses per semester be counted as .5 FTE ? or .25 FTE if he takes only 1 course per

	<p>semester?</p> <p><u>Answer:</u> All students must be in good academic standing and enrolled <i>full time</i> in an approved program of study. Part-time students are not eligible for this opportunity. Full-time equivalent academic status for a TOC participant is defined by the standards set forth at each institution to determine or calculate full-time enrollment on that campus, and subject to the requirements in the registered academic program.</p>
59	<p><u>Question:</u> If each of our program's 20 participants is .5 FTE, then do we have a Total Annual TOC Participants/Unduplicated Head Count FTE of "10"?</p> <p><u>Answer:</u> All students must be in good academic standing and enrolled <u>full time</u> in an approved program of study. Part-time students are not eligible for this opportunity.</p>
60	<p><u>Question:</u> If our Headcount is 10 FTE, then will the maximum proposed budget = 10 x \$6,500 or \$65,000?</p> <p><u>Answer:</u> Yes, the maximum annual budget for a Headcount of 10 FTEs is \$65,000.</p>
61	<p><u>Question:</u> Reference: Definitions of Important Terms</p> <p>Eligible Student: Be in good academic standing, <u>enrolled full time</u> in an approved program of study, as defined by the Regents (http://www.nysed.gov/heds/IRPSL1.html).</p> <p>Headcount: Refers to the number of unduplicated, <u>full-time student participants</u> enrolled and receiving services in a program during any given fiscal year.</p> <p>Does this mean that all TOC participants must be full time students?</p> <p><u>Answer:</u> Yes.</p>
62	<p><u>Question:</u> RE: Allowable Expenses</p> <p>Allowable costs include the following:</p> <p>To reimburse the institution (IHE) for no more than 50 percent of the tuition and fees, including room and board, charged for the regular academic program billed directly by the IHE. Awardees may request tuition reimbursement on a schedule that is consistent with the institution's standard tuition collection processes. For example, if an awardee collects tuition from students prior to the start of each semester, and after the end of the previous semester, that institution will request tuition reimbursement for that particular semester during that same time period. Budgeted tuition costs must be based upon the actual student FTE of TOC students currently enrolled in the institution for that semester. Tuition Assistance (including room and board) should be recorded on the FS-10 budget form under category Code 40 Purchased Services.</p> <p>Does the above mean that if a student is billed for \$6,000 in tuition for one semester, the grant can cover a maximum of \$3,000 for that student?</p>

	<u>Answer:</u> Yes.
63	<u>Question:</u> Re: Institutional Match : For Attachment III, should TLQP grant funds be included in the "Institution" column or the "Other Sources" Column?
	<u>Answer:</u> TLQP funds should be included in the "Other Sources" column.
64	<u>Question:</u> Can tuition provided to TOC participants by their school district be included in the Matching Funds?
	<u>Answer:</u> The matching requirement may be met through the institution's own resources, private sources, other government sources, and/or in-kind services. Other State funds may be used in this match, with the exception of state grant funds from another educational opportunity program, but may not duplicate services provided.
65	<u>Question:</u> Can eligible TOC participants possess initial teacher certification? Other certifications?
	<u>Answer:</u> If they are enrolled full-time in a registered teacher preparation program at the undergraduate or graduate level. The TOC program is not intended for full-time in-service teachers working towards additional, supplemental certification or certification extension.
66	<u>Question:</u> Can TOC grant funds be used to support TOC participant's course work towards professional certification?
	<u>Answer:</u> If they are enrolled full-time in a registered teacher preparation program at the undergraduate or graduate level. The TOC program is not intended for full-time in-service teachers working towards additional, supplemental certification or certification extension.
67	<u>Question:</u> Will this grant fund tuition for participants for the Bilingual Extension?
	<u>Answer:</u> If they are enrolled full-time in a registered teacher preparation program at the undergraduate or graduate level. The TOC program is not intended for full-time in-service teachers working towards additional, supplemental certification or certification extension.
68	<u>Question:</u> The narrative Section G: Project Staffing and Management requires an Organization chart. Can the chart be included in the Appendix and not included in the 20 page maximum?
	<u>Answer:</u> Yes, but it is preferred that the organization chart be located in the narrative section.
69	<u>Question:</u> The RFP states: "In program years 2 through 5, the TOC award recipient institution will furnish TOC-SED with a roster of students enrolled in its program as of February 15. This roster is due March 15.

