

**Announcement of Funding Opportunity**  
**Teachers of Tomorrow**  
**June 1, 2022- June 30, 2026**

<b>Legislative Authority</b>	The Teachers of Tomorrow Program was established under an amendment to Education Law, Chapter 62 of the Laws of 2000 to assist school districts in the recruitment, retention, and certification activities necessary to increase the supply of qualified teachers in school districts experiencing a teacher shortage, especially low-performing schools. Not more than sixty percent of funds allocated will be made available to any one school district.
<b>Purpose of Grant</b>	<p>The purpose of the Teachers of Tomorrow Program is to provide a variety of incentives that will encourage prospective teachers to teach in a school district experiencing a teacher shortage or subject shortage, especially in districts with low-performing schools.</p> <p>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.</p> <p><b>There are two grant programs for this funding opportunity.</b></p> <p><b>Program One (1):</b>  The Teachers of Tomorrow - these grant funds are distributed on a competitive basis to eligible districts to fund activities in each of the following five categories:</p> <ul style="list-style-type: none"> <li>A. Teacher Recruitment Incentives</li> <li>B. Summer in the City Internships for City School Districts in Buffalo, Rochester, Syracuse, and Yonkers and NYC Department of Education</li> <li>C. Master Teacher Program</li> <li>D. Tuition Reimbursement Program</li> <li>E. Summer Teacher Training Program for NYC Department of Education schools <b>ONLY</b></li> </ul> <p><b>Program Two (2):</b> The Teachers of Tomorrow Science, Mathematics, Bilingual Education and English as New Language Tuition Reimbursement Program funds are allocated to eligible districts to attract qualified teachers who have received or will receive a transitional teaching certificate, to teach in a low-performing school that is experiencing a shortage of teachers in science, mathematics, bilingual education, and/or English as a new language. Districts may fund activities in each of the following three categories:</p> <ul style="list-style-type: none"> <li>A. Tuition Reimbursement for Professional Certification in Science, Mathematics, and English to Speakers of Other Languages (ESOL)</li> </ul>

	<p>B. Tuition Reimbursement for Initial Certification in Science, Mathematics, and ESOL</p> <p>C. Tuition Reimbursement for the Bilingual Education Extension</p>
<b>Project Period</b>	The beginning date for grant activities is June 1, 2022. The ending date for grant activities is June 30, 2026. Only expenses incurred during this period will be eligible for coverage with these State funds. The initial program period runs from June 1, 2022 to June 30, 2023, with subsequent program periods beginning July 1 and ending June 30.
<b>Eligible Applicants</b>	<p>Eligible applicants are school districts experiencing a teacher shortage and school districts which contain a school building that has been designated as a low-performing school. In allocating grants to school buildings, a school district shall give priority in the following order:</p> <ol style="list-style-type: none"> <li>1. Schools designated as Receivership (formerly Schools Under Registration Review)</li> <li>2. 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,</li> <li>3. Schools that are designated as teacher and/or subject shortage areas.</li> </ol>
<b>Amount of Funding</b>	<p>The previous cycle funding for these grants was approximately \$25 million annually. For this grant cycle \$20,000,000 is allocated for <b>Program One (Teachers of Tomorrow)</b> and \$5,000,000 is allocated for <b>Program Two (Teachers of Tomorrow Science, Mathematics, Bilingual Education and English as New Language Tuition Reimbursement Program)</b> for a total of \$25,000,000.</p> <p>Funding for this multi-year grant program is subject to change and will be contingent upon the State Legislature appropriating funds. In the event that the budget for this program is reduced, all grant awards will be reduced proportionately. For example, if NYSED awards a grant of \$100,000, and funding is cut by 10%, NYSED will reduce that award by 10% or \$10,000, for a revised amount of \$90,000.</p>
<b>Application Due Date and Mailing Address</b>	<p>Submit one original and two copies of the application by <b>May 23, 2022</b> to the address below, as well as one electronic copy of the complete application via email to <a href="mailto:TOT@nysed.gov">TOT@nysed.gov</a>.</p> <p>New York State Education Department  Office of Family and Community Engagement  <b>ATTN: Doris Waiters</b>  89 Washington Avenue, EBA Room 960  Albany, NY 12234</p> <p>Please see additional instructions for submitting an application for each grant program under Submission Instructions.</p> <p><b>The post and emailed deadline for all applications is 11:59 pm Eastern Time on May 23, 2022.</b></p>

<b>Questions and Answers</b>	All questions must be submitted via email to <b>TOT@nysed.gov</b> by May 6, 2022. A complete list of all Questions and Answers will be posted to <a href="#">Teachers of Tomorrow website</a> no later than May 13, 2022.
<b>Non-Mandatory Notice of Intent</b>	The Notice of Intent (NOI) is not a requirement for submitting a complete application by the application date; however, NYSED strongly encourages all prospective applicants to submit an NOI to ensure a timely and thorough review and rating process. A non-profit applicant's NOI will also help to facilitate timely review of their pre-qualification materials. The notice of intent is a simple email notice stating your organization's (use the legal name) intent to submit an application for this grant. Please also include your organization's NYS Vendor ID. The due date is May 12, 2022. Please send the NOI to <b>TOT@nysed.gov</b> .
<b>NYSED Designated Contacts</b>	Program: <b>Doris Waiters</b> Fiscal: Lucas Rodriguez <b>TOT@nysed.gov</b>

**The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of Access, Equity and Community Engagement Services  
89 Washington Avenue/ Room EBA 971  
Albany, NY 12234**

**Guidelines  
for the Submission of Applications for the  
Teachers of Tomorrow Program  
For the Period June 1, 2022 - June 30, 2026**

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## 2022-2026 Teachers of Tomorrow

### Application Guidance

#### Definitions

- **Teacher Shortage Area** -- grade/content area in which there was a shortage of certified teachers in the previous school year and there is a projected shortage in the current school year as evidenced by the district and/or school.
- **Certified Teacher** -- a teacher who holds a state teaching certificate appropriate to the teaching position, including the subject area in which they are employed.
- **School District** -- a public-school LEA (Local Education Agency), as defined in Title 2 of the NYS Education Law: a common, union free, central, central high school, enlarged, consolidated, or city school district.
- **Board of Education** -- governing board of any public school or public-school district.
- **Receivership Schools** -- a school building that is farthest from the State Standard and has been determined by the Commissioner to be persistently struggling and most in need of improvement (formerly School Under Registration Review).
- **Low-performing** -- a school building that is performing significantly below the State Standards; may include Targeted Support and Improvement (TSI) or Comprehensive Support and Improvement (CSI) Schools.
- **Year of Service** -- ten months of continuous full-time teaching during a school year, typically between September 1 and June 30.

#### General Eligibility Requirements

Grants shall be made to school districts for teacher recruitment, retention and certification activities necessary to increase the supply of qualified teachers in school districts experiencing a teacher shortage and school districts which contain a school building that has been designated as a low-performing school. In allocating grants to school buildings, a school district shall give priority in the following order:

1. Receivership Schools that are designated as teacher and/or subject shortage areas;
2. Low-performing Schools that are designated as teacher and/or subject shortage areas; and
3. Schools that are designated as teacher and/or subject shortage areas.

**Eligible districts having schools in two or more of the above categories must award Teachers of Tomorrow funds in the above priority order and document such.**



In addition:

- School districts must use grant funds for the purposes described and must provide a proposed budget.
- For each grant category applied for, school districts must provide a copy of a written agreement outlining the service obligation. Such agreement must include provisions for the recipient to repay the amount of the award to the school district if he or she fails to complete the service obligation. Such repaid amounts will be deducted from any grant amounts due the district from the State. School districts may decide to waive repayment provisions in cases of illness or severe hardship. Grant funds may not supplant local funds currently used for similar purposes.
- 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.
- **For NYCDOE ONLY:** Up to \$225,000 may be used by the district for outreach and recruitment (see paragraph below on General Non-allowable Expenses).
- **For NYCDOE, ONLY IF PROVIDED IN THE ENACTED BUDGET:** NYCDOE may use no more than eighty percent of its total award for any recruitment, retention and certification costs associated with transitional certification of teacher candidates.
- **For THE YONKERS AND SYRACUSE SCHOOL DISTRICTS ONLY AS PROVIDED IN THE ENACTED BUDGET:** A total of up to \$500,000 combined shall be made available for demonstration projects to increase the number of teachers who teach math, science, and related areas who have a transitional certificate. These districts must present a plan outlining the uses of the funds and goals and accomplishments to be measured. These funds come from those available under the Science, Mathematics and Bilingual Education category and should be applied for within this category.
- **AS PROVIDED IN THE ENACTED BUDGET:** Previous budgets have set aside up to \$5 million for the funding of the Science, Mathematics and Bilingual Education Initiative. **(See Description of Program 2-Introduction)**

### **General Non-allowable Expenses**

The following expenses are **not allowable** under this grant:

- Costs for recruitment activities for the district (except as specifically stated in the eligibility requirements for the NYC Department of Education only) such as:
  - Advertisements
  - Travel
  - Job fairs

- Fringe benefits on award amounts
- Additional staff required to implement the grant
- Any indirect or administrative costs incurred
- Supplies and materials

### **Project Period**

The project period will be from June 1, 2022 -June 30, 2026. The initial project period will be June 1, 2022 - June 30, 2023. The annual grant period for the successive years will be July 1 - June 30. Provided that funds are included in the enacted NYS budget, projects may begin as early as July 1, but must be completed by June 30 of each annual grant period. Those portions of the program related to periods of teacher service and annual payment of reimbursements and stipends must be carried out as provided in law. Expenses incurred prior to July 1 or after June 30 of each annual grant period will not be reimbursed.

### **Grant Funded Programs**

There are two grant programs included in this funding announcement.

(1) Teachers of Tomorrow and;

(2) Teachers of Tomorrow; Science, Mathematics, Bilingual Education and English as New Language.

School districts may apply for both programs (if applicable); however, **no individual teacher may receive an award from more than one program category in the same school year**. Not more than 60 percent of funds allocated will be made available to any one school district.

Please refer to **the Description of Programs** for eligibility requirements specific to each grant.

