

Update: The application due date has been extended. Receipt of 1 original and 2 paper copies must be received by 5:00 PM, January 24, 2024.

Eligibility

Q1: We are interested in the 2024 - 2025 Universal Prekindergarten Expansion Grant. Is this opportunity available? If so, what are the guidelines and next steps to apply?

A: The 2023-2024 SUFDPK Expansion Grant is for the 2023-2024 school year. If awarded, funds would be available in the 2024-2025 school year. The [RFP](#) and other documents are posted to the [Funding Opportunities](#) website.

Q2: Please clarify if this RFP is for Districts or if CBO'S can apply, as well. In addition is there a way that we could change our current contract to another entity with a different EIN number.

A: All public-school districts are eligible to apply for this funding opportunity. Potential agency and CBO prekindergarten collaborators are not eligible to directly apply for this funding opportunity. However, these eligible organizations are encouraged to apply to a school district to be considered for collaborative prekindergarten programming. Please see [page 5 of the RFP](#) for Eligibility requirements.

Q3: Can districts who have already applied (but were denied) reapply?

A: Yes. This is a new grant award opportunity, and all eligible districts are encouraged to apply. Please refer to [page 5 of the RFP](#) for the eligibility requirements.

Q4: Some New York State school districts have a December 31 cut-off for kindergarten which presumes that their Pre-K cut off would also be December 31. How would the Expansion Grant's December 1 eligibility cut-off for Pre-K affect these Districts? Would Districts be eligible to apply for and receive funding for students turning four between December 1 and 31?

A: Yes, districts are eligible to apply for this RFP whether using December 1 or 31st for prekindergarten eligibility age cut-off. School districts notify NYSED of their chosen prekindergarten eligibility age cut-off dates annually via their State-Administered Prekindergarten Application. Such dates are then reported to the Office of Information and Reporting Services, so students are counted correctly in SIRS.

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These dates are then applied to grades PreK - 12. All UPK and SUFDPK expansion grant funding sources use the same reported age cut-off dates.

Q5: Is the email below referencing the same SUFDPK expanded grant that the district was already awarded?

A: No. This is a new funding opportunity. All public-school districts are eligible to apply. Please refer to [page 5 of the RFP](#) for the eligibility requirements.

Q6: In reading the RFP it appears that my district is not considered "SUFDPK". Can we apply and is it expected to add new Prekindergarten classrooms?

A: Yes, this funding opportunity is open to all public-school districts. The purpose of the 2023-2024 SUFDPK Expansion Grant for four-year-old students is to increase the availability of high-quality prekindergarten placements for high needs students and schools within New York State. Grant funds must be used to create new full-day placements or to convert existing half-day prekindergarten placements to full-day, for four-year old students. Please refer to the [RFP](#) for eligibility and submission requirements.

Q7: Do new full day slots have to be for additional students, beyond what the district is currently serving—even if the district is already serving more than its minimum required number? For example, if a district is serving 60 students and only gets funding for 40, could the other 20 students be considered new full day slots?

A: Yes. The purpose of the 2023-2024 SUFDPK Expansion Grant for four-year-old students is to increase the availability of high-quality prekindergarten placements for high needs students and schools within New York State. Grant funds must be used to create new full-day placements or to convert existing half-day prekindergarten placements to full-day, for four-year old students.

Q8: Alternatively, we think that we will need to expand from two to three classrooms. Would this make us eligible for the grant?

A: This funding opportunity is open to all public-school districts. The purpose of the 2023-2024 SUFDPK Expansion Grant for four-year-old students is to increase the availability of high-quality prekindergarten placements for high needs students and schools within New York State. Grant funds must be used to create new full-day placements or to convert existing half-day prekindergarten placements to full-day, for four-year old students. Programming must be aligned with applicable New York State Learning Standards along with relevant Education Law §3602-ee requirements and address student and community need. Please refer to the [RFP](#) for eligibility and submission requirements.

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Q9: If we started a UPK program this year with two classrooms (using the state and federal funds available to all Districts across the state), can we still apply for the "2023-2024 Statewide Universal Full-Day Prekindergarten (SUFDPK) Expansion Grant"?

A: Yes, this is a new funding opportunity open to all public-school districts regardless of other funding sources. If awarded, grant funds must be used to create new full-day placements or to convert existing half-day prekindergarten placements to full-day, for four-year old students. Programming must be aligned with applicable New York State Learning Standards along with relevant Education Law §3602-ee requirements and address student and community need.

