**UPDATE 2/24/21 – GRANT APPLICATION EXTENSION:** The deadline for applications for RFP GC21-002 (2021-2026 Extended School Day/School Violence Prevention Program Competitive Grant Application) has been extended to **March 17, 2021, at 5 p.m.** The deadline to submit a Mandatory Notice of Intent via the [Survey Monkey Apply Portal](#) remains **March 3, 2021, at 5 p.m.**

**REVISED ATTACHMENTS –** Please visit the [NYSED P-12 website](#) for details about revised forms requested for application Attachments 8, 11 and 12.

# Questions & Answers Summary

## FUNDING AND BUDGETS:

1. **We are interested in requesting funding for radios for our bus drivers to communicate with the district and/or emergency personnel via towers that were put up by the county for emergency purposes. We are in a highly remote area that has no cell coverage in many spots, and therefore there is no way to communicate in those places in the event of threat of violence in or near the bus. Would this be an allowable cost?**

   Yes. According to p. 22 of the RFP "…intercom systems and other intra-school communication devices and other devices to increase school security and the safety of school personnel and students…" are allowable.

2. **Are security cameras considered an allowable expense?**

   Security cameras are allowable expenses provided grant funds are not used to "purchase, maintain, or modify facial recognition software, devices, etc."

3. **Can NYSED funds be used for program foods (e.g. snacks) for the participants?**

   Grant funds cannot be used to purchase food (or snacks); however, ESD/SVP applicants are encouraged to build a nutritional component into their programs, and to seek federal funds to support them. Information on federal after school nutritional funding can be obtained by visiting [http://www.frac.org](http://www.frac.org).

4. **When will you let us know if we were funded?**

   Applicants will be notified once all applications are scored and necessary approvals are obtained.

5. **Is this reimbursable, or will we be paid up front?**

   The State will make an initial payment in the amount of twenty-five percent (25%) of the annual budget of the approved budget. After that, to receive interim payments, the Contractor will submit form FS-25 Request for Funds for a Federal or State Project. Up to 90% of the total approved budget amount for each budget period will be reimbursed through the interim

payment process. To receive the final 10 percent (10%) for a budget period, the Contractor will submit form FS 10-F. Final payments are also contingent upon submission of all required program reports.

6. **When can we expect to receive the funds?**

   Once all necessary grant and contract approvals are in place and the budget for the program year is approved and finalized in Grants Finance, the State will make an initial payment in the amount of twenty-five percent (25%) of the annual budget of the approved budget. After that, to receive interim payments, the Contractor will submit form FS-25 Request for Funds for a Federal or State Project. Up to 90% of the total approved budget amount for each budget period will be reimbursed through the interim payment process. To receive the final 10 percent (10%) for a budget period, the Contractor will submit form FS 10-F. Final payments are also contingent upon submission of all required program reports.

7. **Does the required travel expense to the SED conference apply to the professional development 5% expense cap?**

   Yes, it does count toward the 5% cap on professional development.

8. **Are we allowed to charge a fee to families who can afford it, if we have a sliding scale and can offer free programming to those who cannot afford the fee?**

   With preauthorization by NYSED, grantees may earn income with grant program funds. If a grantee earns any program income, such income must be used to reduce the amount of the grant award and defray current grant expenditures unless otherwise authorized by NYSED. When authorized, program income must be used for the purposes of the grant and shall be accounted for and used prior to requesting additional cash payments for the same grant activity.

9. **Page 9 of the RFP states that budgets must include travel and lodging to attend NYSED's professional development and statewide meetings. How much money should be allocated in the project budget for this required expense?**

   It is the responsibility of each applicant to determine the appropriate allocation for travel and lodging to attend NYSED's professional development and statewide meetings. NYSED's professional development and statewide meetings have historically consisted of an annual, two-day meeting held in Albany. Applicants must budget for at least one staff member to attend; however, 2-3 are preferred. If meetings are held virtually due to the COVID-19 pandemic, programs will be able to reallocate this cost through a budget amendment.

10. **Page 9 of the RFP states that budgets must include travel and lodging to attend NYSED's professional development and statewide meetings. To ensure an accurate calculation of the project budget allocation for this, can you provide information on where will these activities take place?**

It is the responsibility of each applicant to determine the appropriate allocation for travel and lodging to attend NYSED's professional development and statewide meetings. NYSED's professional development and statewide meetings have historically consisted of an annual, two-day meeting held in Albany. Applicants must budget for at least one staff member to attend; however, 2-3 are preferred. If meetings are held virtually due to the COVID-19 pandemic, programs will be able to reallocate this cost through a budget amendment.

11. **Page 9 of the RFP states that budgets must include travel and lodging to attend NYSED's professional development and statewide meetings. Are these sessions and their associated expenses part of the 5% annual budget maximum that can be allocated to professional development?**

   Yes, it does count toward the 5% cap on professional development.

12. **As a school district applicant for the ESD/SVP program grant, we would like to use some of the grant funding to offset part or all of the money we charge to high-need families for before- and after-school programming to make those activities more accessible (for example, we would use a sliding scale to determine the cost, if any, to each family to help ensure the neediest families can participate). Is this an allowable expense for this grant program (as long as we don't exceed the $1,600 per student maximum)?**

   Yes, applicants may propose the replacement of a fee-based after-school program with an ESD program. This would not be considered supplanting provided the program meets the unique guidelines and requirements of the ESD/SVP Grant Program.

13. **Once the grant is awarded, (typically) how long will an organization receive payment after invoicing?**

   We are unable to forecast a timeline for the receipt of payment after invoicing. Typically, payments are released as soon as practical once invoices are submitted.

14. **If a district is applying under the SVP category and would like to hire a consultant/trainer to train district staff in order to successfully implement a restorative justice program, does this fall under the 5% Professional Development cap?**

   Yes, the 5% PD cap pertains to all staff professional development (PD) outside of what the district PD or non-profit agency offers. The delivery of such programs can be from an outside agency charged to Code 40: Purchased Services on the FS-10 Budget Form.

15. **What activities are considered to fall under the 5% professional development cap?**

   Staff professional development (PD) outside of what the district PD or non-profit agency offers; some examples could be de-escalation training, restorative justice training, etc.

16. **Page 22, section 2B scoring indicator (b) talks about equipment. Is this the state definition of equipment – anything over $5,000 or does this mean supplies and materials? Is the purchase of curriculum considered "equipment"?**

An item as described here would best be placed under Code 45: Supplies and Materials.

17. **We are applying for a combination of SVP and ESD grant funding. Are the following costs exempt from the $1,600 per student maximum allocation (under ESD model): Administrative expenses (5% max, to oversee the grant); Indirect costs (5% max); External evaluation (3% max, grant requirement); and Staff travel to attend statewide meetings (grant requirement).**

   No, the maximum allocation for ESD programs is $1,600 per student, with no exemptions; SVP projects are exempt from the $1,600 per student maximum allocation. Applications proposing to do both will identify separate allocations for each in their composite budget. All caps on specific spending categories are required whether you are proposing an ESD program, SVP program, or a combination ESD/SVP program. Indirect cost rates are included in calculating the 5% administrative cap. Please note that school districts must use the restricted indirect cost rates calculated by NYSED. Non-profit organizations must prepare their budgets using an indirect cost rate of up to 2.6%.

18. **In past years, funding was reduced but our student enrollment targets remained the same. If grant awards are reduced in this round, will the grantees have the option to reduce student enrollment targets and/or reduce the days of services per week, if the 3 days/week requirement is still met? We typically offer programming to students 4 days a week. If other funds are not available to fund the reduction, are we able to make changes to our proposal?**

   It is anticipated that the annual award amount will remain static for each year of the award period. Program modifications will be considered if changes are necessary.

19. **In the portal, the Lead Applicant Agency Profile Section asks for Additional Prior/Current After-School Funding Sources. Does this mean funding in all of the District buildings? We have funding for these programs in many of our buildings, but not within the one for which we are requesting ESD/SVP funding.  Will other sources of funding be considered when scoring the application?**

   Yes, please identify other after-school-funding sources within your district, even if it is in another building not being considered for this grant opportunity. Other funding sources in the district are not under consideration for scoring purposes.

20. **The RFP states that SVP funds are NOT subject to the $1,600 per student limit. In the portal, the Composite Budget form states that we must place the budget information from the FS-10 and the number of students to be served in Column A. The form states that the cost per student cannot exceed $1,600. This appears to contradict the instruction that states the SVP funds are not subject to the $1,600 limit.**

   Please see the updated composite budget form (Attachment 8) posted on NYSED's P-12 website and also found in the Survey Monkey Apply portal.

21. **Pg 8 VII: Budget: If a proposer includes schools where they already have a relationship, but wants to grow the program enrollment there plus in other neighboring districts, will the budget allocation allow for that growth during the time of the program? For example, if the budget form indicates a goal of 60 students in year one, but growing to 100 by a later year, will the budget increase in future years, based on the $1600/student cap? Or is an applicant locked into the year-one proposed budget for the whole term (except for if they don't make the 95% requirement, which would reduce the budget)**

    The same allocation amount will be available each year of the grant; the annual award will not increase.

22. **Does the $1,200,000 award maximum only include grants awarded directly to the lead applicant (e.g., district) or does it also include the awards made to outside agencies that will be used to fund services for students at the lead applicant (e.g., district)?**

    Each application may include a request for an annual grant award of a maximum of $350,000. Agencies applying for multiple grants will be limited to a maximum annual award of $1,200,000. This includes agency membership as a partnering agency or as a partner in consortia projects. Subject to the limitations of the RFP, agencies applying for multiple grants will be limited to a maximum annual award of $1.2 million per geographical region. This restriction does not apply to service providers contracted by the lead agency, so long as these providers are not serving as a partner agency."

23. **If the answer above is that it includes outside agencies, is the amount to be used in the calculation the total of all the agencies' awards (if they are proposing to serve multiple school districts), or just the amount of the services that will be provided the one school district?**

    Each application may include a request for an annual grant award of a maximum of $350,000. Agencies applying for multiple grants will be limited to a maximum annual award of $1,200,000, in any one geographical region. This includes membership in consortia projects and partnerships.

24. **Can agencies utilize this funding to fund security personnel who work on-site?**

    Yes, that is an acceptable expense.

25. **Can agencies utilize this funding towards the permits required to operate on-site in a school building?**

    Proposed expenditures which are reasonable, necessary and consistent with the purposes and goals in the grant application will be funded. School safety expenses, school permits and weekend or summer opening fees that meet these requirements are allowable expenses under the Extended School Day/School Violence Prevention grant program. Budgeted costs must also be in compliance with applicable State and federal laws and regulations and the

Department's Fiscal Guidelines. These guidelines are available online at the following URL: http://www.oms.nysed.gov/cafe.

School usage fees are fees charged by schools for use of their facilities. If a school that houses a program site charges a school usage fee, it is allowable to budget for that expense, so long as the expense is appropriate, reasonable and necessary to support the project activities and goals.

26. **If we are running summer programs that involve 11th & 12th graders being camp counselors, are we able to pay them as part of the staff to run that program?**

Student stipends are allowable for a student working in a program, e.g. a high school student acting as supervised junior counselor in an elementary school program. Student stipends are not allowable for program participants, e.g. students participating in a peer mentoring program, or students participating in an internship.

27. **Is there a suggested planning vs. programming pay scale (ex. 2 hours of planning for every 6 hours of programming)?**

We do not have a suggested planning vs. programming scale. It is the decision of each individual applicant to determine the appropriate amount necessary to meet the requirements of the ESD/SVP Grant Program.

