

## Teachers of Tomorrow Grant Program 2022-2026 - Questions & Answers

**Note:** The forms for both Program 1 – Attachment 3 and for Program 2- Attachment 3, originally found on pages 60 and 74 of the RFP respectively, have been revised and uploaded as an attachment with this Q & A document.

[Program 1 – Attachment 3 and Program 2- Attachment 3 in Word](#)  
[Program 1 – Attachment 3 and Program 2- Attachment 3 in PDF](#)

### Application deadline

Q1: We are working with many school districts now scrambling to submit four grant applications due within the same two-week period, three of which are from NYSED and another which is a partnership between NYSED and NYS Office of Mental Health. Is there any chance you can delay the TOT application deadline?

**Related question:**

There are at least five state-level RFPs out right now for which school districts are eligible to apply and the deadlines are all within the same few weeks. Many districts in the state are eligible to apply for all of them, which makes it impossible for district staff to apply for the opportunities because of the tight timelines.

Would you consider extending the deadline to provide some time for districts to plan programs and submit a high-quality application?

A1: May 23rd, 2022 is a firm deadline for applications.

Q2: Can applications be hand-delivered rather than mailed? If so, who is the SED person who can receive those hand-delivered applications?

A2: Applications should be post mailed or emailed by 11:59 pm Eastern Time on May 23, 2022. Should an applicant decide to hand-deliver the completed application they should do so before 5:00pm on May 23, 2022. Upon arrival to NYSED the Security Officer will contact the Office of Access, Equity and Community Engagement Services at 518- 474-1404 or 474-3719 to receive the application.

### Applicant Eligibility

Q3: What type of entities are eligible to apply for TOT Grants?

A3: Pursuant to Title 2 of the NY State Education Law, grants shall be awarded to school districts for teacher recruitment, retention and certification activities necessary to increase the supply of qualified teachers in school districts experiencing teacher shortages, and in school districts containing low performing schools. The term “school district” is defined in Education Law §3612(1)(c) to mean a common, union free, central, central high school, or city school district.

Q4: Are charter schools, BOCES, SED-approved 4410 special education programs, UPK programs, non-profit schools, or NY State-approved private Chapter 853 schools eligible to apply for TOT grants?

A4: No, please see the preceding response pertaining to TOT program funding eligibility being limited to “school districts.”

Q5: As a charter school, we are experiencing teacher shortages, but we do not know how the schools are designated as teacher shortage areas. Can you please help?

A5: See the above responses to question #4 regarding charter school eligibility for this grant.

Q6: To clarify, under eligible applicants, how do we identify whether or not we have a school that is designated as a teacher and/or subject shortage area? For example, in XYZ district, we have a shortage of 1.03. Does this mean we are eligible for recruitment/incentives in any of the identified areas?

A6: Please see responses to question #42 regarding teacher and/or subject shortage area under Program Eligibility, Program 1- Teachers of Tomorrow Program.

### Available Funding & Project Period

Q7: I received the funds from the TOT grant for two consecutive years for filling a teaching position in the XXX School District in a shortage area (ENL). This year, my district did not receive information for the program. Was the funding reduced for this school year?

A7: Funding was not reduced for the 2021-22 school year. The NYS enacted budget for 2021-22 and 2022-23 included \$25,000,000 for the Teachers of Tomorrow program. See table below.

School Year	Budget Year	Funding period	Amount of Funding
2021-22	Year 1	June 1, 2022 – June 30, 2023	\$25,000,000
2022-23	Year 1	June 1, 2022 – June 30, 2023	\$25,000,000
2023-24	Year 2	July 1, 2023 – June 30, 2024	*\$25,000,000
2024-25	Year 3	July 1, 2024 – June 30, 2025	*\$25,000,000
2025-26	Year 4	July 1, 2025 – June 30, 2026	*\$25,000,000

\*Funding for this multi-year grant program is subject to change. Continuation of the program is dependent on annual Legislative support.

Q8: The recent application for TOT states that it begins June 1, 2022. Will funds be available for recruitment for teachers hired for the 2021-2022 school year?

A8: Districts may request funds to cover eligible expenses for 2021-22 that fall within the funding period. See table above.

Q9: Please clarify that the budget for the initial grant period is for 13 months.