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

## **Description and Requirements for Program 1 - Teachers of Tomorrow (TOT)**

### 1. Introduction

The Teachers of Tomorrow Program was established under an amendment to Education Law, Chapter 62 of the Laws of 2000. In 2020-21 the Teachers of Tomorrow Program provided \$25 million to assist school districts in the recruitment, retention, and certification activities necessary to increase the supply of qualified teachers in school districts experiencing a teacher shortage, especially low-performing schools. For 2021-22, \$20 million will be available to eligible districts to offer incentives in five categories. A total of \$5 million is set aside specifically for the Science, Mathematics, Bilingual Education and English as New Language Tuition Reimbursement Program (See Description and Requirements for Program 2 - Teachers of Tomorrow: Science, Mathematics, Bilingual Education, and English as a New Language Tuition Reimbursement (TOTSMBE) Program). Not more than 60 percent of funds allocated will be made available to any one school district.

The Request for Proposal (RFP) for 2022-2026 is to assist successful applicants fill needed teacher shortages and help improve teacher qualification. Continuation of the program is dependent on annual Legislative support.

### 2. Purpose

The purpose of the Teachers of Tomorrow Program is to provide a variety of incentives that will encourage prospective teachers to teach in a school district experiencing a teacher shortage or subject shortage, especially those with receivership and low-performing schools. Funding for school districts is available for the following categories:

- A. Teacher Recruitment Incentives
- B. Summer in the City Internships for City School Districts in Buffalo, Rochester, Syracuse, and Yonkers and New York City Department of Education
- C. New York State Master Teacher Program
- D. Tuition Reimbursement Program
- E. Summer Teacher Training Program (for NYC Department of Education Schools only)

## **A. Teacher Recruitment Incentive Program**

**Purpose:** The purpose of this program is to provide incentives to teachers employed for the first time in the school district. Teachers must hold initial, transitional, permanent, or professional certification and must agree to one year of service in shortage areas. This section provides awards of \$3,400 per year and is renewable for three additional years. (The maximum cumulative award total per participant after four years is \$13,600.) These awards shall be in addition to and are **NOT** part of the teacher's base salary.

**Eligible Applicants:** School districts may apply for these awards to provide funds for teachers who:

- Are employed for the first time in the school district;
- Hold initial, transitional, permanent, or professional certification to teach in New York State; and
- Agree to serve one year in a teacher shortage or subject shortage area for each award received as a condition of receiving the award.

Please note the following:

- **Recipients of awards must agree to serve one year of service for each award received.**
- Awards shall be used to reimburse **any** educational costs including books and fees incurred by recipient prior to receipt of award for certification as a teacher in New York State. (It is not necessary that a teacher have a student loan to receive this award.)

### **Allowable Expenses:**

- Funds must be used to supplement the salaries of new teachers.

### **Non-Allowable Expenses:**

- Fringe benefits and indirect or administrative costs on these awards may **NOT** be paid for with grant funds.

## **B. Summer in the City Internship Program**

**Purpose:** The purpose of this program is to provide funds to attract prospective teachers for employment in the City School Districts of Buffalo, Rochester, Syracuse, and Yonkers and in New York City Department of Education schools (Big Five). The program will fund field experiences for eligible applicants who are college students with 60 or more successfully completed credits, identified by the college as being in good academic standing, and registered in a NYS-approved teacher preparation program. Field placements must be of at least five weeks duration in an urban area. Colleges/Universities may grant credits and may charge a fee for such credits. Placements may also substitute for or count toward graduation field experience requirements. Students eligible for awards may receive up to \$2,000 annually and may participate more than one year.

**Eligible Applicants:** Big Five school districts may apply for these funds to establish linkages with teacher education programs that will provide field experiences in the City School Districts of Buffalo, Rochester, Syracuse, and Yonkers and in New York City Department of Education schools for students who:

- Are enrolled full-time in a New York State-registered teacher preparation program.
- Have successfully completed 60 or more college credits.
- Are in good academic standing (determined by institution of higher education of attendance) at an accredited New York State institution in the base year.
- Demonstrate the desire to enter the teaching profession and agree to serve one year in a teacher shortage or subject shortage area for each award received as a condition of receiving the award.
- Are recommended by a college or university to participate in the program because the Teacher Preparation program recommended them as having the knowledge, skills, and dispositions to be effective teachers.
- Agree to a service agreement determined by the Board of Education.

### **Allowable Expenses:**

- These funds may be used to provide stipends, housing, or other expenses related to **students' participation** in this component.

### **Non-Allowable Expenses**

- Funds may **NOT** be used to pay fringe benefits or indirect or administrative costs.

### **C. New York State Master Teacher Program**

**Purpose:** The purpose of the Master Teacher Program is to provide funds for Master Teacher Awards in order to attract highly qualified, experienced, expert teachers to teach in low-performing schools. **Only districts with a building designated as Receivership (formerly SURR) or low-performing (Comprehensive Support and Improvement (CSI) or Targeted Support and Improvement (TSI) Schools) are eligible.** Teacher applicants for the award must be National Board certified and employed full-time in a low-performing public school. The initial **annual** award is \$10,000 and is renewable for two additional years. The maximum cumulative total of all awards is \$30,000. These funds are in addition to, and not a part of, the teachers' base salary.

#### **Eligible Applicants:**

Eligible school districts 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.

Eligible Teachers are defined as those teachers who:

- are National Board certified (as determined by The National Board for Professional Teaching Standards, <http://www.nbpts.org>);
- are employed full-time at a receivership or low-performing public school; and
- agree to serve up to three years (one year for each award) at the receivership or low-performing school.

#### **Allowable Expenses**

- These funds must be used to provide stipends awarded to Designated Master Teachers serving in Receivership (formerly SURR) or low-performing schools.

#### **Non-allowable Expenses:**

- Funds may **NOT** be used to pay fringe benefits or indirect or administrative costs on these awards.

## **D. Teacher Recruitment Tuition Reimbursement Program**

**Purpose:** The purpose of the Tuition Reimbursement Program is to provide funds to school districts to reimburse teachers for courses taken toward meeting requirements for professional certification. Reimbursement awards of up to \$700 per course (or the actual cost for an approved course, whichever is less) are available to teachers with initial or transitional certification who do **NOT** hold any professional or permanent certification in New York State. Initial awards may be received for up to three courses (\$2,100) and then renewed for a second year (for up to three courses), but the total initial and renewal awards combined may not exceed \$4,200. There is a one-year service agreement for each award given (up to \$2,100), irrespective of the amount awarded. The maximum award a teacher may receive is \$2,100 per year or \$4,200 for two years, provided that he/she is still in need of six courses for professional certification.

**Approved Course:** A course in a registered program for the preparation of teachers at an accredited New York State institution of higher education, which is taken toward meeting requirements for professional certification to teach in public schools in New York State.

**Eligible Applicants:** School districts may apply for these awards to provide tuition reimbursement to teachers who must meet all three conditions:

- hold initial or transitional certification but do **NOT** hold any permanent or professional certification to teach in public schools in New York State;
- are employed full-time for the school year by a public school in a teacher shortage area or subject shortage area; and
- agree to teach one year in a teacher or subject shortage area as a condition of receiving the award.

### **Allowable Expenses:**

Funds may be used for tuition for courses required for professional or permanent certification.

Teachers can receive a second award for up to three additional courses provided that:

- The teacher still has three courses required for permanent/professional certification; and
- The recipient has provided satisfactory teaching service in the previous year.



**Non-allowable Expenses:**

- Funds may **NOT** be used for professional development courses required to fulfill the 100 hours of Continuing Teacher and Leader Education (CTLE) Requirements. See [Registration & Continuing Teacher and Leader Education \(CTLE\) Requirements \(nysed.gov\)](https://nysed.gov/Registration-Continuing-Teacher-and-Leader-Education-CTLE-Requirements).
- Funds may **NOT** be used for courses in excess of those required for professional or permanent certification.
- Funds may **NOT** be used for fringe benefits or indirect or administrative costs on the awards.

## **E. Summer Teacher Training Program (For New York City Department of Education Schools Only)**

**Purpose:** This program is only available to New York City Department of Education Schools (NYCDOE) to provide intensive summer training for certified teachers employed by the NYCDOE for the first time. Teachers may hold initial, transitional, permanent, or professional certification. Funds may be used for training and orientation activities provided by the school district and are limited to \$1,000 per teacher. Allowable expenses include activities associated with team teaching with cooperative teachers and training to use the new standards and assessments.

**Eligible Applicants:** NYCDOE schools may use these funds to provide intensive summer training for teachers who hold initial, transitional, permanent, or professional certification and who will teach in the NYCDOE schools for the first time.

### **Allowable Expenses:**

Allowable expenses for this program include payment of expenses incurred by the NYCDOE for the training and orientation of certified teachers employed by the district for the first time including:

- Team teaching with cooperating teachers.
- Observing summer school classes.
- Professional Development/Professional Growth activities.
- Ongoing professional development and growth based on differentiated student learning data and teacher evaluation data.
- Development and implementation of Teacher Improvement Plans for teachers rated Developing and Ineffective in order to ensure meaningful improvement opportunities.

### **Non-allowable Expenses:**

- Funds may **NOT** be used for stipends to teachers.

**Funds may NOT be used for fringe benefits or indirect or administrative costs.**

## **Allowable and Non-Allowable Expenditures for Program 1**

See specific expenses under each Grant Category.

### **Budget (FS-10)**

Applicants must submit an FS-10 budget with this application for the initial 13-month project period. The budget will be reviewed and scored.

The applicant must complete the FS-10 Budget Form. Budgeted costs must comply with applicable State and federal laws and regulations and the New York State Education Department's Fiscal Guidelines. These guidelines, as well as the FS-10 form, are available online at the [Grants Finance website](#). The FS-10 must bear the original signature of the Chief School/Administrative Officer.

Information about the categories of expenditures and general information on allowable costs, applicable cost principles and administrative regulations are available in the [Fiscal Guidelines for Federal and State Aided Grants](#).

The budget must clearly reflect allowable expenses for the program for the proposed project period.

For more information, visit the [Grants Finance website](#)

### **Reporting and Monitoring**

Grantees must submit an annual performance report at the end of each grant period. The performance report should demonstrate that substantial progress has been made toward meeting the project goals and the program performance indicators. Additional information about the annual performance report will be made available to grantees by SED after grant awards are made. Grantees who do not demonstrate adequate performance may be discontinued.

#### **A. Notification of Award**

1. All applicants will be notified in writing regarding the disposition of their proposal.
2. Successful applicants will be informed of the amount of their award and the next steps in the Grant process.
3. Applicants not recommended for funding may request a summary of reviewer comments (see description in the debriefing procedure below).