28. **On page 24 of the application it states "the budget should be reasonable and appropriate to cover program expenses, including student transportation." What if there is not enough money within the $350,000 to provide student transportation home?  Will this reflect poorly on our application?**

It is the responsibility of the applicant to describe their program in detail. We cannot make a subjective assessment within the Q and A summary. This is a competitive grant and awards are based on the applicants' ability to address the goals and objectives of the RFP.

29. **Just to clarify, under the Extended School Day Model Only, we must serve 220 unduplicated youth to request the $350,000.  Is this correct?**

Yes, the maximum allocation per student for Extended School Day projects is $1,600 meaning at least 219 unduplicated students would be served by an application requesting $350,000. You may serve more students at a reduced per-student amount.

30. **If applying in one application for both Extended School Day and School Violence Prevention is the applicant exempt from the $1,600 per unduplicated youth?**

The maximum allocation for ESD programs is $1,600 per student; only SVP projects are exempt from the $1,600 per student maximum allocation. Applications proposing to do both will identify separate allocations for each program in their composite budget (see the revised Attachment 8 on NYSED's P-12 website.)

31. **Is there a requirement that 5% of the grant be spent on professional development, or is that just the maximum that can be spent?**

There is no requirement that 5% of the grant be spent on professional development. The only requirement is that no more than 5% of the total annual funding can be used for professional development, including conferences.

32. **What are the anticipated dates, locations and costs associated with participating in NYSED's professional development and statewide meetings (so that we can plan accordingly in our budget)?**

NYSED's professional development and statewide meetings have historically consisted of an annual, two-day meeting held in Albany; often in the late fall. Applicants must budget for at least one staff member to attend; however, 2-3 are preferred**.**

33. **Can ESD/SVP programs be used to support, not supplant, afterschool programs funded by Advantage, 21st Century or Empire funding?**

Applicants may propose the replacement of a fee-based (e.g. parent/guardian-supported) after-school program with an ESD program. This would not be considered supplanting. Applicants may propose to expand upon existing services, provided that the proposal meets the goals, objectives, and requirements of the ESD/SVP program. Use of ESD/SVP funding to provide the same or similar services as an existing federal or state funded program would be considered supplanting.

34. **If a Program Director is full time and part of their workday is outside of the hours the proposed ESDS program operates, i.e., program runs from 3pm-5pm, Program Director works from 9am-5pm, is that time still considered direct service hours and not considered administrative costs?**

The Program Director's salary will not be included in the 5% administrative cap.

35. **Can we include a FT staff member to coordinate the program who will conduct some ESD planning, prep, coordination during the school day hours?**

Yes, but it is the applicants' responsibility to propose budget expenditures that are appropriate, reasonable and necessary to support the project activities and goals.

36. **Can we compensate staff who are working during the day for efforts that are geared towards programming afterschool?**

Yes. It is the applicants' responsibility to propose budget expenditures that are appropriate, reasonable and necessary to support the project activities and goals.

37. **Is it $350,000 per year or from 2021 - 2026?**

The maximum award is $350,000 per year for each year of the 2021-2026 grant period.

# ELIGIBILITY AND PARTNERSHIPS:

38. **If a program is being held at a community center site, in a city of school choice, does a partnership agreement ONLY need to be signed by the Superintendent to service children from a variety of schools?**

   A partnership agreement is required of all applicants except school districts applying without a partner. A partner agency is one that takes an active role in program design and planning. This must include, at minimum, lead applicant agencies, participating school districts and any not-for-profit partners. Participation of school-level administration is recommended but not mandatory.

39. **If a district received an ESD grant in the previous round, are they eligible to apply again?**

   Yes, past award recipients are eligible to apply again.

40. **Can you please confirm whether the [2021-2026 Extended School Day/School Violence Prevention Program Competitive Grant](#) competition is open to charter schools (which are LEAs)?**

   No, charter schools are not eligible for this program.

41. **Our organization is an education corporation with 3 charter schools   We are planning to apply for an ESD/SVP grant as a consortium comprised of these three charter schools.**

   Charter Schools are not eligible for this program.

42. **If the school district's nonprofit partner is located outside of New York state, would the district still be eligible to apply as long as they themselves are located within the state? Or must the district and its partner be located within New York state?**

   All applicants must be in-state in order to properly determine awards by geographic region; all students served by the program must be from New York.

43. **Is a BOCES eligible to apply as the Local Educational Agency?**

   No, BOCES are not eligible for this program.

44. **We had a question regarding the state's prequalification process which requires an audit/review. We don't hold an audit, so we will have to have a review. In this case, what**

**should the review look like/format be? Should it be by a CPA or by our own Board Officers?**

In New York State, organizations with revenues greater than $750,000 must provide an independently audited financial statement with a management letter. Organizations with revenues of less than $750,000 but greater than $250,000, must provide a financial statement reviewed by a CPA. Organizations with revenues of less than $250,000 need only provide a copy of the most recent internal financial report reviewed by the Board.

45. **Are not for-profit tax-exempt Youth Bureau's eligible to apply as long as they partner with their School District?**

Municipalities are not eligible applicants. Youth bureaus, which are extensions of government entities, are also not eligible.

46. **If we apply and are awarded this grant, does that impact our eligibility/ ability to get the next round of the 21CCLC grant?**

No. Your organization's eligibility for the next round of 21 CCLC funding will not be affected if you are granted an award.

47. **The RFP states:** *"the fiscal agent must be an eligible grant recipient as defined by statute..." ;* **What is the statute and where can we read the guidelines/ definition?**

The statute is New York State Education Law §2814: Omnibus school violence prevention grant program.

48. **Are local government units qualified to apply if they are tax exempt entities, e.g Youth Bureaus?**

Municipalities are not eligible applicants. Youth bureaus, which are extensions of government entities, are also not eligible.

49. **Are BOCES eligible to lead a consortium application?**

No, BOCES are not eligible for this program.

50. **Can a grantee receive funding from both the 21st Century Community Learning Centers program and the Extended School Day grant at the same time? Based on the grant periods, there would be some overlap between the two grants. 21st Century ends in FY22. If not, is it possible to apply for $0 for the first year of the Extended Day grant to avoid overlap with 21st Century and then apply for funding in the final four years?**

A grantee may receive funding from both grants, but each funding stream must be used for unique programming. Eligible applicants shall be prohibited from using ESD/SVP funds to displace after-school funding in existence (Education Law, Article 55, § 2814(1)). Each grant funded program (21st CCLC and ESD/SVP) has unique guidelines and requirements.

Following the expiration of a funding source in one grant award period, a new grant application may replace previous programming if the proposed program meets the requirements of the ESD/SVP program and is awarded funds. It is anticipated that the annual award amount will remain static for each year of the award period, therefore it would not be possible to apply for $0 in the first year of the grant.

51. **If a CBO is applying for both an ESD and SVP at one school site, is the maximum for the application $350K per year, split between the two programs?**

   Yes. The total award under each individual grant is $350,000 per agency (up to $1,200,000 total if receiving multiple awards). Applications proposing to do both will identify separate allocations for each in their composite budget (see the revised Attachment 8 on NYSED's P-12 website).

52. **For the School Violence Prevention Program, what is the maximum that we can request for the five-year program (350,000x 5years)?**

   The maximum award is $350,000 per year for each year of the round. (The maximum five-year total would be $1,750,000 per application).

53. **We are based in Brooklyn and partner with a private Catholic school, where the students that are part of our program receive 90% of their tuition as a part of our programming. We work closely with this school on all levels to support the growth and success of our scholars. I was wondering if there is a possibility that our afterschool programs would qualify for this if our partner school is private?**

   Only public school districts and not-for-profit organizations working in collaboration with school districts are eligible.

54. **Are Charter Schools considered to be a LEA, eligible to apply?**

   Charter Schools are not eligible for this program.

55. **if we apply as a Consortium as stated above, do we still need to collaborate with the relevant School District(s)?**

   Yes. The consortium's fiscal agent is responsible for getting consortium partners to sign an agreement that specifically outlines all services each partner agrees to provide.

56. **We are planning to partner with a public school. Does it have to be the lead/fiscal sponsor?**

   Not-for-profit agencies, in partnership with a school district, can serve as the lead agency.

57. **Is there any advantage to having the school complete the application for our partnership?**

No. All eligible applicants are encouraged to apply; applications will be scored competitively without regard to which partner is the lead applicant.

58. **Are not-for-profits organizations already funded by a city agency such as NYC DYCD (e.g. COMPASS) eligible to apply for the same school?**

Public school districts and not-for-profit organizations working in collaboration with a public school district are eligible to apply even if they receive other funding, so long as the ESD/SVP funds are not replacing funds for a program already in existence.

59. **On page 1, can you define who is considered an agency? Is it just any eligible applicant?**

Public school districts and not-for-profit organizations working in collaboration with a public school district(s) are included in the reference to an agency and are eligible to apply.

60. **On page 5, If an applicant qualifies for one of the competition priority criteria, how many points do they receive? As in, would an applicant qualifying for one of the competition criteria receive 1 out of 3 points? Or are they awarded 3 points if they just meet one of the criteria?**

Three priority points will be given to applications with districts or schools that meet any of the following criteria:
• Districts with a 2 or above on the Needs Resource Index, which demonstrates a need per local resource twice that of the state average. (Appendix D)
• More than 2/3 of participating schools located on the most recent TSI (Targeted Support and Improvement) or CSI (Comprehensive Support and Improvement) lists. The complete list can be found on the NYSED website.
• Districts ranked 1-4 on the Need/Resource Capacity Category Index (see Appendix E), which defines High-need public school districts.

Any of the three aforementioned bulleted priorities are worth the full 3 points. Eligibility for one or all will yield the same total of 3 points.

61. **Is every priority criteria worth 1 point or can you earn the full 3 points by only meeting 1-2 of the priority criteria? Can NYC proposals earn the full 3 priority points without meeting all three criteria?**

Three priority points will be given to applications with districts or schools that meet any of the following criteria:
• Districts with a 2 or above on the Needs Resource Index, which demonstrates a need per local resource twice that of the state average. (Appendix D)
• More than 2/3 of participating schools located on the most recent TSI (Targeted Support and Improvement) or CSI (Comprehensive Support and Improvement) lists. The complete list can be found on the NYSED website.

• Districts ranked 1-4 on the Need/Resource Capacity Category Index (see Appendix E), which defines High-need public school districts.

Any of the three aforementioned bulleted priorities are worth the full 3 points. Eligibility for one or all will yield the same total of 3 points.

62. **How will priority points be assigned in NYC – do all schools in the DOE get points, or do the individual schools have to have TSI status or some other indicator of need to get the points?**

Three priority points will be given to applications with districts or schools that meet any of the following criteria:
• Districts with a 2 or above on the Needs Resource Index, which demonstrates a need per local resource twice that of the state average. (Appendix D)
• More than 2/3 of participating schools located on the most recent TSI (Targeted Support and Improvement) or CSI (Comprehensive Support and Improvement) lists. The complete list can be found on the NYSED website.
• Districts ranked 1-4 on the Need/Resource Capacity Category Index (see Appendix E), which defines High-need public school districts.

As all NYC DOE schools belong to a district ranked 1-4 on the Need/Resource Capacity Category Index, they will all be eligible for the 3 priority points.

63. **We have received approval for Not for our Profit LLC and are in the process of applying for the 501 C.  Can we still apply for his grant?**

A not-for-profit organization for the purposes of this grant is an organization incorporated under the not-for-profit corporation law or similar statute. The organization does not have to have 501(c)(3) status.

64. **We already have a for profit LLC can we apply?**

Public school districts and not-for-profit organizations working in collaboration with a public school district(s) are eligible to apply. For-profit organizations are not eligible to apply.