A9: The initial year runs from June 1, 2022 to June 30, 2023 and includes a 13-month budget. Subsequent years/program periods will begin July 1 and end June 30 and will include a 12-month budget. See table above.

Q10: For the form "Program 2 - Attachment 3 Funds Requested for 2021-22 - is this for 2021-22 or should it be 2022-23? If it is for 2021-22, then does that mean that expenses from 2021-2022 are covered, even though the grant start date is June 2022?

A10: **The Funds Requested forms for both Program 1 – Attachment 3 and for Program 2- Attachment 3, originally found on pages 60 and 74 of the RFP respectively, have been revised and uploaded as an attachment with this Q & A document.** Applicants will complete one form for each school year and for each program for which funds are requested. An applicant requesting funding for both Program 1 and for Program 2, for both 2021-22 and for 2022-23 will complete a total of four (4) funding request forms (two for Program 1- TOT and two for Program 2- TOTSMBE).

Q11: Is there going to be a TOT program for the 2021-22 school year? If not, for those districts that have had a TOT program, can we include the 2021-22 hires in our next grouping, so they don't get abandoned?

A11: Year one of this new funding cycle can include eligible expenses from 2021-22 and projected expenses for 2022-23. See table above.

Q12: The recent application for TOT states that it begins July 2022. We have received TOT funds for the purpose of recruitment incentives in the years prior. Will funds be available for recruitment for teachers hired for the 21/22 school year?

A12: The beginning date for grant activities is June 1, 2022. Year one of this new funding cycle can include eligible expenses from 2021-22 and projected expenses for 2022-23. See table above.

Q13: a. Year 1 of this TOT grant is 13 months, beginning June 1, 2022. If we usually pay our Teacher Incentive Award at the end of the year in June, can TOT 2022-2026 funds be used to pay for service incentives for the 2021-2022 school year?

b. If they can, would a teacher be able to receive a second incentive payment in Year 1 for their 2022-2023 service?

A13: a. Yes.

b. **Years 1 and 2** have been combined into a 13-month initial program period, which runs from June 1, 2022 to June 30, 2023. This budget can include eligible expenses for 2021-22 and projected expenses 2022-23. See table above.

Q14: Can we pay for expenses incurred prior to June 1, 2022, the grant start date? For example, if a teacher attended school during the academic year 2021-2022, can those expenses be covered by the grant?

A14: The new funding period covers eligible expenses for 2021-22 and projected expenses for 2022-23 that occur during the funding period. See table above.

Q15: Since the grant period begins June 1, 2022, can the award be used for expenses across fiscal years?

A15: For the 2022-2026 cycle, the initial year (Year 1) can cover eligible expenses for 2021-22 and 2022-23 that occur during the funding period. School years 2021-22 and 2022-23 are the only two years of the grant cycle which can be requested concurrently, if applicable. See table above.

Q16: Does a District's Year 1 TOT award determine its award amount and category distribution in Years 2, 3, and 4, or can the amount be adjusted based on annual need?

A16: In a multi-year RFP, the budget for the initial year usually determines the funding level for each successive year of the grant cycle. For the 2022-2026 cycle, successful applicants' approved funding requests that are specific to the **2022-23 school year** will serve as the base amount to be used for future requests in subsequent budget years. Budgets are usually not increased in a multi-year grant cycle.

Q17: a. Can we change the subject areas that funding will be used for from year to year?

b. Can we change the dollar amount needed from year to year?

A17: a. In the yearly reapplication, a district may make a request to adjust subject areas to be funded, dependent on shortage need.

b. Please see response to question # 16 above.

Q18: Since there has been a gap between the last round of funding and this current RFP for the TOT program, is SED providing an extension of funding for districts that won awards in the previous round?

A18: No, this is a new funding opportunity. Only those districts that apply and are awarded a grant will receive funding.

Q19: Is the \$25M the annual total for Program One and Program Two or is that the total for the entire grant period?

A19: For this grant cycle, \$20,000,000 is allocated for Program One (Teachers of Tomorrow) and \$5,000,000 is allocated for Program Two (Teachers of Tomorrow Science, Mathematics, Bilingual Education and English as New Language Tuition Reimbursement Program) for a total of \$25,000,000 annually. Funding for this multi-year grant is contingent upon the State Legislature appropriating funds.