Q10: What data is reflected in the determination of the economically disadvantaged percentage rates for which bonus points are awarded?

A: As defined by data.nysed.gov, economically disadvantaged students are those who participate in or whose family participates in economic assistance programs. Using publicly available [data](#), a frequency analysis was conducted to compare each districts' percentage of economically disadvantaged students against the state average (54%). Using 54% as the baseline, frequency bands were identified. See [Appendix F](#) for district specific data.

Funding

Q11: If a District is awarded funds from this grant and it has an established collaborative partnership, is the \$10,000 or \$7,000 per pupil rate only be applicable to additional students and not to those who have previously enrolled in the CBO at the lower funding rate of around \$5400? For example, would the CBO now receive two different tuition reimbursements for the remainder of the school year, one for previously enrolled students and one for newly enrolled with Expansion Grant funds if the district did a 90-day program to serve children on their waiting list for the remainder of the school year? The following year, if the district continues to have the Expansion Grant, would the CBO then receive the higher tuition rate for all students?

A: Yes, the \$10,000 and \$7,000 per pupil rate would be specifically for new seats or half-day to full day converted seats. Funding is based on student enrollment; therefore, a CBO could receive two different per pupil reimbursements depending on number of students enrolled how they are funded. Partnerships and funding determinations are a district decision.

Q12: For current CBO programs that transitioned from half day to full day using our original funding allocations for the 2023-2024 school year, will they be funded at the current rate or the new \$10,000 or \$7,000 rate if we were to

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apply and be granted this opportunity? If any current full day seats will be funded at the original rate, how are districts to address this inequity?

A: If awarded, the district would only receive the proper amount based upon the qualifications of the teacher. If the students are placed in a new full-day placement with a certified teacher, the district would receive \$10,000 per student. If the students are placed in a new full-day slot with an uncertified teacher, the district would receive \$7,000 per student. The total amount the district can receive each year cannot exceed their initial grant award amount. CBOs are funded based on the partnership agreements between the district and CBO.

Q13: Can a district or BOCES use this funding to cover the expansion of pre-K programming in classrooms that have a mix of three- and four-year-old students?

A: No. This funding opportunity is only applicable to four-year-old students. If a district has a multi-aged prekindergarten classroom, the fund from this award can only be utilized for the four-year-old students.

Q14: We have received information from OEL that our District is eligible for 20 full-time PreK Students and 56 Half-day PreK Students. Our program Director contacted OEL and was assured that this funding was also available for the 24-25 school year as we are in 24-25 budget development currently. We currently only operate a half-day UPK program. Do we have to apply to the RFP referenced in order to secure our maximum funding for 24-25?

A: The 2023-2024 SUFDPK Expansion Grant is a new funding source for the purpose of establishing new full-day seats or for converting current half-day seats to full-day on top of what is already served. According to [Education Law 3602-e \(10\)](#), "Subject to an available appropriation in the State budget for this purpose and provided all requirements of this grant and §3602-ee quality standards have been met, all awarded school districts will retain their 180-day maximum grant award in the 2024-2025 school year and thereafter." The total amount the district can receive each year cannot exceed their initial grant award amount. Partnerships and funding determinations are a district decision.

Q15: We have a grant this year for about \$90,000 added to our base allocation. Since we qualified last year for it and are starting to use it this year, do we have to apply every year or is it something that we will get until no additional funding is available?

A: No, as a 2022-2023 awardee you do not have to reapply for this funding annually. According to [Education Law 3602-e \(10\)](#) prior grant awards are subject to an available appropriation in the State budget for this purpose and provided all requirements of this grant and §3602-ee quality standards have been met, all awarded school districts will retain their 180-day maximum grant award in the 2024-2025 school year and thereafter.

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Q16: Once awarded, does a district have to reapply for the expansion grant each year? Since the SUFDPK Grant was awarded for 2022-2023, does the district have to reapply for this current grant (2023-2024 SUFDPK Expansion Grant), or is the grant money provided annually to the district after the initial grant award?

A: No, awardees do not have to reapply for this funding annually. According to [Education Law 3602-e \(10\)](#) prior grant awards are subject to an available appropriation in the State budget for this purpose and provided all requirements of this grant and §3602-ee quality standards have been met, all awarded school districts will retain their 180-day maximum grant award in the 2024-2025 school year and thereafter.