65. **We understand that for accountability purposes, NYSED combines District 75 schools together into a grouping called "NYC Spec Schools - Dist 75". Can District 75 submit their own proposal or should D75 schools be included with their geographic districts?**

Public school districts and not-for-profit organizations working in collaboration with a public school district(s) are eligible to apply. An applicant may propose to serve a single school within a district. The school district superintendent's signature is required on the Attachment 4: Collaborating School District/Agency Statement of Commitment and recommended on the Sample Partnership Agreement. You may wish to contact your community school district grants manager for further guidance.

66. **Would just like to find out if this is open to Charter schools before I start working on a proposal.**

    Charter Schools are not eligible for this program.

67. **Please define the difference between a community organization and not-for-profit. Understanding this definition will help us determine which of our programs are eligible for the RFP.**

    A community based organization is a public or private not-for-profit (including a church or religious entity) that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs.

    A not-for-profit organization for the purposes of this grant is an organization incorporated under the not-for-profit corporation law or similar statute. For the purposes of this grant, the terms are used interchangeably.

68. **Are BOCES considered eligible applicants and able to submit an application on behalf of its consortium districts?**

    No, BOCES are not eligible for this program.

69. **Are partnerships with community-based organizations required for this grant? If so, is there a minimum number of partners that should be included?**

    No. Eligible applicants are public school districts and not-for-profit organizations working in collaboration with a public school district(s). Public school district applicants are not required to partner with a community-based organization.

70. **If partnerships with community-based organizations are required, does there need to be a contract/MOU or some other verification of the partnership?**

    A partnership agreement is required of all applicants except school districts applying without a partner. The Sample Partnership Agreement (Attachment 9) is provided as a suggestion. Applicants may use an alternative partnership agreement document of their choice.

71. **Is there a preference in awarding grants to school districts/consortiums who do not currently have any state or federally funded after school programs? What is the purpose for indicating what after school programs the school district(s) are currently involved in?**

    No. All eligible applicants are encouraged to apply; applications will be scored competitively without preference given to applicants with or without funded afterschool programs. The data regarding current afterschool programs is for informational purposes.

72. **Does collaborating with multiple Nonprofits strengthen the award chances?**

No. All eligible applicants are encouraged to apply; applications will be scored competitively based upon the criteria indicated in the RFP.

73. **If a school district plans to contract with a CBO to provide some or all of the services listed in the grant application, does a partnership agreement have to be included with the application?**

A partnership agreement is required of all applicants except school districts applying without a partner. The Sample Partnership Agreement (Attachment 9) is provided as a suggestion. Applicants may use an alternative partnership agreement document of their choice. A partner typically has an active role in program planning and design, while a subcontractor provides supplies or services, but does not participate in program planning and design. Partnership agreements are required for all partners but are not required for vendors.

74. **One of the Districts we considered partnering with perceives that they would have to put the contract out to bid even if we're uniquely able to "partner" with them under this competitive grant opportunity. It appears that Attachments 4,9 & 10 clarify that they are mistaken, but can you confirm our interpretation?**

It is up to that school district to determine what local policies are applicable and how to appropriately proceed.

75. **If a partnering agency (not the applicant) is involved in other applications, does that contribute towards the aggregate maximum of $1,200,000?**

Each application may include a request for an annual grant award of a maximum of $350,000. Agencies applying for multiple grants will be limited to a maximum annual award of $1.2 million, in any one geographical region. This includes agency membership in consortia projects. These are maximum allowable awards. Attachment 10: Applicant Consortium Member/Partner Disclosure will be used by NYSED to determine total payments to consortia members and partners. All consortia members/partners must complete this disclosure. Consortia members/partners are limited to a cap of $1.2 million in any one geographical region.

76. **Does there exist a list of schools that are looking for CBO's to partner with in facilitation of their school violence prevention programming?**

NYSED does not maintain such a list.

77. **Can a CBO apply for ESD/SVP program dollars to implement this in a school where we already provide 21st Century-funded after school services? Can we use ESD/SVP program funding to enhance our existing extended day services?**

It is allowable to propose a program to serve a school where another after-school program exists. Each NYSED funded program has unique guidelines and requirements. Applicants are responsible for developing a program that will meet the requirements of the Extended School

Day/School Violence Prevention grant program. It is possible that students may be enrolled in other NYSED funded programs; however, each student must meet the unique enrollment requirements of each funding source in order to be included in a program's enrollment. Eligible applicants shall be prohibited from using ESD/SVP funds to displace after-school funding in existence (Education Law, Article 55, § 2814(1)).

78. **Are P-Tech partners allowed?**

    P-Techs are not eligible.

79. **If a non-profit serves as a "consultant" on an application with an LEA as the lead, does the amount of funding on that LEA application count towards the $1.2 mil maximum on a separate application submitted by the non-profit?**

    If a non-profit was not partner or consortium member but was a subcontractor providing consulting under Purchased Services: Code 40 on the FS-10 in a school district's proposal, that would not count toward the $1,200,000 annual maximum for ESD/SVP grants. If the non-profit was a partner or consortium member, the funding would count toward the $1,200,000 maximum and should be recorded on Attachment 10 (Applicant Consortium Member/Partner Disclosure form)

# Competitive Priorities:

80. **The RFP states that 15% of funds will go to High Needs Rural Applicants. Are those the districts receiving a rating of 4 on Appendix E? Or are you using a different definition?**

    Yes. Districts identified as category 4 on Appendix E are the High Needs Rural Districts.

81. **If a district's schools aren't on the TSI or CSI lists, but the district itself is, would that district be able to receive priority points for the designation? Or must the school(s) themselves be on a TSI or CSI list?**

    The schools being served by the proposed application must appear on the TSI or CSI list.

82. **For the competitive points, is it 1 point for each of the three criteria met, or would multiple points be given for meeting a single criterion if extreme need is demonstrated?**

    Three priority points will be given to applications with districts or schools that meet any of the following criteria:
    • Districts with a 2 or above on the Needs Resource Index, which demonstrates a need per local resource twice that of the state average. (Appendix D)
    • More than 2/3 of participating schools located on the most recent TSI (Targeted Support and Improvement) or CSI (Comprehensive Support and Improvement) lists. The complete list can be found on the NYSED website.
    • Districts ranked 1-4 on the Need/Resource Capacity Category Index (see Appendix E), which defines High-need public school districts.

Any of the three aforementioned bulleted priorities are worth the full 3 points. Eligibility for one or all will yield the same total of 3 points.

83. **How many awards do you anticipate for New York City? How does this compare with the previous RFP in 2016? Do you anticipate adding new program sites? Reducing sites?**

It is difficult to forecast the number of awards for any particular region due to not knowing the total amounts being requested by each applicant. The last round of funding saw 44 awardees from NYC.

84. **Will any weight will be given to current ESD/SVP sites that have operated their programs successfully and received positive evaluations by their third party evaluator?**

No. All applications will be scored competitively based on the criteria listed in the RFP.

85. **Regarding priority points (described on page 25 of the RFP), are the three priority points mentioned allocated for EACH of the three bullet points, meaning an applicant could potentially receive a total of nine bonus points?**

Three priority points will be given to applications with districts or schools that meet any of the following criteria:
• Districts with a 2 or above on the Needs Resource Index, which demonstrates a need per local resource twice that of the state average. (Appendix D)
• More than 2/3 of participating schools located on the most recent TSI (Targeted Support and Improvement) or CSI (Comprehensive Support and Improvement) lists. The complete list can be found on the NYSED website.
• Districts ranked 1-4 on the Need/Resource Capacity Category Index (see Appendix E), which defines High-need public school districts.

Any of the three aforementioned bulleted priorities are worth the full 3 points. Eligibility for one or all will yield the same total of 3 points.

# PROGRAM REQUIREMENTS AND ATTENDANCE:

86. **How many NYSED meetings/conferences should be budgeted for year? How many days will they be? Will they be in Albany?**

NYSED's professional development and statewide meetings have historically consisted of an annual, two-day meeting held in Albany. Applicants must budget for at least one staff member to attend; however, 2-3 are preferred. If meetings are held virtually due to the COVID-19 pandemic, programs will be able to reallocate this cost through a budget amendment. It is the responsibility of each applicant to determine the appropriate allocation for travel and lodging to attend NYSED's professional development and statewide meetings.

87. **In an ESD program, is there a requirement for how many days/hours a student must participate to be counted as part of the minimum of 50 children?**

Programs must operate for a minimum of two hours a day, 3 days per week (if operating a weekend-only program, the minimum requirement of 6 total program hours per week must be met).

88. **Can SVP funds be used to pay for a School Resource Officer?**

Expenses for a School Resource officer may be allowable if adequately justified in the application. Only proposed expenditures which are reasonable, necessary and consistent with the purposes and goals of the grant application will be funded. The expenditures must supplement and not supplant services currently supported by local expenditures of federal, state, or local funds.

89. **Can you please provide more guidance as to what you consider falls under the administrative cap of 5%?**

Administrative costs for school or agency administrative or support staff who do not provide direct service to participants in the program but whose cost can be identified and directly associated with the program would fall under the administrative cap. Examples of administrative expenses include the cost of a principal who is required to remain in the building during program hours, audit or fiscal employees, or other staff members whose role is strictly oversight of program and staff.

90. **Are there limitations to who can be considered a Project Director?  For example, can a Project Director be a certified principal?**

It is the decision of each individual applicant to define the role and scope of designated positions. The Project Director should have a minimum of a bachelor's degree with 3-5 years of program administration & management experience, experience in fiscal management and budgetary oversight, and experience working with extended school day and violence prevention programming.

91. **Page 7 of the RFP provides a list of extracurricular enrichment activities, "including but not limited to athletics, academic enrichment, etc." Must all of those listed activities be provided in a proposed program?**

No. It is not necessary to provide all stated activities.

92. **Is there a required configuration of days/hours for SVP activities?**

No. SVP programs may occur at any time of day or year, including during the school day.

93. **Can SVP grant funds be spent on activities during the school day?**

Yes, SVP programs may occur at any time of day.

94. **Can SVP funds be spent on parent activities related to violence prevention?**

Yes.

**95. Can children from Charter schools attend after-school program and be counted in numbers served?**

In order to participate in an ESD funded program a student must be enrolled in a school represented on the application's Participating Schools Form.

**96. What is the minimum number of hours a student needs to participate in the program to be counted as enrolled?**

ESD program attendance must reflect student attendance of 15 hours or more from the start of the current program year to qualify as an enrolled student.

**97. Are these to be year-long or just school-year-long programs?**

ESD Programs must operate outside the regular school day; programs may operate before or after school, on Saturdays, Sundays, school breaks, and/or during the summer. Likewise, ESD programs must operate for a minimum of two hours a day, 3 days per week (if operating a weekend-only program, the minimum requirement of 6 total program hours per week must be met). Applicants should determine the length of the program that best suits their target population.

SVP programs may occur at any time of day or year, including during the school day.

**98. Is a grantee allowed to add slots to an existing program with ESD/SVP dollars?**

Eligible applicants shall be prohibited from using ESD/SVP funds to displace after school funding in existence (Education Law, Article 55, § 2814(1)). Each grant funded program has unique guidelines and requirements. Applicants are responsible for developing a program that will meet the requirements of the Extended School Day/School Violence Prevention grant program.

**99. If we are offering a weekend-only program, is it ok if those children are also in an after-school program offered at different hours?**

Yes. It is allowable for students to participate in another after-school program when they are not participating in an ESD/SVP Program. Please note, however, that eligible applicants shall be prohibited from using ESD/SVP funds to *displace* [emphasis added] after-school funding in existence (Education Law, Article 55, § 2814(1)). Use of ESD/SVP funding to provide the same or similar services as an existing funded program would be considered supplanting.