	<p>The number of students listed in this roster will be compared against the number of students proposed to be served in the RFP's 2016-2017 Proposed Budget. If the current roster is less than 95% of the number set forth in the proposed budget, the grantee's budget will be proportionally diminished by the amount of the percentage of the deficiency from the proposed Budget.”</p> <p>Given this statement, will the budget for Year 1 be determined by the proposed enrollment in the program? If not, what will the budget for Year 1 be based upon?</p>
	<p><u>Answer:</u> Yes, the budget for Year 1 will be determined by the proposed enrollment in the program.</p>
70	<p><u>Question:</u> What is the expectation for enrolling students in the program for the first year? Are programs expected to have full enrollment during the first year? If not, what are the expected enrollment targets and dates by which those targets need to be met?</p> <p><u>Answer:</u> All funded programs must be ready to start implementing their proposal from year one. It is expected that programs will enroll their proposed Headcount in the first year. Beginning in Year 2, if the number of enrolled students is below 95% of the proposed Headcount, funding for the program will be proportionally diminished by the amount of the percentage of the deficiency.</p>
71	<p><u>Question:</u> In regards to the 10-month internship required for TOC participants, can student teaching be counted as part of the 10-month internship?</p> <p><u>Answer:</u> No.</p>
72	<p><u>Question:</u> Is budget narrative included in the 20 pp double spaced narrative limit? It appears later in the order of assembly.</p> <p><u>Answer:</u> No.</p>
73	<p><u>Question:</u> We have a stand alone Graduate School of Education and are not a University. Do we need an Arts & Sciences Department no matter the area of concentration for the program, e.g., early childhood v. STEM or Math, and if so, can we partner with AMNH or a university arts- & sciences department to meet this requirement as we have in the past?</p> <p><u>Answer:</u> If a program satisfies the requirements for teacher certification, then there is no need to partner with anyone other than the P-12 school(s). Conversely, if a program cannot on its own prepare and recommend students for certification, then it is not eligible to apply.</p>
74	<p><u>Question:</u> For each TOC member enrolled in a 2-year master's degree program, can the college request up to \$13,000 per TOC member (up to \$6,500 per year for two years) or, will this cover support toward only one</p>

	<p>year of a two year program?</p> <p><u>Answer:</u> Up to \$6,500 per year for two years may be requested. Participants are selected by each program based on the eligibility criteria. This program may support students for one year or multiple years. It is up to the institution to determine whether to fund new students each year, continue funding existing students for multiple years, or a combination.</p>
75	<p><u>Question:</u> Please confirm our read that the first year, 2016-2017 is a year of planning and recruitment?</p> <p><u>Answer:</u> No, all funded programs must be ready to start implementing their proposal from year one.</p>
76	<p><u>Question:</u> Does this funding assume that in years 2-4 there is a new cohort of TOC members, or for programs at the master's degree level, where programs are often 2 years in length, can a new cohort be started every other year?</p> <p><u>Answer:</u> Participants are selected by each program based on the eligibility criteria. This program may support students for one year or multiple years. It is up to the institution to determine whether to fund new students each year, continue funding existing students for multiple years, or a combination.</p>
77	<p><u>Question:</u> Can we include and recruit for a program that is pending state approval if it will be approved by the time the cohort begins the program?</p> <p><u>Answer:</u> The program should have state approval when the application is submitted. The RFP states that "eligible applicant means a New York State located public or independent degree-granting postsecondary institution (IHE) that offers a teacher preparation program approved by the NY State Education Department".</p>
78	<p><u>Question:</u> Can TOC members be charged tuition?</p> <p><u>Answer:</u> Yes, TOC members can be charged tuition. However, programs can request up to fifty percent reimbursement.</p>
79	<p><u>Question:</u> If no external vendors are proposed, do we apply for the waiver to the M/WBE requirement?</p> <p><u>Answer:</u> All applicants are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy and therefore responsible for identifying areas in their budget where an M/WBE can be utilized. M/WBE participation includes services, materials, or supplies purchased from minority and women-owned firms certified with the NYS Division of Minority and Women Business Development.</p> <p>In addition, applicants must make good faith effort to solicit MWBE firms to meet participation goals. If efforts are unsuccessful, the applicant may apply for a Partial or Full Request for Waiver. This request MUST be</p>