## Fiscal/Budget

Q20: Could you please provide a further explanation of what is required for the composite budget and listed on the application checklist?

A20: Please disregard the reference to a composite budget on the application checklist. Applicants should submit a completed and signed FS-10 and include a written budget narrative that describes the funds requested and the district's match, if applicable.

Q21: On the scoring rubric (page 70), the second item mentions indicating the per diem or hourly rate for each consultant identified under the Purchased Services category. From the allowable expenses detailed in the

RFP, it seems like only the summer program option allows for consultants. Will all other types of programs lose scoring points here?

A21: Not necessarily. Applicants may only request allowable expenses for each program and/or grant category. Applicants will be rated on eligible expenses for the respective program or category for which they apply.

Q22: If awarded the TOT grant - since the award would be for the 21/22 and 22/23 school years would the allocation be \$61,200?

A22: Eligible districts that have expenses for 2021-22 and 2022-23, can apply for funding for both years in the 13-month Year 1 FS10. Districts should also submit a Funds Requested form for 2021-22 and one for 2022-23 with the submission of the 13-month FS10.

Q23: Is the maximum award of no more than 60% awarded from each Program or total?

A23: No more than 60% of funds allocated can be awarded to any district in a city with a population of one million inhabitants or more.

Q24: Who will be the payee for the grant funds? School System? Actual Teacher?

A24: Eligible applicants are School Districts. Should a school district receive an award, eligible payments will be sent to the school district. The district will make decisions about payments to teachers.

Q25: How will the grant funding be distributed? Via Check?

A25: Each applicant will complete a payee form and should identify the method they wish for the funds to be transmitted. Payments are generally transmitted electronically. Information regarding payment distribution is available on the [Office of the State Comptroller website for State Vendors](#).

Q26: Can the TOT awards be paid at the end of the year to eliminate the need to recover funds from teachers who do not complete a full year of service?

A26: It is up to the district to determine when awards will be distributed.

Q27: a. Does the FTE shortage get updated annually?

b. If we currently have 2 FTE shortage but next year will have 3 FTE shortage, are we eligible for more funding?

A27: a. Yes.

b. Generally, in a multi-year RFP, unless additional funding becomes available, award levels remain constant. Please see response to questions above.

## Participant Eligibility

Q28: Can teachers participate in both TOT and TOTSMBE, so long as they are not receiving reimbursement for the same educational programs?

A28: Eligible teachers can participate in both TOT and TOTSMBE; however, no individual teacher may receive an award from more than one grant or program category in the same school year.

Q29: May a teacher receive an award from one category in one year and another category in a different year?

A29: Yes, as long as the teachers meets all eligibility criteria and have not received the maximum cumulative award for the particular category of funding. The RFP states that a teacher may not receive an award from more than one program category in the same school year.

Q30: a. Can 2022-2026 TOT funds be used to pay incentives/awards/reimbursements for teachers eligible for Year 2, 3, and 4 payments that were initiated in a 2017-2021 TOT grant?

b. Do teachers lose their 2021-2022 payment, or are they eligible for an additional year at the end of their payment period to make up for the "lost" 2021-2022 school year?

A30: a. Yes. If they meet all eligibility criteria and have not received the maximum cumulative award for the particular program and/or category of funding.

b. Districts may choose to award continuing teachers who meet the eligibility criteria awards so long as the payments fall within the funding period. Please refer to the table above in question # 7

Q31: For Program 1A - Teacher Recruitment Incentive Program, are the Year 1 teachers for the 2022-2023 school year new hires for the 22-23 school year? What if a teacher was hired mid-year during the 2021-2022 school year? Would they count as Year 1?

A31: Year 1 of service is the first year an educator receives a TOT award. Please refer to the chart above in question #7

Q32: For Program 1C - New York State Master Teacher Program, if our district has one school that is a CSI school, is the whole district eligible for the Master Teacher Program, or a teacher in the CSI school?

**Related question:**

If we are designated a Target District but all of our schools are in Good Standing, are we eligible for the Teachers for Tomorrow New York State Masters Teacher Program for our National Board-Certified Teachers?

A32: As per the RFP, districts eligible to apply for funding under Category C. are “those school districts with school buildings that have been designated by the New York State Education Department (SED) as Receivership (formerly SURR) or low-performing schools. These districts may apply for funding for a master teacher to serve in those buildings.”