**100.     Is a summer-only program design acceptable if we meet the same number of hours equivalent to a minimum of 3 days per week, 2 hours per day?**

Yes, provided that program participants record a minimum attendance of 15 hours or more from the start of the current program year to qualify as an enrolled student.

**101.     Does the Program Director role have to be full-time?**

No, the program does not require a full-time director. It is the responsibility of the applicant to define the role and scope of designated positions in Section 3 of the narrative: Project Staffing and Management. This section will be scored competitively.

**102.     If we are using ESD/SVP funds to add new slots to serve new students at a school with a separate afterschool program, can we share any staff like the Program Director or a teaching artist?**

Eligible applicants shall be prohibited from using ESD/SVP funds to displace after-school funding in existence (Education Law, Article 55, § 2814(1)). Each grant-funded program has unique guidelines and requirements. Applicants are responsible for developing a program that will meet the requirements of the Extended School Day/School Violence Prevention grant program**.**

If a staff person works for the ESD/SVP program and has another role in another program, only the portion of the individual's time spent specifically on ESD/SVP programming may be charged to grant funds; the amount should be prorated accordingly.

**103.     Are public school districts required to prequalify in the Grants Gateway to be eligible for the ESD/SVP program?**

No. Only non-profits serving as lead applicant have to prequalify.

**104.     Would you be able to clarify if this grant is for ongoing afterschool programming? We have a program that includes a one time presentation on various topics, including violence and I am unsure if we would be eligible, as our program is not ongoing, but rather could be provided to each school one time.**

If proposing an ESD program, the program minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met. The applicant may opt to propose a different schedule. If you are proposing an SVP program, programs may occur at any time of day or year, including during the school day. The grant program is a five year grant and the RFP does not contemplate a one-time presentation over the five year grant.

**105.     We currently are running two after school care programs. We will also be running Camp this summer in both locations as well. When you speak about the program in the application, with the children being unduplicated, would we be able to apply for those two programs combined within the application? As separately they do not and actually cannot reach 50 students due to licensing restraints.**

Public school districts and not-for-profit organizations working in collaboration with a public school district(s) are eligible to apply. A consortium, set up for the common purpose of applying for ESD/SVP funds that would be beyond the capabilities of a single member of the group, may apply.

**106.** **Please advise if contractors will be required to recruit additional participants for this funding as opposed to providing different services to the participants registered under a different funding source.**

Eligible applicants shall be prohibited from using ESD/SVP funds to displace after school funding in existence (Education Law, Article 55, § 2814(1)). Each grant funded program has unique guidelines and requirements. Applicants are responsible for developing a program that will meet the requirements of the Extended School Day/School Violence Prevention grant program.

Students may participate in programs funded by another source; however, participants are subject to the hours requirements outlined in the RFP. The programs must be run separate from one another and maintain distinct and unique program times, administrative structures, guidelines, and requirements.

**107.** **If a district applies and is awarded the funds can 2021-2022 funding be used as a planning year?**

Programming is to begin in the 2021-2022 year.

**108.** **Can the actual extended day program begin in 2022 or does it have to begin in 2021?**

Programming is to begin in the 2021-2022 year.

**109.** **Is it acceptable for a school district to use its SVP award to contract with a for-profit company that specializes in providing after-school programming? Or, do all contractors (like official consortium partners) have to be non-profits?**

A partner typically has an active role in program planning and design, while a subcontractor provides supplies or services, but does not participate in program planning and design. For-profit companies can serve as subcontractors but not application partners.

**110.** **If we propose an extended school day program that has activities both before school and after school, would we need the minimum of 50 participants at *both* times of the day? Or could we meet the minimum qualifications by having, for example, 30 students participating in the before-school program and 20 students participating in the after-school program?**

The number of students will be based on the "unduplicated count" of participants. The students in the before-school program and the after-school program would all need to be unique program participants totaling the minimum of 50 participants.

**111.    Can initiatives within a SVP proposal such as anti-bullying activities take place during the school day or must all activities - SVP and ESD - take place after school?**

SVP programs may occur at any time of day or year, including during the school day.

**112.    Can an SVP proposal cover two schools that share a "campus"?**

Public school districts and not-for-profit organizations working in collaboration with a public school district(s) are eligible to apply. A consortium, set up for the common purpose of applying for ESD/SVP funds that would be beyond the capabilities of a single member of the group, may apply.

**113.    Is the number 50 students aggregate (let's say we do 10 five week 'sessions') or must they be there every day, week in and week out?  Basically, how does the count work?**

The number of students will be based on the "unduplicated count" of participants. The students must be unique program participants totaling the minimum of 50 participants. ESD program attendance must reflect student attendance of 15 hours or more from the start of the current program year to qualify as an enrolled student.

**114.    What is expected in terms of written agreements between the awardee and the schools?**

A partnership agreement is required of all applicants except school districts applying without a partner. Additionally, applicants must submit a Collaborating School District/Agency Statement of Commitment Form. Please review p. 18, p. 39, p. 70-71 of the RFP for more specific form and agreement requirements.

**115.    I am writing to ensure I am interpreting guidelines correctly around the SACC license. *If the writing organization was to design programming that: students and/or families could sign-up for a series of classes, content is specific and thematic (ex arts based program), they takes place within a school building during OST then the organization would NOT need a SACC license, correct?***

It is the responsibility of the applicant to determine whether or not they are required to obtain a SACC license. Applicants with questions regarding SACC licensure should contact their Office of Children and Family Services Regional Offices listed on p. 27 of the RFP.

**116.    For academic after school programming within school buildings, can you please provide examples of which require SACC licenses and which are exempt.**

It is the responsibility of the applicant to determine whether or not they are required to obtain a SACC license. Applicants with questions regarding SACC licensure should contact their Office of Children and Family Services Regional Offices listed on p. 27 on the RFP.

**117.     Could you please outline the criteria for the hours of required attendance during a summer program component?**

The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met. The applicant may opt to propose a different schedule.

**118.     May extended day opportunities be expanded throughout the duration of the grant?**

Opportunities to participants may be expanded throughout the duration of the grant but please note that It is anticipated that the annual award amount will remain static for each year of the award period. Likewise, programs will be held to the maximum allocation for participants in ESD programs of $1,600 per student.

**119.     It appears that we can propose to serve more than one school and/or CBO site as part of the same application, as long as we comply with the rules about total program size and cost per participant.  Is this correct?**

Yes.

**120.     Can an applicant offer only a summer program? Is there a minimum total number of hours that programming must be delivered to each student per year?**

Applicants can offer a summer only program. The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met. The applicant may opt to propose a different schedule.

**121.     Are school districts responsible for contracting with an outside company to track participant attendance or does the state have its own system that districts can use to track attendance?**

Applicants proposing an ESD programs are required to explain how students will be recruited and retained in the program and provide a plan on how attendance will be taken and how the proposed program activities will be aligned with the regular school day. A roster of student participants, including the names and number of hours of participation in the program will be required to be submitted to NYSED. NYSED does not provide a system to be used.

**122.     Can School Violence Prevention activities can take place during the school day? Can they be scheduled during out-of-school time?**

SVP programs may occur at any time of day or year, including during the school day.

**123.     Are ESD programs required to include a component related to school violence prevention?**

Applicants are expected to increase student achievement, provide extracurricular enrichment activities, and contribute to school violence prevention; successful proposals will include school safety activities in their extended day programs.

**124.     Can virtual programming be offered to participating students so long as the pandemic continues?**

The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met. The applicant may opt to propose a different schedule. The list of activities provided in the RFP is a suggested list; all activities do not have to be included and it is acceptable to propose virtual programming provided the requirements of the RFP are met. Specific program offerings are determined by the lead agency.

**125.     Is the $1,600 student rate per student/per year/per activity?  For example, if the same student attends SACC, youth sports and a family cooking class is the total amount allocated for this child $1600/year or $4800/year?**

The maximum allocation for ESD programs is $1,600 per student.

**126.     Are we allowed to use the funds to lessen the cost of a SACC or Summer camp for families or to provide income eligible grants for such programs?**

If funds are being used for admission costs associated with a program that is not under the ESD/SVP grant program those costs are not allowable. Applicants may propose the replacement of a fee-based after-school program with an ESD program. This would not be considered supplanting. However, eligible applicants shall be prohibited from using ESD/SVP funds to displace after school funding in existence (Education Law, Article 55, § 2814(1)). Each grant funded program has unique guidelines and requirements. Applicants are responsible for developing a program that will meet the requirements of the Extended School Day/School Violence Prevention grant program.

**127.     Would you please clearly define "school violence" and describe the ways the grant intends for school/Non Profit collaborations to combat it?  Are we to concentrate on curriculum to help end school violence or is the fact that healthy activities statistically lessens school violence sufficient?**

The primary purpose of the Extended School Day/School Violence Prevention (ESD/SVP) Program is to award competitive grants to provide support to students through extended school day activities and/or school safety programs which promote violence prevention. Applicants have the option to design programming based on community needs and capacity.

**128.     Is an agency able to provide virtual services through this grant? Or will funds only support in-person programming?**

The list of activities provided in the RFP is a suggested list; all activities do not have to be included and it is acceptable to propose virtual programming provided the requirements of the RFP are met. Specific program offerings are determined by the lead agency.

**129.      Page 10 of the RFP talks about evaluation and self-assessment requirements. To confirm, the independent evaluator needs to be someone who is external to the agency. Is that correct, or can the evaluation be completed by and in-house evaluator if the agency maintains a Research and Evaluation department?**

In instances where one agency houses separate departments it is acceptable to hire an individual from a separate division for the position.

**130.     Please provide guidance on the rules for competitive bidding that apply to this grant.  Are there state or federal rules that require we issue an RFP for vendors/service providers, or are we governed solely by our local Board policies regarding procurement?**

It is up to the applicant to determine what policies are applicable and how to appropriately proceed. Excerpt from [Fiscal Guidelines for Federal and State Funded Grants](#):

*"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. The local board of education or other appropriate governing body is responsible for the proper disbursement of, and accounting for, project funds. That is, local agencies need to have a proper financial management system in place and to establish and maintain appropriate and effective internal controls."*

**131.     Section VI notes minimum programming for school year during weekdays and/or weekends. Is the expectation for summer programming a minimum of 6 hours a week, also? And is there an expectation on how many weeks in the summer?**

Applicants can offer a summer only program. The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met; the applicant may opt to propose a different schedule.

**132.    Section Vi: notes that programming may occur during school break periods that occur during the school year. Is it your preference that those break days or weeks be included?**

The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met; the applicant may opt to propose a different schedule.

**133.    Section VI: in a program for teens, could youth employment be considered part of the eligible activities?**

Student stipends are allowable for a student working in a program, e.g. a high school student acting as supervised junior counselor in an elementary school program. Student stipends are not allowable for program participants, e.g. students participating in a peer mentoring program, or students participating in an internship.

**134.    ESD model – Would a portion of the programming conducted remotely (ex. Meetings via Zoom) be acceptable, particularly in light of any school or State-based in person restrictions?**

The list of activities provided in the RFP is a suggested list; all activities do not have to be included and it is acceptable to propose virtual programming provided the requirements of the RFP are met. Specific program offerings are determined by the lead agency.

**135.    Does the SACC apply to nonprofits running programs in school buildings?  Or just at non-school building sites?**

It is the responsibility of the applicant to determine whether or not they are required to obtain a SACC license. Applicants with questions regarding SACC licensure should contact their Office of Children and Family Services Regional Offices listed on p. 27 on the RFP.

**136.    If the application proposes a summer program in a school building, but a high portion of time may be spent at other locations, such as volunteer sites, does SACC apply?**

It is the responsibility of the applicant to determine whether or not they are required to obtain a SACC license. Applicants with questions regarding SACC licensure should contact their Office of Children and Family Services Regional Offices listed on p. 27 on the RFP.