Q17: As per the RFP it looks as though a district would receive \$10,000 per student if the student is served by a teacher of record with New York State teacher certification valid for service in the early childhood grades or students with disabilities. If a district were converting to half day to full day seats, would the district receive another \$10,000 per student totaling it to \$20,000 per student?

A: No. The district will receive either \$10,000 per student for a certified teacher or \$7,000 a student per uncertified teacher for new full-day seats. If converting from half-day to full-day seats, the district receives a portion depending upon their conversion rate. For district specific conversion rates, please see [Appendix B](#).

Q18: If a District receives the Expansion Grant, in the future, will the funding allotment now become \$10,000 or \$7,000 (depending on teacher certification) per all pre-K students receiving pre-k funding from New York State as long as the district has the Expansion Grant?

A: No. If awarded this grant, other allocations and grant amounts are not impacted. Districts who receive this grant award will be awarded \$10,000 per student with a certified teacher of record with New York State teacher certification valid for service in the early childhood grades or a teaching license or certificate for students with disabilities valid for service in early childhood grades or \$7,000 per student with an uncertified teacher of record.

Q19: We added a third UPK section of 18 students in 2023-2024. The cost for three sections of UPK is \$443,140. Our current Federal/NYS allocation totals \$318,384 leaving a local share of \$124,756. Can the SUFDPK Expansion Grant be used to cover the local share?

A: No. The purpose of 2023-2024 SUFDPK Expansion Grant is for establishing new full-day seats or for converting current half-day seats to full-day on top of what is already served.

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Q20: We currently have a ½ day program with groups coming to us in the AM & PM. Would any funding that we received be a one-time disbursement, or would it be spread throughout several years? We have discussed moving to a full day program but would need two programs in order to serve all of our students.

A: If awarded, funds are paid to districts on a reimbursement basis based on student enrollment. Continuation of funding is subject to an available appropriation in the State budget for this purpose and provided all requirements of this grant and §3602-ee quality standards have been met, all awarded school districts will retain their 180-day maximum grant award in the 2024-2025 school year and thereafter ([Education Law 3602-e \(10\)](#)).

Q21: Should the anticipated number of 4-year-old students be the number of students on our waiting list or total number of students in the program?

A: The anticipated number of four-year-old students should reflect the proposed four-year-old Prekindergarten enrollment for the 2024-2025 school year.

Q22: Are there penalties if 100% of the money awarded by the grant is not spent due to limitations on space and staffing?

A: No. The district will only be allowed to access funding for the amount of students enrolled.

Q23: If full amount is not released due to smaller enrollment, when would notification be made (For instance, if using majority of funds to hire teacher and assistant and then what if enrollment is low.)?

A: Districts will be aware of funding amounts throughout the entire project year. Final payments are determined based on the actual number of students served as reported by districts on PreK Child Counts Day in March.

Q24: If, in the event we do not receive full day funding is there a possibility of still moving forward with a full day program and continue receiving funding for the half day program? In this case the district would continue with the half day grant and pay the second half out of the district's pocket?

A: This funding opportunity is for the provision of full-day programming whether adding additional full-day slots or converting half-day slots to full-day slots. In the event the district is not an awardee, the district can still operate its current programming as described above. The district may use current funding and its local share to run a full day program.

Q25: We are in the process of applying for the Statewide Universal Full-Day Prekindergarten Expansion Grant. Currently the district receives the UPK Grant covering 15 half day pupils (\$59,175) and the FS-10 has already been

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completed and submitted with the application earlier this year. In the process of applying for this Expansion Grant and completing the FS-10, should the FS-10 only be for the amount of the difference or should it be for the full amount of the existing 1/2-day funding in addition to the amount being requested in the Expansion grant.

A: In regard to this funding opportunity, the FS-10 should only represent the amount being requested for the new expansion grant.

Q26: Will there be any chance that this funding will be allowed to secure UPK slots for 3-year-olds? If not, will there be funding for 3-year-olds this year? Our rural region is significantly overwhelmed with CPSE referrals and lack of CBOs in our area so we are considering becoming a 4410, but in order to do what we need to do, we would need support for our 3-year-olds.

A: No. The funding appropriation for the 2023-2024 SUFDPK Expansion Grant is for increasing the availability of full-day four-year-old programming.

Q27: When will the 2023-24 grant recipients be notified and/or awarded?

A: Grantees will be notified when approval is received by the Division of Budget.