## **B. Reports**

1. School districts must retain records of all grant-funded expenditures by category and a list of participating teachers with a unique identification number for each teacher.
2. For each teacher, the list must include the program category in which he or she is participating, the dollar amount of each award received, and successive awards given.
3. Records must also include copies of service agreements and copies of all forms used by the district in administering the program.
4. If a college grants credit for the **Summer in the City Program**, a course description must also be kept on file.
5. **\*A Final Report will be required annually on the 1<sup>st</sup> of August** for activities conducted between July 1 and June 30 of that program year.
6. The Office of Access, Equity and Community Engagement Services will distribute forms to school districts at least 30 days prior to report dates.
7. Each funded Teachers of Tomorrow project is obligated to submit a renewal package annually, including an FS-10 covering the next project year of the award in a form to be provided by the Office of Access, Equity and Community Engagement Services.
8. Failure to provide required reports when requested may result in a stop payment on future awards and jeopardize future awards until the situation has been resolved to the satisfaction of the SED.

## **Method of Award**

Available funds will be awarded based upon the rating received on the proposals from eligible districts. Proposals will be listed in rank order and awarded funds. Grants will be awarded to eligible school districts based upon proposal scores following a competitive process that considers the following:

- A. Priority group. The priority level of schools is considered in scoring and must be used by districts when determining the schools within the districts receiving specific Teacher of Tomorrow funds. The following priority categories are to be utilized by the district in making funds available to schools: (P1) Receivership Schools that are designated as teacher and/or subject shortage areas; (P2) Low-performing Schools that are designated as teacher and/or subject shortage areas; and (P3) Schools that are designated as teacher and/or subject shortage areas.
- B. Amount of State Appropriations. Not more than 60 percent of funds awarded will be made available to any one school district
- C. A cost analysis of the proposed project budget. Before the amount of a new grant is set, SED does a review of the projected budget of the project. Each

applicant's proposed budget will be reviewed, and adjustments will be made to eliminate non-allowable items and any other items deemed to be inappropriate (costs will be examined to determine if they are necessary, reasonable, and allowable under applicable guidelines, statutes, and regulations). The review of the projected budget shows whether the applicant can achieve the objectives of the project with reasonable efficiency and economy under the budget in the application. There is no guarantee that a school district will be funded to the full amount requested in their application.

- D. A review of both the Narrative and the District Data Form to determine the degree to which school districts meet the criteria established in statute.

In addition:

- The Summer Teacher Training Program funds may only be awarded to New York City.
- The Summer in the City Internship Program funds may only be awarded to New York City, Yonkers, Buffalo, Rochester, and Syracuse.
- Awards for teacher recruitment and outreach activities are only available for the NYC Department of Education. There is a maximum limit of \$225,000 in funding for these activities.

### **Application Review and Rating**

The review process is as follows:

Proposals will be ranked based upon the degree to which they meet the following funding/technical criteria, according to final average scores:

1. Magnitude of teacher and/or subject area shortages in the school district
2. Number of teachers employed in the district teaching with initial or transitional certification
3. Number of Summer in the City student internships proposed
4. Number of new teachers the district intends to hire in the coming school year, particularly in shortage areas
5. Fiscal capacity and geographic isolation of district
6. Number and percentage of High Need Schools in the district
7. Evidence of project collaboration with teacher preparation programs and/or teacher development programs

Final scores will be determined by adding the funding/technical criteria score (maximum 60 points) to the average score for all grant categories applied for (maximum 20 points) and to the budget score for (maximum 20 points). The total maximum score is 100 points.

Each application will be reviewed by two reviewers. For those applications that do not require a third review, the scores of the two reviewers will be averaged to obtain the final average score.

A third review will be performed if there is a difference of more than 15 points between the two scores. In cases where a third review is necessary, the two closest scores will be averaged to obtain the final average score.

Proposals will be ranked in order of final average score from highest to lowest. In the event of tie scores, proposals with the highest score for the Proposal Narrative will be ranked higher.

Proposals that receive a final average score of 60 or more points will be considered for funding. Applicants will be funded in rank order until the funds are exhausted. In the event there are insufficient funds to fund the next-ranked applicant in full, the next-ranked applicant will be given the opportunity to operate a smaller program using the remaining funds.

If new or additional funding becomes available, and SED chooses to distribute this funding to applicants of this current RFP, SED will allocate the funds in this order by:

1. Making whole any funded programs that have received a partial award;
2. Approving awards, in rank order, for eligible applicants who received passing scores, but who did not rank high enough to receive the initial funding; and
3. Allocating additional funds among already awarded programs. Maximum request amounts will be established by distributing funding proportionally (based on total annual budget) to those currently funded projects.

Such plan will be subject to review and approval by the Office of the State Comptroller.

A decrease in funding for any subsequent funding year will result in a proportional reduction to all funded projects based on total annual budget.

### **Debriefing Procedures**

All unsuccessful applicants may request a debriefing within 15 calendar days of receiving notice from SED. Bidders may request a debriefing letter on the selection process regarding this RFP by submitting an email request to the Fiscal Contact Person at: [TOT@nysed.gov](mailto:TOT@nysed.gov)

The Fiscal Contact Person will work with program staff to provide a written summary of the proposal's strengths and weaknesses, as well as recommendations for improvement. Within 10 business days, the program staff will issue a written debriefing letter to the bidder.

## **Grant Award Protest Procedures**

Applicants who receive a notice of non-award or disqualification may protest the SED award decision subject to the following:

1. The protest must be in writing and must contain specific factual and/or legal allegations setting forth the basis on which the protesting party challenges the contract award by SED.
2. The protest must be filed within 10 business days of receipt of a debriefing or disqualification letter. The protest letter must be emailed to:  
  
[TOT@nysed.gov](mailto:TOT@nysed.gov)
3. The SED Contract Administration Unit (CAU) will convene a review team that will include at least one staff member from each of SED's Office of Counsel, CAU, and the Program Office. The review team will review and consider the merits of the protest and will decide whether the protest is approved or denied. Counsel's Office will provide the bidder with written notification of the review team's decision within 10 business days of the receipt of the protest. The original protest and decision will be filed with the Office of the State Comptroller (OSC) when the contract procurement record is submitted for approval, and CAU will advise OSC that a protest was filed.
4. The SED CAU may summarily deny a protest that fails to contain specific factual or legal allegations, or where the protest only raises issues of law that have already been decided by the courts.

## **Submission Instructions for Program 1- TOT**

### **Page Limits and Formatting Specifications**

The Proposal Narrative and Budget Narrative are to be submitted on double-spaced 8.5" x 11" pages with one-inch margins. Charts/tables are not required to adhere to this standard. Use a Times Roman or Arial font in a 12-point size. If the Proposal Narrative and Budget Narratives exceed the page limit, the excess pages will not be read by the reviewers. Do not include any attachments or addenda.

Proposal Narrative – no more than 10 pages

Budget Narrative – no more than 3 pages

### **Proposal Narrative (80 points)**

Provide a comprehensive description of the proposed project. Be clear, precise and adhere to the following required format. The narrative will be reviewed in accordance with the following points and according to the Proposal Narrative Rubric.

#### **1. District Profile (15 points - two pages maximum)**

Describe how the district demonstrates congruence with funding/technical criteria by providing an overview of the district and its needs. Include in your description, as relevant, an outline of district need-to-resource capacity; student needs; school performance; district fiscal capacity; and district location, particularly if located in a remote/rural or under-funded region. Indicate if any of the schools to be funded are also High Need schools. Include both qualitative and quantitative information.

#### **2. Need for Program (35 points - three pages maximum)**

Describe district needs in terms of funding/technical criteria by illustrating the magnitude of teacher and/or subject shortage areas, as well as past, present, and future efforts to hire new teachers, particularly in shortage areas. Provide information regarding the number/percentage of district teachers who currently have initial or transitional certification. Describe any past or present efforts to provide additional training and/or preparation for teachers to obtain professional certification. Include both qualitative and quantitative information.

#### **3. Program Activities (10 points - three pages maximum)**

Provide a detailed explanation of how the district plans to recruit additional teachers in schools that are designated as teacher and/or subject shortage areas. Indicate the number of new teachers that the district intends to hire, particularly in shortage areas. Describe any strategies in place for retaining existing teachers, particularly those in shortage areas. Indicate proposed



Summer in the City internships. Additionally, describe any linkages between the district and teacher preparation programs and/or teacher development programs, such as Teacher Opportunity Corps.

**4. Grant Program Categories (20 points - two pages maximum)**

Provide a description for each grant program for which funding is being requested:

Recruitment Incentive Program

Describe, in detail, the process that the school district will use to recruit and identify award recipients. Include the method to be utilized if the number of qualified applicants exceeds the available funds. Include a description of the mechanism and timing of payment.

Summer in the City Internship Program (for the City School Districts of Buffalo, Rochester, Syracuse, Yonkers, and the New York City Department of Education schools [Big Five])

Describe, in detail, the programs and how students will be chosen. Specify how linkages will be established and maintained with colleges and universities with approved teacher education programs. Explain the duration of the program (at least five weeks), any stipends provided, housing expenses, training and professional development opportunities available, and a description of activities interns will participate in with students. Also, explain the process that will be used to select applicants.

New York State Master Teacher Program

Describe, in detail, the process of recruiting and choosing a master teacher, the role of this person in the Receivership or low-performing school classroom, the way in which the master teacher will be assigned to a classroom, and the arrangements that will be made with the master teacher's current district or union to ensure that he/she can return to his/her former position. Include a description of the mechanism and timing of payment.

Teacher Recruitment Tuition Reimbursement Program

Describe, in detail, the process of choosing teachers eligible for awards, awarding funds, tracking teachers' progress toward professional certification, and tracking total award amounts to each award recipient.

Summer Teacher Training Program (for New York City Department of Education schools only)

Describe, in detail, the process of choosing applicants, the scope and duration of training to be provided, and the methods of providing such training. Describe the measurable learning objectives for any professional development program(s) for which funding is being requested and how they meet known needs in the district. Provide evidence or sources of data that support the design and content of this

work. In addition, a description of the method of ensuring and identifying teachers' attendance at such training is required.

### **Form FS-10 Budget and Narrative (20 points)**

Using the Form FS-10 Budget Form, provide an itemized budget and brief narrative of how the requested funds will be used for the **first year** of the project.

Budgeted items must be reasonable in cost and necessary for the project in order to receive the maximum points. SED staff will eliminate any unallowable or unreasonable items in the budget. Grantees will not be allowed to substitute new items for those that have been eliminated.