**137.    We are exploring implementing this program with several area schools, if funded, under one countywide program in our organization. Each conversation is in a different place, with some schools at a more committed stage of readiness than others. In planning our numbers of students to serve, do the numbers per school need to be met or just the total number of students per applicant/program? If a school changed their mind but another was interested, could that substitution be made to still meet the full**

**cohort of students we have planned? Or could the program move forward with fewer schools but greater enrollment in each?**

A partnership agreement is required of all applicants except school districts applying without a partner. A partner agency is one that takes an active role in program design and planning. This must include, at minimum, lead applicant agencies, participating school districts and any not-for-profit partners. Participation of school-level administration is recommended. Please note that the School District Superintendent must sign the Attachment 4: Collaborating School District/Agency Statement of Commitment and it is recommended they sign the Partnership Agreement.

138.     **Program design: If we currently offer a limited-size program in one district, and want to expand that enrollment and also expand to other districts, how many students do we count in the ESD program? For example, if we have 20 students in one school and want to expand that to 30, and add another 50 in other districts, is the program size 80 students, total (50+30?) Or only (50+10?)**

Applicants may propose to expand upon existing services, provided that the proposal meets the requirements of the ESD/SVP program. Use of ESD/SVP funding to provide the same or similar services as an existing federal or state funded program would be considered supplanting.  The total enrollment means an unduplicated count of students receiving a minimum of 15 hours of service under the ESD/SVP funded new or expanded services.

139.     **If the program includes multiple activities throughout the year with a variety of schedules (after school, evenings, weekends, week-long summer camps or multiple day camps during beaks, etc), what kind of flexibility is allowed with the 2 hours/day, 3 days/week requirement? For example, a running camp may not be well-suited to 2 hours, 3x/week, but 1 hour, 3x/week during the fall and spring would be realistic and safe. We would also be running other programs during the week and throughout the year that would add up to an average of 6 hours/week for 40 weeks (plus summer programming). Knowing the specific time constraints will help us build out an appropriate schedule.**

The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met. The applicant may opt to propose a different schedule.

140.     **What are the minimum operating requirements, number of weeks, days per week, hours per day, for operating an intensive Extended School Day summer only program?**

Applicants can offer a summer only program. The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of programming; as long as these minimum requirements are met. The applicant may opt to propose a different schedule.

141.     **Can an extended school day program involve students taking college credit courses outside of school hours - evenings, weekends, summer, etc. - as a means to improve their current and future school success? Can the program pay for course expenses? Can it involve students getting trades related OSHA certifications, etc. to provide them with more opportunities?**

Students may participate in courses as a part of the activities described under the requirements for the ESD grant; however, course tuition costs, costs for certifications, etc. are not allowable expenses.

142.     **Is there precedent for a charter school to be a competitive applicant?**

As in the previous grant cycle, charter schools are not eligible for this program.

143.     **With the requirement for not-for-profit organizations to have School-Age Child Care Registration (SACC) with the New York State Office of Children and Family Services, can you clarify what the requirement would be for an individual charter school applying (rather than a school district)?**

Charter schools are not eligible for this program.

144.     **If I am understanding correctly, "Programs located in school buildings will be governed by the district's School Safety Plan and any related building-level plans" -- meaning that there wouldn't be further requirements than what we already maintain as a charter school operating within our district?**

Charter schools are not eligible for this program.

145.     **Our school district implements NYS OCFS Empire programming but there is a gap for working families who cannot leave their jobs early to pick up their children. The existing services are for Monday through Thursday from 2:30-4:30 pm. We are a subcontractor with the school district and serve some of these children.  We would like to address this gap by using this funding to serve children Monday through Thursday from 4:30-6:30 pm. Is this model allowable?**

It is allowable to propose a program to serve a school where another after-school program exists. Each funded program (e.g., ESD/SVP, 21$^{st}$ CCLC, Empire) has unique guidelines and requirements. Applicants are responsible for developing a program that will meet the requirements of the Extended School Day/School Violence Prevention grant program. It is possible that students may be enrolled in other funded programs; however, each student must meet the unique enrollment requirements of each funding source in order to be included in a program's enrollment. Eligible applicants shall be prohibited from using ESD/SVP funds to displace after-school funding in existence (Education Law, Article 55, § 2814(1)).

146.     **Is there a minimum number of weeks for operating required?**

The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met. The applicant may opt to propose a different schedule.

**147.      Do services need to take place inside of a school building?**

No.

**148.      What can we expect to report on aside from the roster and number of hours?**

Each entity receiving an ESD/SVP award will be required to submit two program reports annually to the NYSED ESD/SVP program office, a mid-year report and a final report. The reports, in a form and manner prescribed by NYSED, will need to outline the grantee's expenditures and activities in the ESD/SVP program for the program year and will include, but not be limited to, the following elements:
☐ A summary of the involvement of parents and other community members and organizations in program development and implementation;
☐ A report on the progress made toward achieving the objectives, activities and outcomes outlined for each of the program goals;
☐ Outcome data supporting the program's goals of increased student achievement, school violence prevention, and school safety

**149.      Can students only attend in the summer and not during the school year and still be counted, if they attend for 15 hours?**

Yes.

**150.      Can a weekend only program operate on Saturday only as long as it operates for 6 hours on that day?**

Yes.

**151.      If a non-profit is applying for ESD model funding only and will conduct services at its own non-school site, are school safety activities understood to be only those that can be conducted at the site of the nonprofit or do they have to include school based activities as well?**

ESD Applicants are expected to increase student achievement, provide extracurricular enrichment activities, and contribute to school violence prevention; successful proposals will include school safety activities in their extended day programs. Applicants can determine the best way to include these activities.

**152.      We are building a new center that will not be completed until after the start of the grant cycle. Is there a way to propose to operate at a temporary location until the new center is completed or delay the start of the program until the new center is completed?**

It is the responsibility of the applicant to describe this in their proposal narrative. This section will be scored competitively based on the criteria listed in the RFP.

**153.     Please advise if an extended day program is inclusive of before school programming?**

ESD programs must operate outside the regular school day; programs may operate before or after school, on Saturdays, Sundays, school breaks, and/or during the summer.

**154.     Could you please clarify if the 15 hours of attendance required for a student to be considered enrolled and counted as a participant in the program , is monitored annually, or quarterly, or by some other measure. For example, if a student enrolls, attends for 15 hours, but then either does not return, or returns infrequently, is that student still able to be counted as a participant?**

ESD program attendance must reflect student attendance of 15 hours or more from the start of the current program year (through the end of the program year) to qualify as an enrolled student.

**155.     Is there a required number of weeks. or hours per week for a summer program?**

Applicants can offer a summer only program. The ESD minimum requirement is to operate for two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of programming as long as these minimum requirements are met. The applicant may opt to propose a different schedule.

**156.     It is not explicitly listed in the RFP, but we wondered if lunchtime ESD can be included as well?**

ESD Programs must operate outside the regular school day; programs may operate before or after school, on Saturdays, Sundays, school breaks, and/or during the summer. Lunch breaks during the school day are not considered to be outside of the regular school day.

**157.     What does it mean to *"increase student achievement"? test scores, report card grades, attendance, any or all of these?***

According to p. 10 of the RFP Evaluation and Self-Assessment Requirements, applicants are to use both quantitative and qualitative measures, to evaluate their program and that evaluation must measure both program implementation and program outcomes. It is the responsibility of the applicant to describe their comprehensive program level evaluation plan in their proposal narrative under Section 4: Quality of Project Evaluation. Which will include measurable objectives and outcomes for the program. This section will be scored competitively.

**158.     Are we able to provide blended learning as part of the 6 hours/ per week requirement?**

It is the responsibility of the applicant to describe their program in detail, we cannot make a subjective assessment or specific program aspects as part of the Q&A.

**159.     Is it 6 hours per child of programming or 6 total hours of programming per week?**

The ESD minimum requirement is to operate for two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of programming; as long as these minimum requirements are met. The applicant may opt to propose a different schedule

**160.     Is this contract performance based? Is there a minimum amount of hours that each participant must have for the entirety of the contract?**

The ESD minimum requirement is to operate for two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of programming; as long as these minimum requirements are met. The applicant may opt to propose a different schedule.

# SUBMITTING APPLICATIONS and FORMS:

**161.     May a school district superintendent sign off on multiple applications from the district or CBOs that total more than $1.2 million, even if the maximum that can be awarded will be $1.2 million?**

Yes, however, agencies applying for multiple grants will be limited to a maximum annual award of $1,200,000 in any one geographical region. This includes agency membership in consortia projects.

**162.     Is there a limit to how many applications one LEA can submit? This does not refer to the budgetary cap of 1.2million but rather how many discreet applications in sum total.**

There is no limit; however, agencies applying for multiple grants will be limited to a maximum annual award of $1.2 million, in any one geographical region. This includes agency membership in consortia projects.

**163.     Can you please clarify if a school district applying for a ESD Grant if they have to partner with (2) not-for-profit organizations and can it be just (1)??**

Public school districts and not-for-profit organizations working in collaboration with a public school district are eligible to apply. A public school district applicant is not required to have a partner. A public school district may partner with one or more non-profits if desired.

**164.** **The instructions say the maximum length of the program narrative is 12 pages. The instructions also say that the organizational chart required in the Project Staffing and Management section does not count towards the page total. Since the instructions say that proposal narratives "will not be reviewed beyond the maximum number of pages," where should the organizational chart be included? The Application Checklist on pp. 70-71 of the RFP does not include a place for the organizational chart.**

The organizational chart can be included as an attachment and it will not count toward the overall proposal page total. It can also be embedded within the narrative. Reviewers will be instructed to not count the space used by the chart towards the total 12-page maximum.

**165.** **Similarly, the Staffing and Management section requires that we attach "current resumes for all full-time and part-time professionals, including instructional staff, to be assigned to the project. In the event staff has not been hired, provide the position descriptions." Are the resumes and/or position descriptions included or excluded from the 12-page program narrative maximum? If they are excluded, where should we include them in this submission. The Application Checklist on pp. 70-71 of the RFP does not include a place for staff resumes or position descriptions.**

Resumes are considered attachments and will not count towards the page total of the narrative. They can be uploaded as a separate attachment to the program narrative, embedded within the narrative itself, or added at the end of the narrative. Reviewers will be instructed to not count the space used by the chart towards the total 12-page maximum.

**166.** **Are BOCES and districts exempt from submitting a payee information form?**

BOCES are not eligible applicants. All applicants are required to submit a payee information form if they have never received grant funding through NYSED, or if any information previously provided must be updated.

**167.** **Where do you place the data about Priority School in the proposal?**

Individual school information should be placed on the participating school's form. Individual applications will be reviewed by NYSED and competition priorities will be awarded.

**168.** **The online grant submission platform does not allow for upload of the Abstract and it is not listed in the list of attachments that do NOT count toward the Program Narrative 12-page limit. Can you confirm that the abstract should be uploaded as part of the Program Narrative and that it is NOT considered part of the 12-page limit?**

The abstract should be uploaded as a part of the Program Narrative and it will not count toward the 12-page limit.

**169.** **The first cell / line of Attachment 10 does not allow for typing into the column to respond to the Lead Applicant question. Is it allowable to add this information into the**

**first row or can NYSED provide a revised Attachment 10?  Since we have begun populating the application, we would request that a new online format not be made, and just an accommodation so we don't have to repopulate the application.**

It is allowable to add the necessary information to the first row.