	<p>accompanied by documentation demonstrating the efforts made and reasons why the applicant was unsuccessful in obtaining MWBE utilization.</p> <p>Should an applicant apply for a Full or Partial Waiver, these requests entail an additional review process and there is no timeline for the completion of this review. Please note funding will not be released until a program's M/WBE plan has been approved.</p>
80	<p><u>Question:</u> How does the state define "clinical experience"?</p>
	<p><u>Answer:</u> Clinical experience refers to actual verifiable experience gained in the partner schools; however it should involve a substantial learning activity related to career aspirations in the teaching field..</p>
81	<p><u>Question:</u> Can TOC students be charged tuition? If so, is there a limit on the amount they can be charged?</p>
	<p><u>Answer:</u> Yes, TOC members can be charged tuition. The amount charged is set by the institution. However, programs can request up to fifty percent reimbursement.</p>
82	<p><u>Question:</u> Is it possible to submit a proposal now to request program funding beginning September 1, 2017, which would allow one year to implement a recruitment strategy during the 2016-17 school year, at our own expense? Essentially one year of program startup with no funding request of NYSED until students are enrolled for the 2017-18 school year.</p>
	<p><u>Answer:</u> No. All funded programs must be ready to start implementing their proposal from year one (2016-2017).</p>
83	<p><u>Question:</u> Is the expectation to enroll a cohort of students in year 1 and serve the cohort for the entirety of the grant, or is it possible to enroll a first year cohort and add a new cohort each year?</p>
	<p><u>Answer:</u> Your budget is determined by the number of participants proposed for the first year. If the number of participants increases in subsequent years, the budget remains the same. If it decreases, the budget is adjusted accordingly.</p>
84	<p><u>Question:</u> Is it possible to enroll part time students in the TOC program?</p>
	<p><u>Answer:</u> No, all students must be in good academic standing and enrolled full time in an approved program of study.</p>
85	<p><u>Question:</u> P. 1. <u>Can the 10-month clinically rich "internship" be split into two 5-month experiences</u>, so that candidates can have significant experiences across the levels for which they will become certified (For example: adolescence candidates would have a middle school and a high school placement; childhood candidates would have a primary and an intermediate grade level placement; TESOL candidates would</p>

	<p>have an elementary and a secondary placement)</p> <p><u>Answer:</u> Yes.</p>
86	<p><u>Question:</u> P. 11. “Teacher Opportunity Corps services must include, but are not limited to, the following: ...Field placements and internships exclusively with Focus and Priority schools with a TOC partnering MOA. (Do not include student teaching experiences required by the institution for the fulfillment of degree requirements).”</p> <p>First question--The webinar says that at least one of the partner schools must be a Focus or Priority school. <u>Do all partner schools have to be focus or priority schools?</u></p> <p>We plan to have 10-20 candidates in clinically rich residency experiences (10 month), but will use a number of schools to match candidate’s major and concentration area with a highly qualified mentor teacher.</p> <p>Second Question—<u>What does it mean to say, “Do not include student teaching experiences...”</u> above?</p> <p><u>Answer:</u></p> <ol style="list-style-type: none"> 1. No, all of the schools do not have to be Focus or Priority schools. At minimum, the applicant must partner with one Focus or Priority school listed on Attachment VII. 2. The field placements and internships should be in addition to the student teaching experience.
87	<p><u>Question:</u> P. 11. “Effective TOC projects will provide instructional and enrichment activities that: ...provide participant with supplemental classroom experiences to plan strategies and to observe and teach students that have been placed at risk...” Question: <u>What do you mean by supplemental experiences?</u></p> <p><u>Answer:</u> Supplemental experiences are additional verifiable experiences beyond those field experiences that are required for degree completion, student teaching, and the TOC internship.</p>
88	<p><u>Question:</u> P. 17 “TOC funds cannot be used to pay for the salary or stipend of the TOC Director’s supervisor or someone designated as a Principal Investigator for the grant contract.” Question: <u>How do you distinguish between a Project Director and Principal Investigator?</u></p> <p><u>Answer:</u> In this context, a Principal Investigator is the same as the Project Director’s supervisor. This is not fundamentally a research project; therefore, the use of a “Principal Investigator” designation is not appropriate.</p>
89	<p><u>Question:</u> P. 17 Allowable costs. Number 5. “Supplemental Financial Assistance to include: Textbooks and instruction material for TOC participants only with a limitation of \$500 per year...” <u>Is the \$500 textbooks and instructional materials cost a per student cost, or overall use of program?</u></p> <p><u>Answer:</u> Per-student.</p>