Q28: What happens if approved for 18 students and only 13 show up?

A: Although the district is approved to serve 18 students, the district will only receive funding for the actual number of children served.

Q29: If awarded the grant, are we correct that we would receive \$10,000/student if we added a full day classroom? Would it be possible to add 2 full day classrooms and still be allotted the \$10,000/student?

A: The per pupil amount a district receives is dependent upon teacher of record's certification. If the students are placed in a new full-day seat with a certified teacher, the district would receive \$10,000 per student. If the students are placed in a new full-day seat with an uncertified teacher, the district would receive \$7,000 per student. Districts should indicate the desired number of students it seeks to serve within their proposal. For purposes of this grant, no school district shall receive an award of more than five percent (5%) or \$2.5 million of the total grant funds (\$50 million).

Q30: If the district added additional UPK slots for the 23-24 year beyond their current allocation, could they use 100% of any new award for 23-24 if they meet the 180-day requirement?

A: Yes. The purpose of the 2023-2024 SUFDPK Expansion Grant is for New York State school districts to further increase the availability of directly and collaboratively implemented prekindergarten programming. Grant funds must be used to create new

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full-day placements or to convert existing half-day prekindergarten placements to full-day, for four-year old students. Programming must be aligned with applicable New York State Learning Standards along with relevant Education Law §3602-ee requirements and address student and community need.

Supplant/Supplement

Q31: What does the lack of a supplement not supplant provision mean for district applicants?

A: The lack of supplement not supplant provision means districts can utilize this grant award prior to all other Prekindergarten funding sources.

Q32: Do we need to use all of the federal and state funding UPK allocations we currently have before we would be eligible for this grant?

A: No. Districts will be allowed to utilize this grant award prior to all other funding sources. The supplant/supplement language is not applicable to this funding opportunity.

Q33: Can you please provide an example(s) of how Supplement not supplant does NOT apply to the Expansion Grant?

A: Districts with multiple prekindergarten funding streams will be allowed to utilize this grant award prior to all other funding sources. The supplant/supplement language is not applicable to this funding opportunity.

Q34: I am currently working with six CBOs to send approximately 170 students to UPK. We have not used our full allocation this year, so does this preclude us from applying for the expansion grant? One CBO has encouraged us to apply since the funding is lower than traditional tuition, does this grant allow us to pay our CBOs more per student?

A: No. The supplement not supplant provision does not apply to this funding opportunity. CBOs are funded based on the partnership agreements between the district and CBO.

Q35: Since the “supplement not supplant” requirement does not apply to this current UPK RFP, can the funding be used to cover current pre-K program costs that are paid for out of a school district’s general operating budget?

A: No. The purpose of the 2023-2024 SUFDPK Expansion Grant is for New York State school districts to further increase the availability of directly and collaboratively implemented prekindergarten programming. Grant funds must be used to create new

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full-day placements or to convert existing half-day prekindergarten placements to full-day, for four-year old students.

Q36: In regard to 2023-2024 SUFDPK Expansion Grant, if awarded, will districts need to access the full "Total Max UPK Aid" amount prior to accessing the SUFDPK funds for this expansion grant?

A: No. Districts will be allowed to utilize this grant award prior to all other funding sources. The supplant/supplement language is not applicable to this funding opportunity.

Q37: Can the grant be used to supplement our per pupil allocations of \$5400 per child to the actual costs which are \$10,000 per child for a year?

A: Yes. Due to the absence of the supplement not supplant provision, if the district is awarded funding from grant, 2023-2024 SUFDPK Expansion Grant the district will be able to utilize this funding prior to all other Prekindergarten funding.

Q38: Our District, due to local space availability, is currently utilizing 72 of 95 NYS pupil allocations of \$5400. Is a District eligible for the grant if they are not utilizing all current already available UPK per pupil grant allocations?

A: Yes. Since the supplant/supplement language is not applicable for this award, districts are allowed to utilize this grant award prior to all other funding sources.

Q39: If a district is currently using CARES Act funding to cover the cost of PreK programming, can it opt to use this new funding to cover those costs if the grant application is successful?

A: Yes. Since the supplant/supplement language is not applicable for this award, districts are allowed to utilize this grant award prior to all other funding sources.

Q40: If previous PreK grant funding is not covering costs to operate the program or is below the award offered in this new round of funding, can a district apply for and use this new funding instead of the previous funding (and maintain its current number of pre-K seats)?