170.    **With the Covid crisis most of our school leaders, superintendents and community partners are working from home and offices are closed.  We will be unlikely to get original signatures from superintendents, principals and CBO partners.  Can we submit hard copies of scanned documents in our application files?**

Please review the [Electronic Submission Instructions](#) posted with the RFP.

171.    **If a school district applicant wants to do both ESD and SVP activities and the cost of those activities would exceed $350,000, would the applicant need to submit two separate applications (one for ESD programming and a second, separate application for SVP programming)?**

Each application may include a request for an annual grant award of a maximum of $350,000. Agencies applying for multiple grants will be limited to a maximum annual award of $1,200,000. This includes agency membership as a partnering agency or as a partner in consortia projects. If the cost of what you are proposing exceeds the $350,000 maximum, then it will be necessary to submit more than one application.

172.    **I don't see New York City or NYC Community School Districts listed on Appendix D--Needs Resource Index. What are the relevant Needs Resource Index scores for NYC or specific CSD's?**

New York City School Districts have a Needs Resource Index (NRI) score of 1.210, which is below the threshold of a 2 or greater needed to be eligible for this priority.

173.    **Is a charter school considered to have the same Needs Resource Index as the physical district in which it is located? If not, how is its index score calculated?**

Charter schools are not eligible for this program.

174.    **Are charter schools considered Local Education Agencies (LEAs) for the purpose of grant eligibility? So, for example, an eligible applicant could be: (1) charter school (LEA) and (2) not-for-profit organizations working in collaboration with a charter school (LEA)?**

Charter schools are not eligible for this program.

175.    **If a school district is submitting one application and that application is for a combined ESD and SVP project, could the district potentially be awarded $700,000 (or**

**up to $700,000) since the maximum award for a single ESD project is $350,000 and the maximum award for an SVP project is $350,000?**

Each application may include a request for an annual grant award of a maximum of $350,000. The total amount per application, whether it be a proposal for ESD, SVP, or a combination ESD/SVP is $350,000. Agencies applying for multiple grants will be limited to a maximum annual award of $1,200,000. This includes agency membership as a partnering agency or as a partner in consortia projects. For example, an applicant may propose a combination ESD/SVP application budgeting $150,000 for an SVP program and $200,000 for an ESD program.

**176.     If a school district applicant wants to do both ESD and SVP activities and the cost of those activities would exceed $350.000, would the applicant need to submit two separate applications (one for ESD programming and a second, separate application for SVP programming)?**

Each application may include a request for an annual grant award of a maximum of $350,000. The total amount per application, whether it be a proposal for ESD, SVP, or a combination ESD/SVP is $350,000. Agencies applying for multiple grants will be limited to a maximum annual award of $1,200,000. This includes agency membership as a partnering agency or as a partner in consortia projects.

**177.     Does the Program Abstract (one-page summary) count toward the 12-page maximum for the narrative?**

The abstract should be uploaded as a part of the Program Narrative and it will not count toward the 12-page limit.

**178.     If a school district is submitting one application and that application is for a combined ESD and SVP project, could the district potentially be awarded $700,000 (or up to $700,000) since the maximum award for a single ESD project is $350,000 and the maximum award for an SVP project is $350,000?**

Each application may include a request for an annual grant award of a maximum of $350,000. The total amount per application, whether it be a proposal for ESD, SVP, or a combination ESD/SVP is $350,000. Agencies applying for multiple grants will be limited to a maximum annual award of $1,200,000. This includes agency membership as a partnering agency or as a partner in consortia projects.

**179.     Does the chart that begins on page 96 of the RFP need to be completed and submitted with the grant application or that chart only submitted when grant contracts are made?**

An updated data privacy form has been uploaded to the RFP announcement.

**180.      Does the Program Abstract (one-page summary) count toward the 12-page maximum for the narrative?**

The abstract should be uploaded as a part of the Program Narrative and it will not count toward the 12-page limit.

**181.      Will allowances be made during the application process for agencies to apply to the RFP while they are in the process of renewing SACC licenses? We began our renewal process several months ago, but COVID has slowed this process dramatically.**

Not-for-profit organizations must provide proof of SACC licensure before funding/programming is to begin operation.

**182.      Can some of the wording from Attachment #9, the Sample Partnership Agreement, be used as is, or must the entire Agreement be customized?**

Applicants must develop their own agreements. Failure to submit customized Partnership Agreement(s) will be an indicator that the required collaboration did not occur. The sample is to assist you in the development of your agreements. You may use wording from the sample as appropriate.

**183.      Attachment #7 on page 81 asks for Information on the Extended School Day Program Site.  Is there a similar document for a SVP program site?**

No, this attachment isn't required for SVP only applicants.

**184.      Page 19 of the RFP details required documents and the narrative format, but does not specifically say whether the one-page Program Abstract counts towards the 12-page limit for the narrative.  Does the Program Abstract count towards the 12 pages, or is the limit 12 pages plus the abstract?**

The abstract should be uploaded as a part of the Program Narrative and it will not count toward the 12-page limit.

**185.      Could you please provide some clarification on the differences between the Collaborating School District/Agency Statement of Commitment (Attachment 4) and the Partnership Agreement (Attachment 9)?  If we are a CBO working with a school district, do we need to submit both completed forms, signed by the same school authority?  Should we submit Partnership Agreements only for collaborating schools, or for other partnering agencies (such as wraparound service providers) as well?**

A partnership agreement is required of all applicants except school districts applying without a partner. A partner agency is one that takes an active role in program design and planning. This must include, at minimum, lead applicant agencies, participating school districts and any not-for-profit partners. Participation of school-level administration is recommended.

Please note that the School District Superintendent must sign the Attachment 4: Collaborating School District/Agency Statement of Commitment and it is recommended they sign the Partnership Agreement. This form must be completed by all collaborating school districts and agencies. You may duplicate as needed.

186. **The Collaborating School District/Agency Statement of Commitment requires the signature of the Superintendent, and the Partnership Agreement requires the signature of the District Superintendent.  As New York City has a large number of Community School Districts, all under the supervision of a City-wide Chancellor, we understand these requirements to refer to the Community School District Superintendent.  Is this correct?**

    Correct. Please note that the School District Superintendent must sign the Attachment 4: Collaborating School District/Agency Statement of Commitment and it is recommended they sign the Partnership Agreement. This form must be completed by all collaborating school districts and agencies. You may duplicate as needed.

187. **Are consortium school districts required to complete Attachment 4 in addition to Attachment 9?**

    Yes.

188. **In the portal, does "Partners and Service Providers Participating in this Grant" refer to both paid and unpaid partners, as long as they are providing services?**

    Yes.

189. **Page 19 of the RFP mentions a 12-page limit for the narrative. Does this include the program abstract, or is the abstract outside of the 12-page limit?**

    The abstract should be uploaded as a part of the Program Narrative and it will not count toward the 12-page limit.

190. **Attachment 2, the "lead applicant agency profile" (page 72 of the RFP), asks for an "agency code". Is this the same thing as our EIN number? If not, can you please provide more details about what the agency code is?**

    The agency code is a 12-digit BEDS (or agency) code number assigned by the SED P-12/IRS program office; it is not the same as the EIN number.

191. **RFP says no charts or tables besides the Org chart.  Can you confirm that this applies to displays of relevant data, as well? No tables, just text? If a chart exists in another publication that we could cut and paste into our narrative, is that acceptable or should we plan to restate all the data?**

    The only acceptable chart is the organizational chart.

**192.      Is the one-page abstract included in the 12-page limit for the narrative or in addition to it?**

The abstract should be uploaded as a part of the Program Narrative and it will not count toward the 12-page limit.

**193.      Must an LEA applying alone, and not in collaboration with a not-for profit or as part of a consortium, submit Attachment 10 (Applicant Consortium Member/Partner Disclosure Form)?  If the form is required, does the LEA complete Part II and would this list the not-for-profit applications being submitted by outside agencies that will serve their students?**

If a public school district is applying alone and is not part of a consortium, it does not need to complete attachment 10.

**194.      For which partners does a Partnership Agreement need to be submitted? Is a Partnership Agreement required for any subcontractors, or only for members of a consortium?**

Partnership agreements are required for all partners but are not required for subcontractors or vendors. A partner typically has an active role in program planning and design, while a subcontractor/vendor provides supplies or services, but does not participate in program planning and design.

**195.      Can an applicant apply for two or more separate contracts within the same school district?**

Yes. Agencies applying for multiple grants will be limited to a maximum annual award of $1.2 million, in any one geographical region. This includes agency membership in consortia projects.

**196.       As an applicant with four sites under one umbrella, should each site apply individually with a maximum request of $350,000 or should the four-site region submit one application with a maximum request of $1,200,000 across four sites?**

Subject to the limitations described in the RFP, it is the applicants' responsibility to determine the number of applications to submit, sites to be served, and the number of students per site. Each application may include a request for an annual grant award of a maximum of $350,000. The total amount per application, whether it be a proposal for ESD, SVP, or a combination ESD/SVP is $350,000. Agencies applying for multiple grants will be limited to a maximum annual award of $1,200,000. This includes agency membership as a partnering agency or as a partner in consortia projects

**197.      Related to the above, as a school region with four sites, is our maximum monetary request $350,000 or $1,200,000 across the four sites?**

Each application may include a request for an annual grant award of a maximum of $350,000. The total amount per application, whether it be a proposal for ESD, SVP, or a combination ESD/SVP is $350,000. Agencies applying for multiple grants will be limited to a maximum annual award of $1,200,000. This includes agency membership as a partnering agency or as a partner in consortia projects

**198.	Should applicants complete the Vendor Responsibility Questionnaire online via the New York State VendRep System *prior* to the application submission or after (if) the program is awarded?**

Applicants should complete the Vendor Responsibility Questionnaire online at the time of application, unless their organization is exempt from this requirement. Public school districts are specifically exempted. In addition, all applicants (including public school districts) should ensure that any non-exempt consortium member, partner, or subcontractor who is expected to receive $100,000 or more over the grant term also completes a Vendor Responsibility Questionnaire online.

**199.	The RFP indicates *"Provide an organizational chart that indicates the management structure of the program within the agency. Consortium applicants should provide an organizational chart of the consortium arrangement."* Could you provide clarification on this? We interpret this as an organizational chart that shows the agency's leadership structure and includes a detailed branch of the management structure of the program within the agency. Alternatively, one could interpret this to mean NYSED would like to see a large organization chart including all personnel in the entire agency, even if their positions are completely unrelated to the ESD/SVP program.**

The organizational chart must detail the management structure of the ESD/SVP program within the applicant's agency. If an applicant is applying as a consortium, please provide an organizational chart of the consortium arrangement. It is the responsibility of the applicant to describe their program in detail; we cannot make a subjective assessment within the Q and A summary. This is a competitive grant and awards are based the score resulting from the applicants' ability to address the goals and objectives of the RFP.

**200.	There are several pieces of the application which require original signatures, written in blue ink. Due to the pandemic, schools and agencies have closed their physical locations and staff currently operate remotely. In light of this, will NYSED accept a scanned copy (in color to show the blue ink) of some of these documents? If this is not acceptable, has NYSED designed an alternative way for applicants to submit these pieces?**

The application deadline has been extended to March 17, 2021. Required hard documents should be postmarked by that date. If you are not able to attain wet ink signatures please review the Electronic Submission Instructions posted with the RFP for guidance on acceptable ways to execute signatures. Print the electronically signed documents and mail the hard copies to the appropriate address in the RFP.

**201.** **Regarding Attachment 2-A Lead Applicant Agency Profile: The example included in the RFP asks for agencies to enter the <u>Agency Code/BEDS CODE</u>, <u>NYS Vendor ID</u>, and <u>FEIN #</u>. Since the applicant will have already entered the NYS Vendor ID and FEIN#, what specific code should be entered for "Agency Code" when the applicant is not a school (and therefore does not have a BEDS CODE)?**

If you do not currently have an agency code, leave this section blank.