Q33: I am writing this letter after reviewing the grant information available for schools classified as low-performing schools. I am currently employed by the ABC School District. I am interested in continuing my education and completing a Master program. I wondered if this grant is intended for individuals working in the district or if the grant money would go to the district itself?

A33: The New York State Education Department awards the TOT grants directly to eligible districts to attract and retain teachers in specific shortage areas. In turn, eligible districts select teachers to receive awards at the local level. The last cycle of TOT ended on June 30, 2021. Currently, a new grant funding opportunity is available. The application deadline for eligible districts is May 23, 2022. Once all eligible districts are selected and approved, eligible districts will be notified. Teachers interested in TOT should contact their respective districts to see if the district is participating in TOT for the 2022-2026 cycle and inquire about the district's application process.

Q34: I received the Teachers of Tomorrow Grant for the first-time last year from my school. However, they told me a month ago that they are not offering it this year. That said, I saw on NYSED that the program is being offered again. Am I able to apply for the grant this year?

A34: Please see response to question 33 above.

Q35: a. Last year my school district gave me a Teachers of Tomorrow stipend. It was my first-year teaching there. I have read up on the stipend and it should be given for 4 years. This is my second-year teaching there and they are telling me I will not get it. It is a high-needs school district with lots of teacher shortage. Any idea why I would not get it this year?

b. Would you be able to tell me if Newburgh Enlarged City School District is a district that is eligible?

A:35 a & b. Please see response to question 33 above.

Q36: For TOT, can teachers receive reimbursement for additional certificates, such as the Work Based Learning Experience and Internship Teacher Certification Program? This program extends the NYS Teaching Certificate, through which staff can get approval from NYSED for additional abilities to assist students with internship placements?

A36: Funding is to reimburse teachers for courses taken toward meeting requirements for professional certification. As per the RFP, “Funds may not be used for professional development courses required to fulfill the 100 hours of Continuing Teacher and Leader Education (CTLE) Requirements” and “Funds may NOT be used for courses in excess of those required for professional or permanent certification”.

Q37: Are individuals with Emergency COVID-19 certification eligible for any of the TOT or TOT SMBE awards?

A37: Yes, individuals with Emergency COVID-19 certification are eligible If they meet the eligibility criteria listed under the specific grant category.

Q38: For the TOT Master Teacher Program: If a Master Teacher is employed in a school in good standing and moves to a low-performing school in the same district, is that teacher eligible for the Master Teacher award? Or is the Master Teacher required to change districts in order to be eligible for the stipend?

A38: Yes, if that teacher meets all the eligibility criteria for that program and has not received maximum benefits for this program. The Master is not required to change districts but must be employed full-time in a Receivership or low-performing school.

Q39: For the TOT Master Teacher Program: If a Master Teacher is already employed full-time in a low-performing school, would he/she be eligible to receive the Master Teacher stipend as a retention incentive to stay at the same school?

A39: Yes, as long as the Master Teacher has not received the maximum benefits allowed under this program.

Q40: For the TOT Master Teacher Program: If a Master Teacher is already employed full-time in a low-performing school, would he/she be eligible to receive the Master Teacher stipend if he/she moved to a low-performing school in a different district?

A40: Yes, if that individual has not received the maximum award level for this category.

Q41: For the TOT Master Teacher Program: If a Master Teacher is already employed full-time in a low-performing school, would he/she be eligible to receive the Master Teacher stipend if he/she moved to another low-performing school within the same district?

A41: Yes, if that individual has not received the maximum award level for this category.

## Program Eligibility

### *Program 1- Teachers of Tomorrow Program*

Q42: For the (A) Teacher Recruitment Retention Program on page 20 of the packet, under Method of Award, A. “Priority Group” there is reference to three categories, (P1), (P2) and (P3) Schools that are designated as teacher and/or subject shortage areas. Would you be able to let me know if this designation is in the packet (a list) or is it a self-designation on the part of the district?

