



Director  
School Turnaround Office  
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March 24, 2014

**RE: Obligation Extension for Current Systemic Supports for District and School Turnaround (SSDST) Grantees**

Dear Colleagues:

The NYSED School Turnaround Office (STO) is excited to announce the SSDST grant program will be extended to a third year, through June 30, 2015. This opportunity will provide additional time for external partners to deliver support to LEAs, gather evidence of progress turning around low-achieving schools, facilitate sustainability planning, and extend NYSED STO technical support. This extension will also allow all grantees to obligate funds that were not expended in Years One and Two through June 30, 2015. *NOTE: There are not additional funds being awarded.*

In order to participate in this extension, all current SSDST grantees are asked to submit the following to NYSED for approval:

1. Letter of Intent for grant extension through June 30, 2015, sent via email by **May 15, 2014**.
2. Signed, final MOU with all partners by **August 1, 2014**.
3. Budget for 2014-2015 - FS-10 (available at: <http://www.oms.nysed.gov/cafe/forms/>) by **August 1, 2014**.
4. End of Year Two report including a Final Year Two FS-10F, and a Final Year Two Narrative by **August 31, 2014**.
5. Project Work-plan for Project Year Three with the End Year Two Report by **August 31, 2014**.

*NOTE: The SSDST Online Toolkit will be updated by May 31, 2014, to accommodate necessary reporting documents. All documents above should be sent directly to your SSDST STO Liaison.*

Continued requirements:

- LEAs are required to administer the grant funds and submit the required reports to account for the use of the funds.
- LEAs must continue to use grant-funds to supplement, but not supplant existing programs.

- LEAs may not sub-grant funds to other entities. The LEA is only permitted to contract for services with the identified partner organizations in this grant to provide services that the LEA cannot provide.
- Quarterly and annual reports on progress will be required of all grantees. The form and format of quarterly and annual reports will follow the same reporting schedule and guidelines as defined in Years One and Two.
- LEAs must continuously maintain Commissioner's approval of its APPR plan for all principals and teachers for the entire period of the grant. If the Commissioner approved APPR in effect upon submission is set to expire prior to the end of the grant, subsequent APPR plans must obtain and maintain Commissioner Approval with no break in force or effect. Any period of break in Commissioner approved agreement will result in the immediate suspension of funds.

Non-allowable Costs:

- The purchase of equipment (instructional or non-instructional) is not allowed.
- LEAs may not use grant funds to pay for standard professional or support staff salaries.

NYSED reserves the right to reject all proposals received or cancel this RFP if it is in the best interest of the Department.

NYSED STO will host a follow-up call with district representatives of the SSDST steering committee for an opportunity for further discussion. Please contact your NYSED STO Liaison for further information or questions related to the extension of their SSDST grant.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Clarke', with a long horizontal flourish extending to the right.

Bill Clarke