**202.** **In the online portal there are three sections that are not working correctly – they are:  1) collaborating agencies and school districts, 2) participating schools section; and 3) program site information.  We checked no more to add and the section still reads as though it isn't finished.  This could be problematic when we go to submit.  Will you be fixing this?  We submitted two technical requests and this has not been answered or fixed.  We believe that once we click there are no more schools to add, then it should look as though the section is complete and it does not.**

Thank you for bringing this to our attention; this issue has been fixed.

**203.** **In the Electronic Submission Instructions document, it notes several forms of acceptable e-signatures. We would like to confirm we can retrieve acceptable forms of e-signatures from principals and our CEO and that we must also print these signed documents out and mail a hard copy version it?**

Correct.If you are not able to attain wet ink signatures please review the <u>Electronic Submission Instructions</u> posted with the RFP for guidance on acceptable ways to execute signatures. Print the electronically signed documents and mail the hard copies to the appropriate address in the RFP.

**204.** **On page 70, 72, and 78 in the RFP, it notes the signatures should be in blue ink. Can we still follow the Electronic Submission Instructions document on getting digital signatures or must we use blue ink for any required signatures?**

If you are not able to attain wet ink signatures please review the <u>Electronic Submission Instructions</u> posted with the RFP for guidance on acceptable ways to execute signatures. Print the electronically signed documents and mail the hard copies to the appropriate address in the RFP.

**205.** **Please confirm if the online application is due March 10, 2021 by 5pm and that the hard copy documents should be postmarked by March 10, 2021.**

The due date has been extended until March 17, 2021. **Required hard copies should be postmarked by March 17, 2021, as well.** See updated RFP posting on the <u>NYSED P12 website</u>.

**206.** **May we put in a separate goal page for remote learning? Or create an attachment related to how we handle program operations during a pandemic?**

It is the responsibility of the applicant to describe their program in detail, we cannot make a subjective assessment. This is a competitive grant and awards are based the score resulting from the applicants' ability to address the goals and objectives of the RFP.

207.    **For the Statement of Commitment form, does this need to be duplicated twice? Is it one form to be filled out with the school name and signed by the Superintendent, and the other form to be filled out with our organization's information and signed by our Executive Director?  Or just the applicant agency must fill this in? We are a CBO, not a school district, so we want to confirm that our CBO should fill out the form, and our CEO signature will suffice.**

CBO partners must sign a separate Statement of Commitment form. This form must be completed by all collaborating school districts and agencies. You may duplicate as needed.

208.    **For the partnership agreement, should there be a signature line for the principal of the school? We are a CBO. In the past, we would enter our CEO, the School Principal, and the District Superintendent to sign off on this form. Is this correct?**

A partnership agreement is required of all applicants except school districts applying without a partner. A partner agency is one that takes an active role in program design and planning. This must include, at minimum, lead applicant agencies, participating school districts and any not-for-profit partners. Participation of school-level administration is recommended.


# OTHER:

209.    **Is the independent evaluator considered a partner? If so, should they sign the partnership agreement?**

Independent evaluators are considered vendors and should not sign the partnership agreement.

210.    **Please clarify the definition of equipment on page 22 of the rfp? Under 2B, Scoring Indicator b, it says to describe the "equipment needs" to ensure the safety of students, families and staff…**

If proposing an SVP program and there is a need for specific equipment related to school violence prevention initiatives please provide a description of any equipment, items, devices, hardware, etc. that will be needed. Please note that this is not necessarily the same as Code 20 (EQUIPMENT) of the FS-10 budget form, which refers to Items with a unit cost of $5,000 or greater; however, some items may fit this category.

211.    **Is this referring to the equipment budgetary category, meaning I need to include items that cost $5000 or more, or does it mean safety items in general, which could fall under the materials and supplies code, or equipment code, based on the cost?**

If proposing an SVP program and there is a need for specific equipment related to school violence prevention initiatives please provide a description of any equipment, items, devices, hardware, etc. that will be needed. Please note that this is not necessarily the same as Code 20 (EQUIPMENT) of the FS-10 budget form, which refers to Items with a unit cost of $5,000 or greater; however, some items may fit this category.

**212.     What is the source of Appendix D Needs Resource Index, as Penn Yan is not on it. Is that an oversight?**

The source of Appendix is the Needs Resource Index (NRI). Penn Yan has an NRI of 1.236 and was not included on this list of districts with an NRI rating of 2 or greater.

**213.     If we are submitting ESD/SVP grant applications for more than one school district applicant, do we need to have a separate email address associated with each application in the SurveyMonkey system?**

No. One account can submit multiple applications.

**214.     *Please provide an address for a "Proposed Budget for a Federal or State Project" FS-10***

Click here for blank FS-10 forms. The FS-10 should be uploaded to the Survey Monkey Apply portal as part of the application and the hard copy mailed to:

New York State Education Department
Student Support Services
Attn: 2021-2026 ESD/SVP Grant Application
89 Washington Avenue
Room EB 318M
Albany, NY 12234

**215.     I can't enter data into the forms for Attachments 2a, 3, 5, or 7--the forms marked examples. Please explain the mechanics.**

These forms are available on Survey Monkey Apply.

**216.     Due to the ongoing pandemic and limited access to staff members to develop a proposal, will NYSED consider extending the deadline?**

The application deadline has been extended until March 17, 2021. See updated RFP posting on the NYSED P-12 website.

**217.     We are very interested in the ESD/SVP competitive grant through the New York State Department of Education.  We are not currently running our afterschool program due to COVID, but I am wondering if this grant opportunity is expected to be offered again next year (2022-2027)?**

There is no expectation that the opportunity will be offered for a new competition next year. Historically, the rounds last five years thus new competitions every 5 years.

**218.**     **In Survey Monkey, several documents such as the Collaborating Agency, Partnership Agreement and Consortium Member say optional and indicate they are not applicable for districts applying without a partner, or applicable for all consortia members, etc.  However, the Attachment 1, Application Checklist has an asterisk next to them saying \*Required Document:  Failure to submit this document will result in immediate disqualification of the application.  Are they optional if not applicable or do we indeed need to upload a document so we are not disqualified?**

These attachments are not required if they are not applicable to you.

**219.**     **In the Survey Monkey portal, can one registrant (grant writer) create multiple applications for different school districts and give each district unique access to their individual application?**

This question should be directed to Survey Monkey Apply support at: https://nysed-esdsvp-apply.smapply.io/helpdesk/.

**220.**     **Is there a published list of prior projects and awardees?**

Yes at: http://www.p12.nysed.gov/sss/expandedlearningopps/esd-svp/.

**221.**     **How do I obtain my "Agency Code"?**

If you do not have an agency code, you can leave that section blank. If you have one and need to find it, you can search for your organization's information here.

**222.**     **What is the contingency plan and would the org be penalized if the site cannot host due to COVID?**

The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met. The applicant may opt to propose a different schedule. The list of activities provided in the RFP is a suggested list; all activities do not have to be included and it is acceptable to propose virtual programming provided the requirements of the RFP are met. Specific program offerings are determined by the lead agency. If emergencies resulting from the COVID-19 pandemic, or some similar circumstances arise, program modifications can be addressed with the program office at NYSED.

**223.**     **We were surprised the RFP did not include remote learning or any mention of COVID-19. Should we propose a remote learning model or the traditional in-school model? Or should we add information of our remote learning plans?**

The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met. The applicant may opt to propose a different schedule. The list of activities provided in the RFP is a suggested list; all activities do not have to be included and it is acceptable to propose virtual programming provided the requirements of the RFP are met. Specific program offerings are determined by the lead agency.

**224.      With COVID rates currently rising across the country, we would like to know NYSED policies around remote learning, and program outcomes required for this program or if only in person programs are allowable.  If in person, does NYSED should we share our agency's COVID protocols or plans for if there are exposures in the program during operations?**

The ESD minimum requirement is to operate for a two hours a day; for at least 3 days per week. In order to be counted as a participant for roster count purposes, it is necessary for participants to attend at least 15 hours of service; as long as these minimum requirements are met. The applicant may opt to propose a different schedule. The list of activities provided in the RFP is a suggested list; all activities do not have to be included and it is acceptable to propose virtual programming provided the requirements of the RFP are met. Specific program offerings are determined by the lead agency.

**225.      I am looking for lists of the past ESDSVP recipients. I have only been able to locate the 2010-11 list and the Round 3 Awards winners list on this page. http://www.p12.nysed.gov/sss/expandedlearningopps/esd-svp/   Should there be a third list?  I am looking to confirm that certain districts did or did not have previous awards under this program.**

Previous award lists will be added to the ESD/SVP homepage.

# M/WBE:

**226.      Should the M/WBE provider sign the partnership agreement?**

No, M/WBEs are subcontractors, not partners.

**227.      Can an eligible nonprofit whose Executive Director owns an MWBE use that same MWBE as a vendor?**

It is up to the nonprofit organization to determine whether such a relationship poses a conflict of interest and to take such action as is necessary to make sure whether or not the relationship is appropriate under law and regulations. You may want to discuss the matter with your legal counsel and consult your charter and bylaws for guidance.

**228.      In order to encourage collaborations among non-profits, can the personnel expenses of non-profit subcontractors be excluded from the M/WBE discretionary expense calculations?**

Yes, the personnel expenses of non-profit subcontractors can be excluded from the M/WBE discretionary expense calculations. Please include the "total award amount requested," per the Partnership Agreement Form, on line #5 of the Goal Calculation Worksheet, "**Portion of Purchased Services - CBO and Non -Profit Partnerships** (per Partnership Agreement form)." Please see the MWBE Goal Calculation Worksheet in the RFP.

**229.     If a MWBE company offers both evaluation and professional development (with two separate departments delivering each service), can we contract them for both services under this RFP?**

Yes

**230.     For the Equal Employment Opportunity Staffing Plan, how would information be provided for employees utilized for this contract if we are proposing partnering with a new school and would need to hire new part time staff? Without having identified staff for the proposed program, would it be better to initially report on our current total work force?  (or current staffing utilized for our ESD programs?)**

Where the work force to be utilized in the performance of the State contract/project can be separated out, the applicant shall complete the EEO form only for the anticipated work force to be utilized on the project.  Where the work force to be utilized in the performance of the State project cannot be separated out, the applicant shall complete the EEO form for the applicant's total work force. Check the appropriate box on the EEO form to indicate if the work force being reported is just for the project or the applicant's total work force.

**231.     Regarding M/WBE – are we allowed to exclude any costs in Purchased Services related to consortium district salary and benefits?**

Yes, the personnel expenses of non-profit subcontractors can be excluded from the M/WBE discretionary expense calculations. Please include the "total award amount requested," per the Partnership Agreement Form, on line #5 of the Goal Calculation Worksheet, "**Portion of Purchased Services - CBO and Non -Profit Partnerships** (per Partnership Agreement form)." Please see the MWBE Goal Calculation Worksheet in the RFP.

**232.     Regarding M/WBE – Can you define what you mean by "Portion of Purchased Services – CBO and Non-Profit Partnerships (per Partnership Agreement form)"? Does this mean we can exclude the full purchased service cost with our consortium districts and community partners and not just their salary and benefits?**

Yes, the full purchased service cost with the consortium districts and community partners can be excluded per the M/WBE Goal Calculation Worksheet.