A42: The shortage subject areas for the purposes of this grant are: bilingual education, career and technical education, English, English to speakers of other languages (ESOL), health education, literacy, mathematics, sciences (biology, computer science, chemistry, earth science, physics), social studies, special education, and world languages other than English. Please see Page 57 Attachment 1-0 of the RFP. For information about your specific district’s teacher shortage, contact your District Data Coordinator to secure a copy of the [Staff Out of Certification Report](#). Each year the Department runs a certification match against all teachers in public LEAs. The match determines if each teacher possesses the appropriate certification for the courses they are teaching. Any teachers found to be teaching outside their area of certification are deemed “Out of Certification.” The counts and percentages out of certification for each teaching area are used to determine teacher shortage areas. This methodology is used to report shortage areas to USDOE each fall.

Q43: On Attachment 4 – District Data, applicants are asked to provide the number and percentages of schools designated as Teacher/Subject shortage areas. Where would we find information about these designations broken out by school?

A43: Please see response to question #42 above

Q44: a. What does it mean when you say that we must give priority to buildings in the order stated on page 8?  
b. For example, if we have one school in Receivership and several TSI/CSI schools, do we have to propose to use funding to fill all shortages in the Receivership school before using any funding for the TSI and CSI schools?

c. What if we don't get any applicants for the subjects needed at that school?

A44: a. If awarded a grant, school districts must allocate grants to school buildings in the following order (if applicable) (P1) Schools designated as Receivership (formerly Schools Under Registration Review) (P2) Low-performing schools (Low- Performing schools ( Comprehensive Support and Improvement (CSI) or Targeted Support and Improvement (TSI) Schools that are designated as teacher and/or subject shortage areas (P3) Schools that are designated as teacher and/or subject shortage areas.

b. Not necessarily. P1 schools should be given first priority.

c. If no applicants apply for the first priority group then the district would consider applications for the next priority group.

Q45: Can we focus funding on just a few subject areas, even if those are not shortage areas in every building?

A45: That is the decision of the district.

Q46: Transitional Certification Program (NYC ONLY) component that has been a long-standing program for us. Is this still continuing? Can you share more?

A46: The TOT statute contains the following language "Notwithstanding any other provision of law to the contrary, a city school district in a city having a population of one million or more inhabitants receiving a grant pursuant to this section may use no more than eighty percent of such grant funds for any recruitment, retention and certification costs associated with transitional certification of teacher candidates for the school years two thousand one--two thousand two through two thousand twenty-three--two thousand twenty-four.

### ***Program 2- Teachers of Tomorrow; Science, Mathematics, Bilingual Education and English as New Language Tuition Reimbursement (TOTSMBE) Program***

Q47: If a district pays for the tuition for program B directly on behalf of the candidate, can the reimbursement go to the district? Or must the teacher pay out of pocket to receive the reimbursement of the funds?

A47: Districts receiving an award under this program may reimburse a participating teacher for educational costs that the participant incurred prior to receiving the award, as long as those costs were reasonable and necessary to fulfill NYSED requirements for the relevant credential, were not previously reimbursed, and meet all other requirements listed in the RFA.

Q48: What is meant by "demonstration programs" below? Method of Award NYSED will allocate \$1.5 million to support demonstration programs, as specified in the enacted budget.

A48: The TOT budget appropriation language calls for funds out of the TOTSMBE allocation to be set aside for two specific school districts and as a matching grant to colleges and universities. For the Teachers of Tomorrow awards to school districts in the amount of \$25,000,000, "\$5,000,000 of this total amount in such school year shall be made available for a program to be developed by the commissioner of education to attract qualified teachers that have received or will receive a transitional certificate and agree to teach mathematics, science or bilingual education in a low performing school." Further, "of this \$5,000,000, a total of up to \$500,000 in each such school year shall be made and available for demonstration programs in the Yonkers and Syracuse City School Districts to increase the number of teachers in such districts who teach math, science and related areas and who have such transitional certificate, and provided further that notwithstanding any inconsistent provision of law of this \$5,000,000, a total of \$1,000,000 shall be made available as a matching grant to colleges and universities to support programs designed to recruit and train math and science teachers based on a proven national model that results in improved student achievement and enhanced teacher retention in the classroom."

Q49: For the TOTSMBE Category A Program: Page 29 of the RFP states that "districts may request an award up to \$10,000 per shortage FTE (See Table 1: Districts and Shortages in the Target Areas) to reimburse eligible participants for educational costs that the participant incurred prior to receiving this award, which were

reasonable and necessary to fulfill SED requirements for the professional certificate.” How far back could those educational costs have been incurred? For example, if a participant obtained his/her professional certificate three years ago, could he/she receive tuition reimbursement for the educational costs incurred (perhaps as an incentive to remain in the district)?