Budgeted costs must comply with applicable State and Federal laws and regulations and the SED's Fiscal Guidelines. These guidelines, as well as the FS-10 form, are available online on the [Grants Finance website](#). The FS-10 must bear the original signature of the Chief School/Administrative Officer.

Information about the categories of expenditures and general information on allowable costs, applicable cost principles, and administrative regulations are available in the [Fiscal Guidelines for Federal and State Aided Grants](#).

#### Submission Instructions

Eligible applicants are requested to submit one **(1)** original and two **(2)** copies of the application by **May 23, 2022** as well as one electronic copy via email to TOT@nysed.gov. The mailing address is:

New York State Education Department  
Office of Family and Community Engagement  
**ATTN: Doris Waiters**  
89 Washington Avenue, EBA Room 960  
Albany, New York 12234

**The post and emailed deadline for all applications is 11:59 pm Eastern Time on May 23, 2022.**

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

**Description and Requirements for Program 2 - Teachers of Tomorrow:  
Science, Mathematics, Bilingual Education, and English as a New Language  
Tuition Reimbursement (TOTSMBE) Program**

1. Introduction

The Teachers of Tomorrow Program: Science, Mathematics, Bilingual Education, and English as a New Language (TOTSMBE) Tuition Reimbursement Program, a multi-year Request for Application (RFA), was developed as an allocational grant in 2018-19. A total of \$5 million of the \$25 million statewide appropriation is specifically set aside for initiatives to fill needed teacher shortages and to help improve teacher qualification in science, mathematics, and bilingual education. A total of \$1.5 million of this allocation is reserved for specific demonstration programs. (See section III. Demonstration Program.) Continuation of the program is dependent on annual Legislative support for the period of June 1, 2022 - June 30, 2026.

2. General Program

The Teachers of Tomorrow Science, Mathematics, Bilingual Education, and English as a New Language Tuition Reimbursement Program provides three specific opportunities for eligible Local Education Agencies (LEAs) to recruit and retain teachers in these shortage areas through reimbursement incentives in the following three categories:

- A. Tuition Reimbursement for Professional Certification in Science, Mathematics, and English to Speakers of Other Languages (ESOL)
- B. Tuition Reimbursement for Initial Certification in Science, Mathematics, and ESOL
- C. Tuition Reimbursement for the Bilingual Education Extension

**Priority Rules**

In allocating funds to school buildings, a school district shall give priority in the following order:

- 1. Receivership schools that are experiencing a shortage of teachers in a particular certificate and/or subject area in mathematics, science, bilingual education, and/or ESOL/English as a new language.
- 2. Low-performing Schools (Comprehensive Support and Improvement (CSI) or Targeted Support and Improvement (TSI) Schools) that are experiencing a shortage of teachers in a particular certificate and/or subject area in mathematics, science, bilingual education and/or ESOL/English as a new language.
- 3. Schools that are experiencing a shortage of teachers in a particular certificate and/or subject area in mathematics, science, bilingual education, and/or ESOL/English as a new language.

### **Category A. Tuition Reimbursement for Professional Certification in Science, Mathematics, and English to Speakers of Other Languages (ESOL)**

**Purpose:** The purpose of this category is to enable school districts to recruit and/or retain individuals who have received or will receive a transitional certificate, to teach in a low-performing school, by reimbursing educational costs incurred to fulfill New York State Education Department (SED) requirements for a professional certificate in science, math, or ESOL.

**Award Amount:** Districts may request an award of up to \$10,000 per shortage FTE (See Table 1: Districts with 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. Initial awards are renewable for a second year for up to \$10,000. The maximum cumulative award total per participant after two years is \$20,000.

The total of all awards to a participant may NOT exceed the total of reasonable and necessary educational costs incurred to fulfill SED requirements for the professional certificate.

**Service commitment:** There is a one-year service agreement for each award given irrespective of the amount awarded.

**Eligible Participants:** School districts may apply for these awards to recruit and/or retain individuals (including teachers, prospective teachers, and NYS-certified Level III or pre-professional teaching assistants or equivalent) who meet all of the following conditions:

1. Will receive a transitional certificate, OR possess a transitional certificate, OR possessed a transitional certificate and gained an initial or professional certificate;
2. Will be employed full-time in the district for the school year for which the award is to be made;
3. Agree to teach science, mathematics, or English as a new language in a low-performing school within the district, as a condition of receiving the award;
4. Attain course credit that is acceptable under a relevant certification pathway; and
5. Received a satisfactory performance evaluation in the previous year, as determined by the district (**For Renewal Awards Only**).

### **Category B. Tuition Reimbursement for Initial Certification in Science, Mathematics, and English to Speakers of Other Languages (ESOL)**

**Purpose:** The purpose of this category is to enable school districts to recruit and/or retain individuals who have received or will receive a transitional certificate, to teach in a low-performing school, by reimbursing educational costs incurred to fulfill SED requirements for an initial certificate in science, math, or ESOL.

**Award Amount:** Districts may request an award of up to \$10,000 per shortage FTE (See Table 1: Districts with 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 initial certificate. Initial awards are renewable for a second year for up to \$10,000. The maximum cumulative award total per participant after two years is \$20,000.

The total of all awards to a participant may NOT exceed the total of reasonable and necessary educational costs incurred to fulfill SED requirements for the initial certificate.

**Service Commitment:** There is a one-year service agreement for each award given, irrespective of the amount awarded.

**Eligible Participants:** School districts may apply for funds to recruit and/or retain individuals (including teachers, prospective teachers, and NYS-certified Level III or pre-professional teaching assistants or equivalent) who meet all of the following requirements:

1. Will receive a transitional certificate, OR possess a transitional certificate, OR possessed a transitional certificate, gained an initial certificate, and are seeking an additional initial certificate;
2. Will be employed full-time in the district for the school year for which the award is to be made;
3. Agree to teach science, mathematics, or English as a new language in a low-performing school within the district, as a condition of receiving the award;
4. Attain course credit that is acceptable under a relevant certification pathway; and
5. Received a satisfactory performance evaluation in the previous year, as determined by the district (**For Renewal Awards Only**).

### **Category C. Tuition Reimbursement for the Bilingual Education Extension**

**Purpose:** The purpose of this category is to enable school districts to recruit and/or retain individuals who have received or will receive a transitional certificate to teach in a low-performing school, by reimbursing educational costs incurred to fulfill SED requirements for a Bilingual Education Extension.

**Award Amount:** Districts may request an award of up to \$10,000 per shortage FTE (See Table 1: Districts with 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 Bilingual Education Extension. Initial awards are renewable for a second year for up to \$10,000. The maximum cumulative award total per participant after two years is \$20,000.

The total of all awards to a participant may NOT exceed the total of reasonable and necessary educational costs incurred to fulfill SED requirements for the Bilingual Education Extension.

**Service Commitment:** There is a one-year service agreement for each award given (up to \$10,000), irrespective of the amount awarded.

**Eligible Participants:** School districts may apply for these awards to provide funds to attract, recruit, and/or retain individuals (including teachers, prospective teachers, and NYS-certified Level III or pre-professional teaching assistants or equivalent) who meet all of the following requirements:

1. Will receive a transitional certificate, OR possess a transitional certificate, OR possessed a transitional certificate and gained an initial or professional certificate;
2. Have received or will receive a Bilingual Education Extension;
3. Will be employed full-time in the district for the school year for which the award is to be made;
4. Agree to teach in a bilingual education assignment in a low-performing school within the district, as a condition of receiving the award;
5. Attain course credit that is acceptable under a relevant certification pathway; and
6. Received a satisfactory performance evaluation in the previous year as determined by the district, as a bilingual education teacher (**For Renewal Awards Only**).

#### **Allowable Expenditures for All Categories**

Funds shall be used to reimburse educational costs that the participant incurred prior to receiving this award, which were reasonable and necessary to fulfill SED requirements for the relevant credential (initial or professional certification in science, mathematics, or ESOL, or a Bilingual Education Extension). Such costs may include:

- Tuition
- Student loans
- Books
- Fees

Because awards to a participant may not exceed the total of reasonable and necessary educational costs incurred to fulfill SED requirements for the relevant credential, the SED expects that award amounts will vary across participants.

#### **Non-Allowable Expenditures for All Categories**

- These awards shall be given in addition to, and are **NOT** part of, the teacher's base salary.

- Funds may **NOT** be used for professional development courses required to fulfill the 100 hours of Continuing Teacher and Leader Education (CTLE) Requirements. See [Registration & Continuing Teacher and Leader Education \(CTLE\) Requirements \(nysed.gov\)](https://www.nysed.gov/registration-continuing-teacher-and-leader-education-ctle-requirements).
- Funds may **NOT** be used for costs in excess of those required for the credential being sought, or for courses in which the candidate did not meet minimum grade requirements for the certification pathway. Note that a grade of C or above for undergraduate coursework or B- or above for graduate coursework is required for the Individual Evaluation pathway, and Approved Programs may have minimum grade requirements as well.
- Funds may **NOT** be used for amounts in excess of actual educational costs, reasonable and necessary to fulfill SED requirements for the relevant credential.
- Funds may **NOT** be used for fringe benefits or indirect or administrative costs on the awards.
- Funds may **NOT** supplant local funds currently used for similar purposes.



## Program 2 - Eligible Applicants and Allocation of Funds

Eligible applicants are:

- a) School districts with shortages in target areas of the RFA and have a low-performing school; and
- b) School districts with shortages in the target areas of the RFA and with at least one school on the Potential TSI and CSI list.

For a list of TSI and CSI or Potential TSI and CSI schools, see “NYS District and School Accountability Status” list posted at:

<https://data.nysed.gov/files/essa/19-20/2020-21NYSAccountabilityStatuses.xlsx>

For convenience, a list of districts that meet criterion (a) and/or (b) as outlined above, is included in Table 1.

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.

School districts may apply for both Teachers of Tomorrow and Teachers of Tomorrow: Science, Mathematics, Bilingual Education and English as New Language (if applicable); however, no individual teacher may receive an award from more than one program category in the same school year. Additionally, not more than 60 percent of funds awarded will be made available to any one school district.