90	<p><u>Question:</u> May funds be used the first year for planning, recruitment and development or must they go directly to student support? Fall 2016 students will have already enrolled in our institution by the time the grant is awarded.</p>
	<p><u>Answer:</u> See section XII BUDGET, Sub section A and B for information on use of funds and allowable expenses. All funded programs must be ready to start implementing their proposal from year one.</p>
91	<p><u>Question:</u> Is the institution of higher education required to have employed program completers within the time frame of the grant? We are considering an undergraduate program that will require students 4 years to complete.</p>
	<p><u>Answer:</u> Yes.</p>
92	<p><u>Question:</u> Recruitment and Retention: In order to maximize Evaluation rubric points, is it necessary to develop plans for Priority 2 (economically disadvantaged) and Priority 3 (those who are not historically underrepresented or economically disadvantaged) even though we plan to recruit from Priority 1 groups exclusively?</p> <p><u>Answer:</u> No, it is not necessary to develop plans for Priority 2 and 3, if the institution plans to recruit from Priority 1 groups exclusively. For further explanation of under-represented in the teaching field, see IV RATIONALE in the RFP. Please note that the Narrative Format and Evaluation Rubric sections of the RFP have been revised to remove points allocated specifically to each Priority group. (See revised pages 24 and 56.) Applicants are still expected to detail their plans for prioritizing recruitment, including which groups will be recruited, and the specific strategies and activities that will used to improve recruitment, retention, and graduation of the students identified by the institution.</p>
93	<p><u>Question:</u> Evaluation is listed as an allowable cost, though it is presented as though it would be a staff position. If an IHE decides it would rather have an evaluation consultant provide some or all evaluation services, would that be an allowable cost?</p> <p><u>Answer:</u> Yes.</p>
94	<p><u>Question:</u> What is the relationship between</p> <p>(a) Total Annual TOC Participants/Unduplicated Head Count: FTE _____ on the Application Cover Sheet [RFP page 30];</p> <p>and</p> <p>(b) "Enrollment Goals" in the <i>Shortfalls in enrollment goals</i> section on [RFP page 16]?</p> <p>and</p> <p>(c) number of TOC participants (headcount) the project commits to serve/and serves contractually on an annual basis [RFP page 14]</p>

	<p><u>Answer:</u> Total Annual TOC Participants/Unduplicated Head Count (a), Enrollment Goals (b), and number of TOC participants (headcount) the project commits to serve (c) are all referring to the same thing.</p>
95	<p><u>Question:</u> If we plan to serve <u>10 part time students</u> whose average FTE is .5 :</p> <p>(1)Should the Application Cover sheet have Unduplicated Head Count : FTE 5.0?</p> <p>(2) Can we budget \$6,500 for each student even though his FTE is < 1.0(Max budget = 10 students x \$6,500 per student=\$65,000)?</p> <p>(b) If we served these students and our roster shows we served these 10 students, will we have met our enrollment goals?</p>
	<p><u>Answer:</u> <u>Part-time students are not eligible for this opportunity.</u> All students must be in good academic standing and enrolled full time in an approved program of study.</p>