A49: Districts receiving an award under this program may reimburse a participating teacher for educational costs that the participant incurred prior to receiving the award, as long as those costs were reasonable and necessary to fulfill NYSED requirements for the relevant credential, were not previously reimbursed, and meet all other requirements listed in the RFA. The district will decide if the expenses were necessary and reasonable and if they are to be reimbursed.

Q50: Please confirm - payment of the grant funds will only be made following submission by the District of a FS25 form. No funds are issued to the district up-front.

A50: For Program 2 (TOTSMBE), "there will be no automatic initial payment on these awards. Districts will draw down funds using an FS-25 Request for Funds, which is available on the [Grant Finance website](#).

Q51: If my district is listed as having a 1.45 teacher shortage and we only have one school as a low performing school am I to assume the 1.45 shortage is in that school?

A51: For information about your specific district’s teacher shortage, contact your District Data Coordinator to secure a copy of the Staff Out of Certification Report.

Q52: If this is an elementary school (grade 5 & 6 only) then should we assume the shortage is in ENL because we do not have secondary teachers in that building?

A52: Please see response to question # 51 above.

Q53: How was the 1.45 FTE shortage determined? How do we know what school that is for ranking needs?

A53: Please see response to question # 51 above.

Q54: Is the Grant Program #2 a competitive grant? Only Program 1 says competitive.

A54: No.

Q55: We are seeking clarification on the statement from page 33. “Each eligible district may request funds at a maximum rate of \$10,000 per shortage Full-Time Equivalent (FTE). Partial shortage FTEs will be pro-rated accordingly. Note that the number of shortage FTEs does not represent the actual number of participants to whom a district may award funds.” For example if a district has 3.0 shortage FTEs does this mean they can request no more than \$30,000 but they could provide reimbursement to 4 or 5 teachers if they met requirements?

A55: Yes. A school district with a shortage of 3 FTEs may request funding through Program 2- TOTSMBE at a maximum rate of \$10,000 per FTE. Should they receive an award for \$30,000, the school district may choose to provide awards smaller than \$10,000 to a greater number of program eligible teachers.

## General and Miscellaneous

Q56: Can teachers register for courses now, before the June 1 program start date? Some summer programs will close registration before that start date.

A56: This depends on which program and category in which the individual is seeking an award. Please refer to the Description of Programs for eligibility requirements specific to each grant.

Q57: If we select Program 2 now, do we need to always select Program 2 or can we change it to program 1 in the future if we see the need is greater there?

A57: While districts may apply for both Program 1 and Program 2 funding, the two programs are operated separately. The two are not interchangeable as there are distinct differences between the two programs.

Q58: Does the Teachers of Tomorrow grant require an external evaluator?

A58: No.

Q59: On page 9 of the RFP, the third bullet reads, “School districts awarded funds must maintain local efforts related to the recruitment or retention of teachers currently in place at a level equivalent to that of the base year or must match the grant funds received from the Teachers of Tomorrow Program.” It is unclear what this means. Can you provide an explanation or give an example of what it means?

A59: A school district receiving TOT funds should maintain its local efforts in the current year equivalent to its efforts in the base year for any local program related to the recruitment or retention of teachers or any program that has purposes similar to TOT or the district is expected to provide a local match to state funds received from TOT. Districts should not use TOT funds to supplant local funds for any purpose similar to the purposes of TOT.

Q60: Where can I find an application?

A60: Grant application documents can be accessed at <https://www.p12.nysed.gov/funding/2022-2026-teachers-of-tomorrow/home.html>.

Q61: Could you please advise where in the application (Program 1) the completed Attachments 3, 4, and 5 (funds requested, district data and evaluation rubric) should be placed? The checklist does not contain these items.

A61: Please place completed Attachments 3, 4 and 5 for Program 1 directly after the Program 1- Attachment 2 sheet (Application cover page).

**[Program 1 – Attachment 3 and Program 2- Attachment 3 in Word](#)**

**[Program 1 – Attachment 3 and Program 2- Attachment 3 in PDF](#)**