**Table 1. Districts with Shortages in the Target areas and have either:  
a) a low-performing school OR b) at least one school on the Potential TSI and CSI list**

BEDS CODE	DISTRICT NAME	SHORTAGE FTE
80101040000	Afton Central School District	0.22
10100010000	Albany City School District	0.65
220202040000	Alexandria Central School District	1.00
270100010000	Amsterdam City School District	1.28
571901040000	Arkport Central School District	1.00
50100010000	Auburn City School District	4.00
90201040000	AuSable Valley Central School District	0.38
180300010000	Batavia City School District	0.50
130200010000	Beacon City School District	0.67
660102060000	Bedford Central School District	0.87
30200010000	Binghamton City School District	6.46
580512030000	Brentwood Union Free School District	7.03

BEDS CODE	DISTRICT NAME	SHORTAGE FTE
580203020000	Brookhaven-Comsewogue Union Free School District	0.04
490202040000	Brunswick Central School District (Brittonkill)	1.17
161601040000	Brushton-Moira Central School District	1.85
140600010000	Buffalo City School District	19.01
480102060000	Carmel Central School District	1.40
60401040000	Cassadaga Valley Central School District	0.58
120401040000	Charlotte Valley Central School District	0.27
160801040000	Chateaugay Central School District	0.72
140701060000	Cheektowaga Central School District	0.17
440201020000	Chester Union Free School District	2.00
500101060000	Clarkstown Central School District	4.29
411101060000	Clinton Central School District	0.14
541102060000	Cobleskill-Richmondville Central School District	0.27
571000010000	Corning City School District	1.00
110200010000	Cortland City School District	1.00
190501040000	Coxsackie-Athens Central School District	0.33
241101040000	Dalton-Nunda Central School District (Keshequa)	0.74
211003040000	Dolgeville Central School District	1.30
120301040000	Downsville Central School District	0.25
610301060000	Dryden Central School District	1.34
680801040000	Dundee Central School District	0.75
60800010000	Dunkirk City School District	1.76
260801060000	East Irondequoit Central School District	0.20
500402060000	East Ramapo Central School District (Spring Valley)	6.63
261313030000	East Rochester Union Free School District	0.44
590801040000	Eldred Central School District	0.52
70600010000	Elmira City School District	1.00
660409020000	Elmsford Union Free School District	0.88
590501060000	Fallsburg Central School District	1.00
280522030000	Farmingdale Union Free School District	0.20
640601020000	Fort Edward Union Free School District	0.17
210402060000	Frankfort-Schuyler Central School District	0.33
650902040000	Gananda Central School District	0.67
430700010000	Geneva City School District	2.83
540801040000	Gilboa-Conesville Central School District	0.43
170500010000	Gloversville City School District	0.54
42801060000	Gowanda Central School District	1.56
260501060000	Greece Central School District	1.00
190701040000	Greenville Central School District	1.46
610501040000	Groton Central School District	0.12
630801040000	Hadley-Luzerne Central School District	0.09
120906040000	Hancock Central School District	0.51

BEDS CODE	DISTRICT NAME	SHORTAGE FTE
30501040000	Harpurville Central School District	0.63
280201030000	Hempstead Union Free School District	4.77
511301040000	Hermon-Dekalb Central School District	0.50
620803040000	Highland Central School District	1.00
261101060000	Hilton Central School District	0.27
571800010000	Hornell City School District	1.60
101300010000	Hudson City School District	0.14
580502020000	Islip Union Free School District	0.50
610600010000	Ithaca City School District	1.09
61700010000	Jamestown City School District	0.58
572702040000	Jasper-Troupsburg Central School District	0.10
540901040000	Jefferson Central School District	1.00
31502060000	Johnson City Central School District	0.25
170600010000	Johnstown City School District	1.00
620600010000	Kingston City School District	0.75
420807040000	Lafayette Central School District	3.40
151102040000	Lake Placid Central School District	2.12
662401060000	Lakeland Central School District	2.55
141901060000	Lancaster Central School District	0.54
490601060000	Lansingburgh Central School District	1.03
400400010000	Lockport City School District	0.99
580212060000	Longwood Central School District	1.45
251101040000	Madison Central School District	0.33
161501060000	Malone Central School District	0.75
110901040000	Marathon Central School District	0.48
280523030000	Massapequa Union Free School District	0.17
512001060000	Massena Central School District	0.29
170801040000	Mayfield Central School District	0.33
580211060000	Middle Country Central School District	0.14
441000010000	Middletown City School District	3.43
471101040000	Milford Central School District	0.29
441201060000	Monroe-Woodbury Central School District	0.22
591401060000	Monticello Central School District	0.06
212001040000	Mount Markham Central School District	0.49
660900010000	Mount Vernon School District	1.60
661100010000	New Rochelle City School District	1.00
300000010000	New York City Department of Education	1,081
441600010000	Newburgh City School District	1.95
151001040000	Newcomb Central School District	0.61
610901040000	Newfield Central School District	0.22
400701060000	Niagara-Wheatfield Central School District	3.00
142201040000	North Collins Central School District	0.54

BEDS CODE	DISTRICT NAME	SHORTAGE FTE
10623060000	North Colonie CSD	0.48
131101040000	Northeast Central School District	0.33
280211030000	Oceanside Union Free School District	2.18
550101040000	Odessa-Montour Central School District	0.45
42400010000	Olean City School District	2.00
471400010000	Oneonta City School District	0.27
621201060000	Onteora Central School District	0.35
661401030000	Ossining Union Free School District	2.00
650901060000	Palmyra-Macedon Central School District	0.25
512501040000	Parishville-Hopkinton Central School District	0.33
661500010000	Peekskill City School District	2.70
680601060000	Penn Yan Central School District	0.40
440401060000	Pine Bush Central School District	1.30
91200010000	Plattsburgh City School District	1.20
280404030000	Port Washington Union Free School District	0.75
131500010000	Poughkeepsie City School District	1.63
630902030000	Queensbury Union Free School District	0.07
10402060000	Ravena-Coeymans-Selkirk Central School District	4.17
491200010000	Rensselaer City School District	0.63
261600010000	Rochester City School District	17.63
411800010000	Rome City School District	0.69
280208030000	Roosevelt Union Free School District	0.60
591301040000	Roscoe Central School District	0.25
530515060000	Rotterdam-Mohanasen Central School District	0.25
580205060000	Sachem Central School District	0.88
580305020000	Sag Harbor Union Free School District	0.20
43200050000	Salamanca City School District	3.04
161401060000	Saranac Lake Central School District	1.08
530600010000	Schenectady City School District	2.82
530202060000	Scotia-Glenville Central School District	0.30
560701060000	Seneca Falls Central School District	1.00
280252070000	Sewanhaka Central High School District	1.83
82001040000	Sherburne-Earlville Central School District	0.14
580601040000	Shoreham-Wading River Central School District	1.43
580235060000	South Country Central School District	0.25
580906030000	Southampton Union Free School District	0.07
261001060000	Spencerport Central School District	0.29
500401060000	Suffern Central School District	0.10
591502040000	Sullivan West Central School District	0.44
140207060000	Sweet Home Central School District	0.17
421800010000	Syracuse City School District	40.36

BEDS CODE	DISTRICT NAME	SHORTAGE FTE
100501040000	Taconic Hills Central School District	0.33
491700010000	Troy City School District	0.80
280202030000	Uniondale Union Free School District	7.38
31501060000	Union-Endicott Central School District	0.17
412300010000	Utica City School District	4.39
621801060000	Walkkill Central School District	0.55
132101060000	Wappingers Central School District	0.54
442101060000	Warwick Valley Central School District	1.00
440102060000	Washingtonville Central School District	1.00
222000010000	Watertown City School District	0.75
600101060000	Waverly Central School District	2.00
210302040000	West Canada Valley Central School District	2.00
420101060000	West Genesee Central School District	0.20
260803060000	West Irondequoit Central School District	1.00
580509030000	West Islip Union Free School District	0.50
142801060000	West Seneca Central School District	1.00
262001040000	Wheatland-Chili Central School District	0.75
662200010000	White Plains City School District	0.75
580232030000	William Floyd Union Free School District	0.20
151701040000	Willsboro Central School District	1.33
662300010000	Yonkers City School District	6.20

### 3. Demonstration Programs

#### **A. For Yonkers and Syracuse School Districts (ONLY)**

As provided in the enacted budget, a combined total of up to \$500,000 shall be made available for demonstration projects (at up to \$250,000 each) to increase the number of teachers who teach mathematics, science, and related areas who have a transitional certificate. These districts must present a plan outlining the uses of the funds, the goals to be measured, and a coherent plan which will be executed. Additionally, districts should submit an FS10, Budget Narrative and Composite Budget to request funds.

#### **B. (For IHEs Only) Matching Grant Option**

**Guidance for this funding opportunity will be issued in a separate and later announcement.**

## **Method of Award**

NYSED will allocate \$1.5 million to support demonstration programs, as specified in the enacted budget. The remaining \$3.5 million will be allocated among all eligible applicants who successfully complete the application requirements outlined in this document. In reviewing applications, SED staff will eliminate any unallowable or unreasonable items in the budget.

If new or additional funding becomes available, or if any of the eligible applicants do not apply under the current RFA, and SED chooses to distribute the funding to applicants of this current RFA, SED will allocate the funds among already awarded districts. Districts will be required to submit a revised budget as well as a written description of how the additional funds will be used, for SED review and approval. Maximum request amounts will be established by distributing funding proportionally (based on the relative sizes of the previously listed initial grant allocations) to those districts that accept the opportunity for additional funding. Districts may propose to use any additional funds they receive to award additional participants and/or to increase award amounts to already awarded participants, up to the maximum award amount. The SED reserves the right to increase the maximum award amount for this program.

## **Notification of Award**

All applicants will be notified via email regarding the disposition of their application. Successful applicants will be informed of the amount of their award and the next steps in the grant process.

## **Funding Policy**

There will no automatic initial payment on these awards. Districts will draw down funds using an FS-25 Request for Funds (available on the [Grants Finance website](#)), which they can submit as needed (up to monthly).

The proposed budget will be reviewed for the appropriateness of the expenditures. SED will eliminate any items deemed to be non-allowable or inappropriate and calculate the amount of the proposed grant award accordingly.

## **Reporting and Monitoring**

1. Districts must retain records of all grant-funded expenditures by category and a list of participating teachers with a unique identification number for each teacher.
2. For each teacher, the list must include the program category (A, B, or C) in which he or she is participating, the dollar amount of each award received, and successive awards given.

3. Records must also include copies of service agreements and copies of all forms used by the district in administering the program.
4. Grantees must submit an annual performance report at the end of each grant period but no later than the 1<sup>st</sup> of August for activities conducted between July 1 and June 30 of that project year. Additional information about the annual performance report will be made available to grantees by SED after grant awards are made. Failure to provide required reports when requested may result in a stop payment on future awards and jeopardize future awards until the situation has been resolved to the satisfaction of SED.