A: Yes. Since the supplant/supplement language is not applicable for this award, districts are allowed to utilize this grant award prior to all other funding sources.

Q41: Can you please clarify how the various funding streams for Universal Pre-K work?

A: Usually funding is spent in the order it was allocated/awarded. However, for this RFP the supplant/supplement language is not applicable, therefore, awardees can use this award prior to all other funding sources.

Collaboration

Q42: Page 7 of the RFP mentions that applicants should “initiate the collaboration variance request process by emailing OEL@nysed.gov” if they will not be able to contract with an eligible agency/CBO as a partner. When should this communication with SED take place? After awards are announced?

A: If a district is unable to collaborate with an eligible agency, it must include a completed [Appendix H: Collaboration Variance Request](#) submitted at the same time as the application package.

Q43: Are districts applying for this grant required to send out an RFP to all available pre-K providers located within the district’s boundaries to ascertain interest? Is it enough to post an RFP on the district website?

A: [Commissioner Regulations 151-1.6](#) and [Education Law 3602-e \(5\)\(e\)](#) state that a school district must conduct outreach and issue a new RFP to solicit collaborative prekindergarten programming under the following circumstances:

- If the program expands, and the school district and current contracted CBOs do not have sufficient space to accommodate additional student;*
- The school district and the currently contracted CBO have good cause to no longer collaborate.*

Q44: Follow-up to the above question: If districts are required to send out an RFP to all potential pre-K providers, what happens if there is no response from those providers? With the timing of this grant application, many programs will be closed during the holidays and not able to respond in a timely enough fashion to submit this application in January.

A: If there are no responses from the RFP the district can submit a collaboration variance. See [Appendix H: Collaboration Variance Request](#).

Q45: Must Districts prioritize collaboration with CBOs in their catchment area, or may they equally consider proposals from any qualified outside agency?

A: For the purpose of the NYS UPK program, it is allowable for participating school districts to contract with eligible early childhood providers physically located within or outside of the district’s geographic boundaries, assuming the process for establishing a collaboration is followed and the eligible agency is located in a contiguous district or otherwise transportation to and from the child’s home to the eligible agency does not impose a hardship for the child, the family, or the district.

Q46: If a District offers transportation for their Universal Pre-K students to a collaborating CBO, it is understood that they then need to offer transportation for all Pre-K students in their catchment area that attend the collaborating CBO. Do they need to provide transportation to Pre-K

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students from their catchment area attending other, non-collaborating CBOs? Is state aid available for transporting PreK students? Would it be part of the district's transportation state aid?

A: [Education Law §3635](#) states that if a district provides transportation to its Prekindergarten students they must provide transportation to collaborating CBOs. If a CBO is not collaborating with the district the district does not need to provide transportation. Prekindergarten students are not eligible for transportation aid unless they are classified as McKinney-Vento students. However, districts are not required to transport prekindergarten students as outlined in Education Law Section 3635(g). This section states that if the district is transporting prekindergarten students to district buildings, it must also transport those students who attend UPK in their eligible agencies.

Q47: Are there any specific restrictions on expenses for community-based organizations?

A: Allowable costs are those items specified as "approved expenditures" in [Section 151-1.2\(a\) of the Commissioner's Regulations](#). Such costs include, but are not limited to, program components, professional salaries, professional development, support services, materials and supplies, administrative support services, transportation services, leasing expenses, or other appropriate facilities expenses and other costs approved by the Commissioner.

Q48: We have multiple community-based agencies, can the grant be used for only some of them that can accommodate full day UPK?

A: Yes. CBOs are funded based on the partnership agreements between the district and CBO.

Q49: Can the requirement for set aside be met under the original UPK grant or do you need a separate set aside under the expansion grant?

A: According to [Education Law 3602-e \(5\)\(e\)](#) and [Commissioner Regulations 151-1.4 \(c\), 151-1.5 \(b\)\(7\)\(i\)\(a\), 151-1.6 \(a-b\)](#), no less than 10 percent of the total grant award must be set aside for the provision of the instructional program through collaborative efforts with eligible agencies. This is applicable for each funding source the district will access.

Programmatic

Q50: Is there a minimum number of PreK students required for a new PreK classroom?

A: There is no minimum number of PreK students required. [Commissioner Regulations 151-1.3 \(d\)](#) states "the maximum class size for a prekindergarten class is 20 children.