**233.     We are currently completing all the documents necessary in regards to the GC21-002 Extended School Day/ School Violence Prevention Program RFP and came across a few questions. Our organization itself is not a M/WBE. Is partnership with a MWBE**

**entity required for this grant and would requesting partial or total waiver jeopardize our grant application?**

Meeting or not meeting MWBE goals has no bearing on selection of grantees. Grants and/or contracts issued pursuant to this proposal will be funded in rank order within each region -- based on scoring outlined in the RFP -- until the funds are exhausted.

However, applicants must make a good faith effort to solicit MWBE firms to meet the participation goals. If efforts are unsuccessful, the bidder may apply for a Partial or Full Request for Waiver. This request MUST be accompanied by documentation demonstrating the efforts made and reasons why the applicant was unsuccessful in obtaining MWBE utilization. The MWBE Coordinator is available to assist bidders throughout the procurement process and can be reached at MWBE@nysed.gov.

# DATA PRIVACY:

**235 . Does the chart that begins on page 96 of the RFP need to be completed and submitted with the grant application or that chart only submitted when grant contracts are made?**

NYSED has provided revised/simplified forms from the Attachment 11 in the RFP on its P-12 website. There are two different forms. School district applicants should submit the **DPA for School District Applicants** form to indicate their agreement with the terms; there is nothing to fill out. Non-profit/CBO lead applicants should complete and submit the **DPA for Non-Profit Applicants** form. The most significant change to this document is that the four-page NIST chart has been removed. In a partnership or consortium, only the lead applicant must submit a DPA attachment. It is their responsibility to ensure that any partners and contractors adhere to NYSED's data privacy policy.

**236 .The website address is cut off in the top of the chart on page 96. ("Further informational references for each category can be found on the NIST website at"; what is that address?**

That URL was supposed to be https://www.nist.gov/cyberframework/new-framework. However, we are no longer requiring the NIST pages as part of Attachment 11.

NYSED has provided revised/simplified forms from the Attachment 11 in the RFP on its P-12 website. There are two different forms. School district applicants should submit the **DPA for School District Applicants** form to indicate their agreement with the terms; there is nothing to fill out. Non-profit/CBO lead applicants should complete and submit the **DPA for Non-Profit Applicants** form. The most significant change to this document is that the four-page NIST chart has been removed. In a partnership or consortium, only the lead applicant must submit a DPA attachment. It is their responsibility to ensure that any partners and contractors adhere to NYSED's data privacy policy.

**237. Are school districts who partner with another lead school district applicant for an Extended School Day consortium considered third party contractors? If so, are they required to complete NYSED's Data Privacy Appendix, DPA Exhibit 1 and DPA Exhibit 2—Attachment 11?**

School districts are educational agencies and, as such, they cannot be third-party contractors. See Education Law § 2-d(1)(k). Educational agencies are required by Education Law § 2-d to take steps to protect personally identifiable information. NYSED has changed its requirements for Attachment 11 of the RFP and simplified forms have been posted on its P-12 website. Lead school district applicants should submit the **DPA for School District Applicants** form as Attachment 11 with their application to indicate their agreement with the terms; there is nothing to fill out. Partner organizations do not have to submit a form. It is the applicant's responsibility to ensure that their partners and contractors adhere to NYSED's data privacy policy.

**238. Can you please clarify which entities are considered "contractors?" For example, if a community-based organization such as Cornell Cooperative Extension delivers nutrition programming to a group of students and facilitates a sign-in attendance process, would it have to complete and submit a Data Privacy and Security Plan? In other words, at what point is a contractor considered as being in receipt of Personally Identifiable Information? Please clarify as some programs will have multiple "vendors/contractors" delivering programming and this requirement increases the paperwork burden immensely.**

Education Law § 2-d contemplates three kinds of parties: educational agencies, and third party contractors and their subcontractors. Cornell Cooperative Extension is not an educational agency pursuant to Education Law § 2-d (See Education Law § 2-d[1][c]) and would be considered to be a third-party contractor **to the educational agency** if, pursuant to a written agreement with the educational agency, it is providing services (such as and the attendance process) to the educational agency and receiving student PII from the educational agency. See Education Law § 2-d(1)(k).

The requirement to have a Data Privacy and Security Plan is directed to the third- party contractor. Education Law § 2-d (5)(e) provides that "Each educational agency that enters into a contract or other written agreement with a third-party contractor under which the third party contractor will receive student data or teacher or principal data shall ensure that such contract or agreement includes a data security and privacy plan that outlines how all state, federal, and local data security and privacy contract requirements will be implemented over the life of the contract, consistent with the educational agency's policy on data security and privacy. Such plan shall include, but shall not be limited to, a signed copy of the parents bill of rights for data privacy and security, and a requirement that any officers or employees of the third party contractor and its assignees who have access to student data or teacher or principal data have received or will receive training on the federal and state law governing confidentiality of such data prior to receiving access."

**239. Do we need to complete the Attachment 11, Exhibit 1 - Contractor's Data Privacy and Security Plan and Exhibit 2 – Supplemental Information for 3rd party vendors if we are not purchasing any software with grant funds and alternately indicate not applicable?**

Supplemental Information is required whenever the contractor is receiving student PII or APPR data from SED and does not depend on whether the service or product is software based or grant funds is being used. While subcontractors need not complete Attachment 11 itself, third party contractors have obligations to ensure their subcontractors are bound by terms and conditions that protect the personally identifiable information. It is the contractor's responsibility to make sure that the subcontractor adheres to the contract's privacy terms.

**240. As per the requirement to complete NYSED's Data Privacy Appendix, with DPA Exhibit 1 and DPA Exhibit 2 (Attachment 11); does the lead applicant/school district need to complete these documents, and/or, does reference to a "third-party contractor" in section XVII (page 17), DPA Exhibit 1 (page 94) and Supplemental Information (page 102) mean that only subcontractors the lead applicant/school district may utilize need to complete these documents?**

NYSED has provided revised/simplified forms from the Attachment 11 in the RFP on its P-12 website. There are two different forms. School district applicants should submit the **DPA for School District Applicants** form to indicate their agreement with the terms; there is nothing to fill out. Non-profit/CBO lead applicants should complete and submit the **DPA for Non-Profit Applicants** form. The most significant change to this document is that the four-page NIST chart has been removed. In a partnership or consortium, only the lead applicant must submit a DPA attachment. It is their responsibility to ensure that any partners and contractors adhere to NYSED's data privacy policy.

**241. Does the chart that begins on page 102 of the RFP need to be completed and submitted with the grant application or that chart only submitted when grant contracts are made?**

NYSED has provided revised/simplified forms from the Attachment 11 in the RFP on its P-12 website. There are two different forms. School district applicants should submit the **DPA for School District Applicants** form to indicate their agreement with the terms; there is nothing to fill out. Non-profit/CBO lead applicants should complete and submit the **DPA for Non-Profit Applicants** form. The most significant change to this document is that the four-page NIST chart has been removed. In a partnership or consortium, only the lead applicant must submit a DPA attachment. It is their responsibility to ensure that any partners and contractors adhere to NYSED's data privacy policy.

**242. Do public school districts need to complete all the forms in Attachment 11, Exhibits 1 and 2 regarding Education Law 2-d? Or can they submit a copy of their data security policies and plans instead to meet this requirement?**

NYSED has provided revised/simplified forms from the Attachment 11 in the RFP on its P-12 website. There are two different forms. School district applicants should submit the **DPA for School District Applicants** form to indicate their agreement with the terms; there is nothing to

fill out. Non-profit/CBO lead applicants should complete and submit the **DPA for Non-Profit Applicants** form. The most significant change to this document is that the four-page NIST chart has been removed. In a partnership or consortium, only the lead applicant must submit a DPA attachment. It is their responsibility to ensure that any partners and contractors adhere to NYSED's data privacy policy.

**243. Does the Contractor's Data Privacy and Security Plan (which starts on page 94 of the RFP) need to be submitted with the grant application or is that only submitted when grant contracts are made?**

Please submit the DPA document as part of your application. The documents should be uploaded to the Survey Monkey Apply portal.

NYSED has provided revised/simplified forms from the Attachment 11 in the RFP on its P-12 website. There are two different forms. School district applicants should submit the **DPA for School District Applicants** form to indicate their agreement with the terms; there is nothing to fill out. Non-profit/CBO lead applicants should complete and submit the **DPA for Non-Profit Applicants** form. The most significant change to this document is that the four-page NIST chart has been removed. In a partnership or consortium, only the lead applicant must submit a DPA attachment. It is their responsibility to ensure that any partners and contractors adhere to NYSED's data privacy policy.

**244. In DPA Exhibit 1 Contractor's Data Privacy and Security Plan, question 7 states, "Describe your secure destruction practices and how certification will be provided to the NYSED." Can you provide more clarification about this statement?**

"Question 7" refers to the NIST chart, which is not part of the revised DPA for Non-Profit Applicants and DPA for School District Applicants forms now posted on NYSED's P-12 website. But secure destruction practices are still addressed on the DPA for Non-Profits Applicants form.

Regarding Page 5, Section 9(b) and (c) of that form:
 - (b)   When the purpose that necessitated the receipt of PII by Contractor has been completed or Contractor's authority to have access to PII has expired, Contractor shall ensure that all PII (including without limitation, all hard copies, archived copies, electronic versions, electronic imaging of hard copies) as well as any and all PII maintained on behalf of Contractor in a secure data center and/or cloud-based facilities that remain in the possession of Contractor or its Subcontractors is securely deleted and/or destroyed in a manner that does not allow it to be retrieved or retrievable, read or reconstructed. Hard copy media must be shredded or destroyed such that PII cannot be read or otherwise reconstructed, and electronic media must be cleared, purged, or destroyed such that the PII cannot be retrieved. Only the destruction of paper PII, and not redaction, will satisfy the requirements for data destruction. Redaction is specifically excluded as a means of data destruction.
(c)       Contractor shall provide NYSED with a written certification of the secure deletion and/or destruction of PII held by the Contractor or Subcontractors to the contact and address for notifications set forth in the Master Contract.

Bidders are required to explain how they will comply with these requirements in ways that would not compromise the confidentiality and security of their systems.

### 245. Could you please explain the purpose and what we need to do with pages 100 & 101 that is DPA EXHIBIT 2?

NYSED has provided revised/simplified forms from the Attachment 11 in the RFP on its P-12 website. There are two different forms. School district applicants should submit the **DPA for School District Applicants** form to indicate their agreement with the terms; there is nothing to fill out and this form does not have an Exhibit 2. Non-profit/CBO lead applicants should complete and submit the **DPA for Non-Profit Applicants** form, which does include Exhibit 2.

The statements on the first two pages of pages Exhibit 2 in the DPA for Non-Profit Applicants (also pages 100 and 101 of the RFP) -- Education Law § 2-d Bill of Rights for Data Privacy and Security and Supplemental Information for Contracts that Utilize Personally Identifiable Information -- are required by Education Law § 2-d and the Regulations of the Commissioner of Education at 8 NYCRR Part 121 to be included in contracts where the contractor will receive their Personally Identifiable Information.  When a contract is finalized, the statute and regulation also require them to be posted to SED's website.

### 246. Will NYSED offer agencies guidance on the design of the following sections?: DPA EXHIBIT 1 - Contractor's Data Privacy and Security Plan and DPA EXHIBIT 2 - Education Law § 2-d Bill of Rights for Data Privacy and Security and Supplemental Information for Contracts that Utilize Personally Identifiable Information

The Parents Bill of Rights for Data Privacy and Security is prescribed by Education Law § 2-d and Part 121 of the Commissioner of Education's Regulations; with the exception of the contact names, it cannot be changed.  See Education Law § 2-d(3)(b) and Commissioner of Education's Regulations § 121.3(b).  Examples of responses to the Supplemental Information questions can be found on SED's website at http://www.nysed.gov/data-privacy-security/supplemental-information-nysed-contracts.