### Entities' Responsibility

1. Projects must operate under the jurisdiction of the local board of education, or other appropriate governing body, and are subject to at least the same degree of accountability as all other expenditures of the local agency.
2. All grant funds must be utilized in accordance with the guidelines of the RFA, the applicable statutes, regulations, district policies, and the grant award.
3. The local board of education, or other appropriate governing body, is responsible for the proper disbursement of, and accounting for, project funds.
4. Supporting or source documents that authorize the disbursement of grant funds are required for all grant-related transactions entered into the local agency's recordkeeping system. Source documents that authorize the disbursement of grant funds consist of purchase orders, contracts, time and effort records, delivery receipts, vendor invoices, travel documentation and payment documents.
5. Supporting documentation for the grant must be kept for at least six years after the final payment is made unless otherwise specified by statute, regulation, audit finding, or legal action. An audit or legal action will "freeze the clock" for record retention purposes.
6. All records and documentation must be available for inspection by SED officials or representatives. For additional information about grants, please refer to the [Fiscal Guidelines for Federal and State Aided Grants](#).
7. Each funded TOTSMBE project is obligated to submit a reapplication annually including an FS-10 covering the next year of the award in whatever form may be provided by SED.

### **Submission Instructions for Program 2-TOTSMBE**

To be granted an annual funding allocation, eligible districts must submit an application that includes all materials listed in the **Application Checklist**. This section provides guidance on the content and format for each component of that submission.

### **Page Limits and Formatting Specifications**

The Proposal Narrative and Budget Narrative are to be submitted on double-spaced 8.5" x 11" pages with one-inch margins. Use a Times Roman or Arial font in a 12-point size. Required forms are not counted in these page limits.

Proposal Narrative - no more than four pages  
Budget Narrative - no more than one page

### **Proposal Narrative**

Describe how the district will use its award to recruit and/or retain individuals who have received or will receive a transitional certificate, to teach in a low-performing school, by reimbursing educational costs incurred to fulfill SED requirements for initial or professional certification in science, mathematics, or ESOL, or for a Bilingual Education Extension. Specifically respond to the following questions:

1. How will the district identify candidates eligible for this program?
2. How will the district select participants to receive an award, particularly if the number of qualified candidates exceeds the available funds? Be sure to address the Priority rule.
3. Describe the mechanism and timing of payment.
4. How will the district ensure that funds are being used for allowable expenses only?
5. How will the funding supplement—not supplant—current local efforts related to the recruitment and retention of teachers? How will the district ensure that such current efforts are maintained?
6. How will the district ensure completion of the service commitment? Please provide a copy of a sample service agreement.
7. Provide the name, title, and role of each staff member responsible for managing program activities and providing program oversight.

### **Form FS-10 Budget and Narrative**

Using the FS-10 Budget Form, provide an itemized budget and brief narrative of how the requested funds will be used for the first project period of June 1, 2022 – June 30, 2023. The FS-10 is available on the [Grants Finance website](#).

Budgeted items must be reasonable in cost and necessary for the project. Proposed expenditures must be supplemental and may not supplant or duplicate services currently provided. SED staff will eliminate any unallowable or unreasonable items in the budget.

Budgeted costs must be in compliance with applicable State and Federal laws and regulations and the SED's Fiscal Guidelines. These guidelines, as well as the FS-10 form, are available online on the [Grants Finance website](#). The FS-10 must bear the original signature of the Chief School/Administrative Officer.

Information about the categories of expenditures and general information on allowable costs, applicable cost principles, and administrative regulations are available in the [Fiscal Guidelines for Federal and State Aided Grants](#).



Submission Instructions

Eligible applicants are requested to submit one **(1)** original and two **(2)** copies of the application by **May 23, 2022** as well as one electronic copy via email to TOT@nysed.gov. The mailing address is:

New York State Education Department  
Office of Family and Community Engagement  
**ATTN: Doris Waiters**  
89 Washington Avenue, EBA Room 960  
Albany, New York 12234

**The post and emailed deadline for all applications is 11:59 pm Eastern Time on May 23, 2022.**

## **Program 1 and 2 Required Terms and Certifications**

**Payee Information Form/NYSED Substitute W-9** – The [Payee Information Form](#) is a packet containing the Payee Information Form itself and an accompanying NYSED Substitute W-9. The NYSED Substitute W-9 may or may not be needed from your agency. Please follow the specific instructions provided with the form. The Payee Information Form is used to establish the identity of the applicant organization and enables it to receive federal (and/or State) funds through NYSED.

NYSED's Reservation of Rights

NYSED reserves the right to: (1) reject any or all proposals received in response to the RFP; (2) withdraw the RFP at any time, at the agency's sole discretion; (3) make an award under the RFP in whole or in part; (4) disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP; (5) seek clarifications of proposals; (6) use proposal information obtained through site visits, management interviews and the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP; (7) prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available; (8) prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments; (9) change any of the scheduled dates; (10) waive any requirements that are not material; (11) negotiate with the successful bidder within the scope of the RFP in the best interests of the state; (12) conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder; (13) utilize any and all ideas submitted in the proposals received; (14) unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 90 days from the bid opening; (15) require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation; (16) request best and final offers.

### **Workers' Compensation Coverage and Debarment**

New York State Workers' Compensation Law (WCL) has specific coverage requirements for businesses contracting with New York State and additional requirements which provide for the debarment of vendors that violate certain sections of WCL. The WCL requires and has required since introduction of the law in 1922, the heads of all municipal and State entities to ensure that businesses have appropriate workers' compensation and disability benefits insurance coverage *prior* to issuing any permits or licenses, or *prior* to entering into contracts.

Workers' compensation requirements are covered by WCL Section 57, while disability benefits are covered by WCL Section 220(8). The Workers' Compensation Benefits clause in Appendix A – STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS states that in accordance with Section 142 of the State Finance Law, a contract shall be

void and of no force and effect unless the contractor provides and maintains coverage during the life of the contract for the benefit of such employees as are required to be covered by the provisions of the WCL.

Under provisions of the 2007 Workers' Compensation Reform Legislation (WCL Section 141-b), any person, or entity substantially owned by that person: subject to a final assessment of civil fines or penalties, subject to a stop-work order, or convicted of a misdemeanor for violation of Workers' Compensation laws Section 52 or 131, is barred from bidding on, or being awarded, any public work contract or subcontract with the State, any municipal corporation or public body for one year for each violation. The ban is five years for each felony conviction.

### PROOF OF COVERAGE REQUIREMENTS

The Workers' Compensation Board has developed several forms to assist State contracting entities in ensuring that businesses have the appropriate workers' compensation and disability insurance coverage as required by Sections 57 and 220(8) of the WCL.

***Please note – an ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.***

#### **Proof of Workers' Compensation Coverage**

To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a State contract submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate workers' compensation insurance coverage:

- **Form C-105.2** – Certificate of Workers' Compensation Insurance issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12**– Certificate of Workers' Compensation Self-Insurance; or **Form GSI-105.2** Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- **CE-200**– Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

#### **Proof of Disability Benefits Coverage**

To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a State contract must submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the

following forms from the contractor and submit to OSC to prove the contractor has appropriate disability benefits insurance coverage:

- **Form DB-120.1** - Certificate of Disability Benefits Insurance; or
- **Form DB-155**- Certificate of Disability Benefits Self-Insurance; or
- **CE-200**– Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage.

For additional information regarding workers' compensation and disability benefits requirements, please refer to the [New York State Workers' Compensation Board website](#). Alternatively, questions relating to either workers' compensation or disability benefits coverage should be directed to the NYS Workers' Compensation Board, Bureau of Compliance at (518) 486-6307.

#### Accessibility of Web-Based Information and Applications

Any documents, web-based information and applications development, or programming delivered pursuant to the contract or procurement, will comply with New York State Education Department IT Policy NYSED-WEBACC-001, Web Accessibility Policy as such policy may be amended, modified or superseded, which requires that state agency web-based information, including documents and applications are accessible to persons with disabilities. Documents, web-based information, and applications must conform to NYSED-WEBACC-001 as determined by quality assurance testing. Such quality assurance testing will be conducted by a NYSED employee or contractor and the results of such testing must be satisfactory to NYSED before web-based information and applications will be considered a qualified deliverable under the contract or procurement.

#### Public Relations/Attributions of Funding

Any public relations materials and activities, such as project brochures and award ceremonies, shall acknowledge that the project and its activities are supported, in whole or in part, by a Teachers of Tomorrow grant from the New York State Education Department. When local, statewide, or national media report on the project's success, NYSED funding must be acknowledged. The district should submit copies of all local, statewide, or national media stories about the project and/or the project participants and staff to NYSED at the program email address: [TOT@nysed.gov](mailto:TOT@nysed.gov)

## **Appendices and Attachments**

Appendix A: Standard Clauses for NYS Contracts

Appendix A-1G: Agency-Specific Clauses

Appendix Z: Required Certifications and Assurances

Attachment: [Link to NYS District and School Accountability Status](#)  
[Link to teacher shortage areas in New York State](#)

Program 1 Attachments: [Application Checklist](#)  
[Application Cover Page](#)  
[Funds Requested](#)  
[District Data](#)  
[Application Evaluation Rubric](#)

Program 2 Attachments: [Application Checklist](#)  
[Application Cover Page](#)  
[Funds Requested](#)

**Appendix A**  
**STANDARD CLAUSES FOR NYS CONTRACTS**

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

**3. COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law § 163.6-a). However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or for a purchase order or other transaction issued under such centralized contract.

**4. WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

**5. NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with

Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

**8. INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including

any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

**10. RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

**11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.** (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

**12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.** In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting



agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a," "b," and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

**13. CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

**14. GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

**15. LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

**16. NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

**17. SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

**18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

**19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

**20. OMNIBUS PROCUREMENT ACT OF 1992.** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business  
Albany, New York 12245  
Telephone: 518-292-5100  
Fax: 518-292-5884  
email: [opa@esd.ny.gov](mailto:opa@esd.ny.gov)

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business Development  
633 Third Avenue  
New York, NY 10017  
212-803-2414  
email: [mwbecertification@esd.ny.gov](mailto:mwbecertification@esd.ny.gov)  
[NYS M/WBE Directory](#)

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)–(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

- (a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;
- (b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;
- (c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and
- (d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

**21. RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) ) require that they be denied contracts which they would otherwise obtain. NOTE: As of October 2019, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

**22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law § 899-aa and State Technology Law § 208) and commencing March 21, 2020 shall also comply with General Business Law § 899-bb.