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For classes of up to 18 students, there must be one teacher and one paraprofessional assigned to each class. For classes of 19 or 20 students, there must be one teacher and two paraprofessionals assigned to each class.”

Q51: The RFP mentions that Pre-K programs must operate for a minimum of 90 days if they begin in the 2023-2024 school year. However, if grant applications are due January 19, 2024, and the award announcements are made weeks or months after that deadline, it’s not likely that districts will have 90 instructional days available in the 2023-2024 school year. How should awardees handle this scenario?

A: If awarded, funds are paid to districts on a reimbursement basis based on student enrollment. Therefore, a district could receive reimbursement for a 90 day program run in the 2023-2024 school year. These districts would be required to run a 180-day program for the 2024-2025 school year.

Q52: What are expectations for meal service?

A: As per [Commissioner Regulations 151-1.3 \(c\)\(2\)](#) “Prekindergarten programs operating more than three hours shall provide appropriate meals and snacks to ensure that the nutritional needs of the children are met. Meals and snacks shall be provided in an environment conducive to interaction between staff and children and at a time appropriate to meet the children’s needs and provide sufficient time for eating and interaction.

Districts have multiple avenues for provision of meals for Prekindergarten students:

- *Use grant funds to cover the cost of meals and snacks.*
- *Districts and eligible agencies may access USDA reimbursement for all children, including prekindergarten students, through the Free and Reduced Lunch (FRL) Program or the Child and Adult Food Program through June of each program year.*
- *Where districts choose to charge parents for the cost of meals and/or snacks, parents must be provided the option of providing their own meal or snack for their child(ren) rather than purchasing.*

Q53: What are the required teacher qualifications?

A: Page 6 of the [RFP](#) states “All teachers in the universal full-day prekindergarten program shall meet the same teacher certification standards applicable to public schools. Calculation of grant awards will be dependent on valid New York State teacher certification pursuant to Education Law §3602-ee (8)”. For the prekindergarten program the qualifications are a New York State teacher certification valid for service in the early childhood grades or a teaching license or certificate for students with disabilities valid for service in early childhood grades.

Submission

Q54: How do we submit an RFP for this funding?

A: All directions to apply for this funding opportunity can be found on the [NYSED Grant RFP Webpage](#).

Q55: Is it okay to submit the full application as a PDF?

*A: [Pages 3 and 4 of the RFP](#) outline the instructions for application submission. The file format must be in Microsoft Word for the abstract, need narrative, program design narrative, program quality narrative, and budget narrative. All other documents can be submitted in a PDF or Microsoft Excel format. 3 hard copies and 1 electronic copy are due no later than **5 pm on January 24, 2024**.*

Q56: Is January 19th, 2024, the postmark date, or the date that applications must be received by the New York State Education Department?

A: All submissions must be received by NYSED by 5:00 PM January 24, 2024 as stated on [pages 3 and 4 of the RFP](#).

Q57: Will the New York State Education Department consider extending the deadline for the RFP if districts do not submit it by January 19, 2024?

A: The deadline for receipt of RFP submissions has been extended to January 24, 2024 by 5:00 PM.

Q58: Can we hand-deliver the RFP to NYSED to ensure it is received by 5:00 PM on January 19, 2024?

A: No, hand-delivered applications will not be accepted.

Q59: The list of required documents includes Section 1: Abstract; Section 2: Need Narrative; Section 3: Program Design and Program Quality Narrative; Section 4A: Budget Narrative; Section 4B: FS-10 Proposed Budget and Appendix E: Proposal Submission Template for RFP. Appendix E contains a template for all of the same information; are we repeating the same information twice—once as part of the first part of the required documents and again as part of the required Appendix E? Or should Appendix E be included with the application package as is (with headers and charts but no additional information inserted)?

A: Districts are not required to use [Appendix E](#) to submit the proposal. [Appendix E](#) is provided for districts to use as a template to assist in the process of developing the proposal.

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Q60: The RFP instructions indicate that the required format for the emailed application is MS Word. However, the FS-10 is an Excel document. Can we send the FS-10 in Excel format rather than MS Word?

A: The FS-10 can be submitted as an Excel format however the district must include a budget narrative in section 4 to describe proposed expenditures that are appropriate, reasonable, and necessary to support the proposed project activities and goals.

Q61: Can you confirm that there is no required notice of intent to apply?

A: Districts are not required to submit a notice of intent.