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.** If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

**24. PROCUREMENT LOBBYING.** To the extent this agreement is a "procurement contract" as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.**

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

**26. IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("[Prohibited Entities List](#)").

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract; it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

**27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT.** Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

(October 2019)

## APPENDIX A-1-G

### General

- A. In the event that the Contractor shall receive, from any source whatsoever, sums the payment of which is in consideration for the same costs and services provided to the State, the monetary obligation of the State hereunder shall be reduced by an equivalent amount provided, however, that nothing contained herein shall require such reimbursement where additional similar services are provided and no duplicative payments are received.
- B. This agreement is subject to applicable Federal and State Laws and regulations and the policies and procedures stipulated in the NYS Education Department Fiscal Guidelines found at <http://www.nysed.gov/cafe/>.
- C. For each individual for whom costs are claimed under this agreement, the contractor warrants that the individual has been classified as an employee or as an independent contractor in accordance with 2 NYCRR 315 and all applicable laws including, but not limited to, the Internal Revenue Code, the New York Retirement and Social Security Law, the New York Education Law, the New York Labor Law, and the New York Tax Law. Furthermore, the contractor warrants that all project funds allocated to the proposed budget for Employee Benefits, represent costs for employees of the contractor only and that such funds will not be expended on any individual classified as an independent contractor.
- D. Any modification to this Agreement that will result in a transfer of funds among program activities or budget cost categories, but does not affect the amount, consideration, scope or other terms of this Agreement must be approved by the Commissioner of Education and the Office of the State Comptroller when:
  - a. The amount of the modification is equal to or greater than ten percent of the total value of the contract for contracts of less than five million dollars; or
  - b. The amount of the modification is equal to or greater than five percent of the total value of the contract for contracts of more than five million dollars.
- E. Funds provided by this contract may not be used to pay any expenses of the State Education Department or any of its employees.

### Terminations

- A. The State may terminate this Agreement without cause by thirty (30) days prior written notice. In the event of such termination, the parties will adjust the accounts due and the Contractor will undertake no additional expenditures not already required. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder.

### Responsibility Provisions

#### A. General Responsibility Language

The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of Education or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

B. Suspension of Work (for Non-Responsibility)

The Commissioner of Education or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of Education or his or her designee issues a written notice authorizing a resumption of performance under the Contract.

C. Termination (for Non-Responsibility)

Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate SED officials or staff, the Contract may be terminated by the Commissioner of Education or his or her designee at the Contractor's expense where the Contractor is determined by the Commissioner of Education or his or her designee to be non-responsible. In such event, the Commissioner or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

Safeguards for Services and Confidentiality

- A. Any copyrightable work produced pursuant to said agreement shall be the sole and exclusive property of the New York State Education Department. The material prepared under the terms of this agreement by the Contractor shall be prepared by the Contractor in a form so that it will be ready for copyright in the name of the New York State Education Department. Should the Contractor use the services of consultants or other organizations or individuals who are not regular employees of the Contractor, the Contractor and such organization or individual shall, prior to the performance of any work pursuant to this agreement, enter into a written agreement, duly executed, that shall set forth the services to be provided by such organization or individual and the consideration therefor. Such agreement shall provide that any copyrightable work produced pursuant to said agreement shall be the sole and exclusive property of the New York State Education Department and that such work shall be prepared in a form ready for copyright by the New York State Education Department. A copy of such agreement shall be provided to the State.
- B. All reports of research, studies, publications, workshops, announcements, and other activities funded as a result of this proposal will acknowledge the support provided by the State of New York.
- C. This agreement cannot be modified, amended, or otherwise changed except by a written agreement signed by all parties to this contract.
- D. No failure to assert any rights or remedies available to the State under this agreement shall be considered a waiver of such right or remedy or any other right or remedy unless such waiver is contained in a writing signed by the party alleged to have waived its right or remedy.
- E. Expenses for travel, lodging, and subsistence shall be reimbursed in accordance with the policies stipulated in the aforementioned Fiscal guidelines.
- F. No fees shall be charged by the Contractor for training provided under this agreement.
- G. Nothing herein shall require the State to adopt the curriculum developed pursuant to this agreement.
- H. All inquiries, requests, and notifications regarding this agreement shall be directed to the Program Contact or Fiscal Contact shown on the Grant Award included as part of this agreement.

- I. This agreement, including all appendices, is, upon signature of the parties and the approval of the Attorney General and the State Comptroller, a legally enforceable contract. Therefore, a signature on behalf of the Contractor will bind the Contractor to all the terms and conditions stated therein.
- J. The parties to this agreement intend the foregoing writing to be the final, complete, and exclusive expression of all the terms of their agreement.

Rev. 5/12/14

## Appendix Z

### Required Assurances and Certifications

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The following assurances and certifications are a component of your application. ***By signing the certification on the application cover page, you are ensuring accountability and compliance with applicable State and federal laws, regulations, and grants management requirements.***

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#### Sexual Harassment Prevention Certification

By submission of this application, each applicant and each person signing on behalf of any applicant certifies, and in the case of a joint application each party thereto certifies its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

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## **ATTACHMENT 1-0**

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.

They include the 2020-2021 shortage subject areas in New York State as seen on the U.S. Department of Education [Teacher Shortage Area website](#) and the [high-need fields](#) identified at the federal level.

For a list of TSI and CSI or Potential TSI and CSI schools see “NYS District and School Accountability Status” list posted at:

<https://data.nysed.gov/files/essa/19-20/2020-21NYSAccountabilityStatuses.xlsx>

**PROGRAM 1 - ATTACHMENT 1**

**Teachers of Tomorrow Application Checklist**

Listed below are the required documents for a complete application package, in the order that they should be submitted. Use this checklist to ensure that your application submission is complete and in compliance with application instructions.

Required Documents	Checked – Applicant	Checked – SED
Application Cover Page with Original Signature of Chief Administrative Officer	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Payee Information Form</a> (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Application Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Proposal Narrative	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">FS-10 Budget</a> (signature required)	<input type="checkbox"/>	<input type="checkbox"/>
Budget Narrative and Composite	<input type="checkbox"/>	<input type="checkbox"/>
Worker’s Compensation Documentation (encouraged)	<input type="checkbox"/>	<input type="checkbox"/>
Disability Benefits Documentation (encouraged)	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>SED Comments:</b></p> <p>Has the applicant complied with the application instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SED Reviewer: _____ Date: _____</p>		

**PROGRAM 1 - ATTACHMENT 2**

**Teachers of Tomorrow  
Application Cover Page**

**Agency Code**

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Name Applicant agency:		Name and Title of Contact Person:	
Address:		Telephone:	
City:	ZIP Code:	Fax:	
County:		E-Mail:	
<p>I hereby certify that I am the applicant's chief school/administrative officer and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Assurances, Certifications, Appendix A, Appendix A-1G, and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the NYS Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.</p>			
Original Signature of Chief Administrative Officer:		Typed Name of Chief Administrative Officer:	
Date:			

**PROGRAM 1 - ATTACHMENT 3**

**FUNDS REQUESTED**

Please complete the following table by providing requested information for each funding category applied for. **(Please read the Grant Funded Programs section carefully. Some of the categories contain restrictions.)**

<b>Category</b>	<b>Dollar Amount Requested</b>	<b>Number of teachers/interns who will be funded</b>	<b>Subjects taught by teachers funded</b>
Recruitment Incentive Program			
Summer in the City Internship Program *			
NYS Master Teacher Program			
Teacher Recruitment Tuition Reimbursement			
Summer Teacher Training Program **			
Teacher Outreach and Recruitment ***			
<b>Totals</b>			

Please note: Individual teachers may receive funds from only one category in a given school year but may receive multiple awards from that category in successive years if it is so stipulated in the guidelines. Required reports will require names and a unique identification number of teachers receiving funds from each category.

\* The Summer in the City Internship Program is limited to City School Districts in Buffalo, Rochester, Syracuse and Yonkers and NYCDOE.

\*\* The Summer Teacher Training Program is limited to NYCDOE only.

\*\*\* Teacher Outreach and Recruitment is limited to up to \$225,000 for NYCDOE only.

**PROGRAM 1 - ATTACHMENT 4**

**DISTRICT DATA**

The following information is required as part of the application. Both number and percentage (if applicable) of the total are required for the application:

	<b>Number</b>	<b>Percentage</b>
<b>Number</b> of schools in the district		
<b>Number and percentage</b> of schools designated as Receivership		
<b>Number and percentage</b> of schools designated as low-performing schools		
<b>Number and percentage</b> of schools designated as Teacher/Subject shortage areas		
District <b>annual turnover rate</b> for certified teachers		
<b>Total number</b> of full-time teachers currently employed in district		
<b>Number and percentage</b> of teachers with 20 years of service or more		
<b>Number and percentage</b> of teachers with permanent/professional certification		
<b>Number and percentage</b> of teachers with less than 5 years of service		
<b>Number and percentage</b> of teachers with initial or transitional certification		
<b>Number and percentage</b> of teaching positions currently vacant		
<b>Number and percentage</b> of teaching vacancies in subject-shortage areas		

Does the district have a teacher or subject shortage area?       Yes       No

Has the district been identified as low-performing?       Yes       No

Type of district       Urban       Suburban       Rural

**PROGRAM 1 - ATTACHMENT 5**

***Application Evaluation Rubric***

**Teachers of Tomorrow Program**

Applicant:			
Reviewer  Initials	Review Completed:	Funding Requested:	Score:

**Funding Categories Requested**

Check all that apply:

- Recruitment Incentive Program
- Summer in the City Internship Program
- NYS Master Teacher Program
- Teacher Recruitment Tuition Reimbursement
- Summer Teacher Training Program

**Funding/Technical Priorities**

Check all that apply:

- District will use funds to address teacher and/or subject shortage areas in Receivership schools
- District will use funds to address teacher and/or subject shortage areas in Low-performing schools
- District will use funds for schools that are designated as teacher and/or subject shortage areas

**Narrative**

Rating Guidelines:

- Very Good - Specific and comprehensive. Complete, detailed, and clearly articulated information as to how the criteria are met. Well-conceived and thoroughly developed ideas.
- Good - General but sufficient detail. Adequate information as to how the criteria are met, but some areas are not fully explained and/or questions remain. Some minor inconsistencies and weaknesses.
- Fair - Criteria appear to be minimally met, but limited information is provided about approach and strategies. Lacks focus and detail.
- Poor - Does not meet the criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification as to how the criteria are met.
- N/A - Does not address the criteria or simply re-states the criteria.

**Funding/Technical Criteria**

	Very Good	Good	Fair	Poor	N/A
<b>A. District Profile [15 points]</b> The applicant provides a comprehensive description of the district, including the following:					
Both qualitative and quantitative information on district need-to-resource capacity, as well as student needs and demographics.	5.00	3.75	2.50	1.25	0
<b>Use this criterion for the indicators below</b>	<b>30%+</b>	<b>21%-29%</b>	<b>11%-20%</b>	<b>1%-10%</b>	<b>Less than 1%</b>
Percentage of schools designated at Receivership ( <b>formerly Schools Under Registration Review</b> )	1.00	.75	.50	.25	0
Percentage of schools designated as low-performing schools	1.00	.75	.50	.25	0
Percentage of schools designated as teacher and/or subject shortage areas	5.00	4.50	3.25	2.25	0
<b>Use this criterion for the indicator below</b>	<b>16%+</b>	<b>12%-15%</b>	<b>8%-11%</b>	<b>4%-7%</b>	<b>Less than 4%</b>
District annual turnover rate for certified teachers	3.00	2.40	1.80	1.20	.60

Comments:

Score ( ) out of 15



	Very Good	Good	Fair	Poor	N/A
<b>B. Need for Project [35 points]</b> The applicant describes the overall need for the project by addressing the following criteria:					
Both qualitative and quantitative information on the magnitude or severity of teacher and/or subject shortage areas.	5.00	3.75	2.5	1.25	0
Past, present, and future efforts to hire new teachers, particularly in shortage areas.	5.00	3.75	2.5	1.25	0
Description of past or present efforts to provide additional training and/or preparation for teachers to obtain certification.	5.00	3.75	2.5	1.25	0
<b>Use this criterion for the indicator below</b>	<b>25% or Less</b>	<b>26%-35%</b>	<b>36% - 50%</b>	<b>51% - 75%</b>	<b>75% or Greater</b>
Percentage of teachers with 20 years of service or over	2.00	1.60	1.20	.80	.40
<b>Use this criterion for the indicator below</b>	<b>11%+</b>	<b>8%-10%</b>	<b>5%-7%</b>	<b>2%-4%</b>	<b>Less than 2%</b>
Percentage of teaching positions currently vacant	5.00	4.00	3.00	2.00	1.00
<b>Use this criterion for the indicators below</b>	<b>25%+</b>	<b>20%-24%</b>	<b>15% - 19%</b>	<b>10% - 14%</b>	<b>Less than 10%</b>
Percentage of teachers with less than 5 years of service	3.00	2.40	1.80	1.20	.60
Percentage of teachers with conditional initial, initial, or transitional (A, B, or C) certification	5.00	4.00	3.00	2.00	1.00
Percentage of teaching vacancies in subject-shortage areas	5.00	4.00	3.00	2.00	1.00
Comments: <span style="float: right;">Score (     ) out of 35</span>					

	Very Good	Good	Fair	Poor	N/A
<b>C. Project Activities [10 points]</b> The applicant provides a comprehensive description of the project activities, including the following:					
An explanation of how the district plans to recruit additional teachers and an indication of the number of new teachers the district intends to hire, particularly in shortage areas	4.00	3.00	2.00	1.00	0
Strategies in place for retaining existing teachers, particularly those in shortage areas	3.00	2.25	1.5	.75	0
Local efforts related to the recruitment and retention of teachers including collaboration with teacher preparation programs and/or teacher development programs such as Teacher Opportunity Corps II (TOC II)	3.00	2.25	1.5	.75	0
Comments: <span style="float: right;">Score (     ) out of 10</span>					

**Total Score, Funding/Technical Criteria: (     ) out of 60**

## Teachers of Tomorrow Grant Program Categories

	Very Good	Good	Fair	Poor	N/A
<b>1. Recruitment Incentive Program [20 points]</b>					
Applicant provides a detailed description of the process that the school district will use to recruit and identify award recipients	8.00	6.00	4.00	2.00	0
Applicant describes the method to be utilized if the number of qualified applicants exceeds the available funds	8.00	6.00	4.00	2.00	0
A description of the mechanism and timing of payment is included	4.00	3.00	2.00	1.00	0
Comments: _____ Score (      ) out of 20					
	Very Good	Good	Fair	Poor	N/A
<b>2. Summer in the City Internship Program (for Yonkers, Buffalo, Syracuse, Rochester, and NYC schools only) [20 points]</b>					
Applicant describes, in detail, the programs and their duration and the process that will be used to select applicants	5.00	3.75	2.50	1.25	0
Applicant explains how linkages will be established and maintained with colleges and universities with approved teacher education programs	5.00	3.75	2.50	1.25	0
Applicant provides a description of activities that interns will participate in with students	5.00	3.75	2.50	1.25	0
Applicant provides an outline of student expenses covered by the grant, including stipends, housing costs, and training	5.00	3.75	2.50	1.25	0
Comments: _____ Score (      ) out of 20					

	Very Good	Good	Fair	Poor	N/A
<b>3. NYS Master Teacher Program [20 points]</b>					
Applicant describes, in detail, the process of recruiting and choosing a Master Teacher	5.00	3.75	2.50	1.25	0
Applicant describes the role of the Master Teacher in <b>Receivership (formerly Schools Under Registration Review)</b> or low-performing classroom	5.00	3.75	2.50	1.25	0
Applicant describes the method that will be used to assign the Master Teacher to a classroom	5.00	3.75	2.50	1.25	0
Applicant describes the arrangements that will be made with the Master Teacher's current district or union to ensure that he/she can return to his/her former position when service obligation has been completed.	5.00	3.75	2.50	1.25	0
Comments: <span style="float: right;">Score (     ) out of 20</span>					
	Very Good	Good	Fair	Poor	N/A
<b>4. Teacher Recruitment Tuition Reimbursement Program [20 points]</b>					
Applicant describes, in detail, the process used to select teachers eligible for awards	8.00	6.00	4.00	2.00	0
Applicant describes the process used for awarding funds and for tracking progress toward permanent certification	8.00	6.00	4.00	2.00	0
Applicant describes the method that will be used to track cumulative award amounts to each recipient	4.00	3.00	2.00	1.00	0
Comments: <span style="float: right;">Score (     ) out of 20</span>					

	Very Good	Good	Fair	Poor	N/A
<b>5. Summer Teacher Training Program (for NYC Schools only) [20 points]</b>					
Applicant describes, in detail, the process used to select participants	8.00	6.00	4.00	2.00	0
Applicant describes the scope and duration of the training to be provided	8.00	6.00	4.00	2.00	0
Applicant describes the method that will be used to ensure and identify participants' attendance at such training.	4.00	3.00	2.00	1.00	0
Comments: <span style="float: right;">Score (     ) out of 20</span>					

	Excellent	Good	Fair	Poor	N/F
<b>Budget/Budget Narrative (20 points)</b>					
The Proposed Budget, FS-10, and Budget Narrative provide complete information and indicate all proposed expenditures from TOT, institutional and other source funds. The budget is appropriate and consistent with the scope of the services.	5.00	3.75	2.5	1.25	0
Proposed expenditures are reasonable and cost effective.	5.00	3.75	2.5	1.25	0
Each anticipated award is identified by grant program category. Indicate the per diem or hourly rate for each consultant identified under the Purchased Services Category. Provide the unit rate or estimate for all services or items.	5.00	3.75	2.5	1.25	0
The proposal demonstrates how the expenditures and activities are supplemental to and do not supplant or duplicate services currently provided.	5.00	3.75	2.5	1.25	0
Comments:	Score (     ) out of 20				

## Scoring

Scoring by Section	Reviewer's Score	Possible Points
Funding/Technical Criteria		<b>60</b>
1. TOT Grant Program Categories		
1. Recruitment Incentive Program		
2. Summer in the City Internship Program (for Yonkers, Buffalo, Syracuse, Rochester, and NYC schools only)		
3. NYS Master Teacher Program		
4. Teacher Recruitment Tuition Reimbursement		
5. Summer Teacher Training Program (for NYC Schools only)		
Grant Program Categories Average Score _____ (Total Category Score) ÷ _____ (# of grant categories applied for) = (grant category score)		<b>20</b>
Budget/Budget Narrative		<b>20</b>
		<b>100</b>
<b>TOTAL SCORE</b>		

**PROGRAM 2 - ATTACHMENT 1**

**TOTSMBE Application Checklist**

Listed below are the required documents for a complete application package, in the order that they should be submitted. Use this checklist to ensure that your application submission is complete and in compliance with application instructions.

Required Documents	Checked – Applicant	Checked – SED
Application Cover Page with Original Signature of Chief Administrative Officer in blue ink	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Payee Information Form</a> (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Application Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Funds Requested	<input type="checkbox"/>	<input type="checkbox"/>
Proposal Narrative	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">FS-10 Budget</a> (signature required)	<input type="checkbox"/>	<input type="checkbox"/>
Budget Narrative	<input type="checkbox"/>	<input type="checkbox"/>
Sample copy of service commitment agreement for each funding category applied for	<input type="checkbox"/>	<input type="checkbox"/>
Worker's Compensation Documentation (encouraged)	<input type="checkbox"/>	<input type="checkbox"/>
Disability Benefits Documentation (encouraged)	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>SED Comments:</b></p> <p>Has the applicant complied with the application instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SED Reviewer: _____ Date: _____</p>		





**PROGRAM 2 - ATTACHMENT 3**

**FUNDS REQUESTED  
for 2021-22**

Please complete the following table by providing requested information for each funding category applied for. **(Please read the section carefully. Each category contains varying restrictions.)**

Category	Dollar Amount Requested for 2021-22	Number of participants who will be funded in 2021-22	Subjects taught by funded participants
A. Tuition Reimbursement for Professional Certification in Science, Mathematics, and English to Speakers of Other Languages (ESOL)			
B. Tuition Reimbursement for Initial Certification in Science, Mathematics, and English to Speakers of Other Languages			
C. Tuition Reimbursement for Bilingual Education Extension			
<b>Totals (Total dollar amount may not exceed allocation amount in Table 1 or a request of \$10,000 per FTE (minimum FTE is one (1)))</b>			