

New York State Department of Labor (NYSDOL) Teacher Residency Program Round 2 (TRP2) Request for Applications (RFA) Questions and Answers (Q&A)

(Updated 08/13/2024. New questions and answers are added frequently and indicated below after each revision date.) The Request for Application (RFA) for the program is available on NYSDOL's [Funding Opportunities webpage](#).

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[FREQUENTLY ASKED QUESTIONS](#)

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Frequently Asked Questions (FAQ)

FAQ #1) What is the expected turnaround time from the submission of the application to the establishment of a contract start date, if awarded? Is it feasible to start using grant funds for resident placements this fall (2024)?

FAA #1) NYSDOL is unable to provide a specific timeframe as there are many factors in the process that can affect the length of time it takes to complete the application review, award an applicant, and execute a contract. It could be feasible to start using grant funds for resident placements for Fall 2024 depending on when the application is submitted. The contract start date for all contracts resulting from this solicitation may be no earlier than either June 24, 2024, or the date an Applicant submits an application in response to this RFA, whichever is later. This start date will be discussed further with a Contract Manager upon award.

FAQ #2) Is it \$15,000 per year, or could it be \$30,000 for one year?

FAA #2) It could be \$15,000 per year for two years or it could be \$30,000 for one year. We understand that there are some compressed programs that might only occur for one year.

FAQ #3) How long will it take for a college to receive approval once they apply for a residency track?

FAA #3) The New York State Education Department (NYSED) is unable to specify a timeline for approval, as the review time depends on a number of factors, including the complexity of the application, the quality of the application, the responsiveness of the institution to questions, etc. If the Institution of Higher Education (IHE) notes in the submission email that the residency program proposal is related to the TRP, NYSED will prioritize its review of those applications, as it understands the importance of this program for districts and IHEs.

FAQ #4) As long as the college has applied, we can move forward with working with them, correct?

FAA #4) Yes, if the college has applied to NYSED to register a residency program, you can move forward with your application. However, we will not make an award until the residency program is registered. Please note that candidates cannot enroll in a degree program until it is approved by NYSED.

FAQ #5) If partnering with multiple IHEs and only one is not yet a registered residency program, would part of the grant be awarded for the residents enrolled in the approved programs?

FAA #5) No, all partnering IHE(s) must have an approved registered residency program before an award is made.

FAQ #6) I am in my first year of my master's program. I've started in September, and I heard about this program. I am interested. Am I eligible for TRP?

FAA #6) An individual is not eligible to apply directly for TRP funding. A candidate must be enrolled in a registered residency program within an IHE to receive funding. Therefore, if the candidate is currently in a master's program that is not a registered residency program, they are not eligible for TRP funding until and unless the program is registered as a residency program and the individual is identified as a resident in the residency program.

FAQ #7) Is the school district able to subcontract with the college who already has a teacher residency program?

FAA #7) Yes, school districts are allowed to subcontract with IHEs. The school district must have an agreement with an IHE that has an approved registered residency program.

FAQ #8) Where can I go to apply for TRP funding?

FAA #8) In January 2024, NYS transitioned all grantmaking activities from Grants Gateway to the Statewide Financial System (SFS). Interested parties must apply online via the SFS website at: https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&.

For technical assistance with the SFS Grants Management website, contact the help desk by phone (518) 457-7717 / (855) 233-8363 (toll free) or by email at helpdesk@sfs.ny.gov.

FAQ #9) Can awardees of TRP Round 1 apply for funding under TRP Round 2?

FAA #9) Yes, previous awardees of TRP Round 1 are eligible to apply for TRP Round 2 funding.

FAQ #10) I notice that you had a workshop for applicants, which we missed. Do you anticipate future workshops this summer or is there a recording available?

FAA #73) A recording of the Applicant Workshop can be found on our Funding Opportunities webpage, located here: <https://dol.ny.gov/funding-opportunities-0>.

General Questions (GQ)

GQ #1) May grant funding be used to pay a stipend for the certified teacher to host the residents in their classroom in a similar role as a mentor teacher?

GA #1) No, grant funds may not be used to pay a stipend to the certified teacher. Per Section II.B. of the [RFA](#), stipends are an allowable cost to residents only, to provide them with monetary assistance and afford them with the opportunity to focus on their studies and continued participation in the residency program.

GQ #2) How have districts issued payments to residents? Is it done based on achieving benchmarks within a certain timeframe? What happens if a resident does not complete the program requirements within a certain timeframe?

GA #2) NYSDOL will reimburse quarterly based on documentation of allowable expenses incurred by the contractor/grantee within the contract timeframe. It is anticipated that tuition and books and fees will be paid to the IHE/other appropriate vendors on a semester basis and stipends will be paid to the resident periodically during each semester. If the resident does not complete all of the required components by the end of the contract period, no further funding will be provided. It is at the discretion of the school to require residents to achieve benchmarks within a certain timeframe.

GQ #3) If two schools partner together, may the resident split their 1,000 hours between the two schools?

GA #3) Yes, the minimum of 1,000 hours of clinical experience can be completed between two partnering schools during the residency.

GQ #4) Can we specifically target participation in the residency program to certain certification areas where we are in most need, or are we required to open the program to all certifications?

GA #4) Yes, although the program is open to all certifications, Applicants may target participation in certain certification areas to address specific needs.

Per Section I.B. of the RFA, since the 2020-2021 school year, NYSED has reported statewide shortages to the U.S. Department of Education in the following subject areas: Special Education, Bilingual Education, Science, English Language Arts (ELA), Social Studies, World Languages, Career and Technical Education, Health Education, Literacy, and Library Media Specialist. Additionally, English to Speakers of Other Languages (ESOL) and Mathematics are considered high-need fields at the federal level. Additional points in scoring will be given to programs that will fund master's degree programs that lead to certification in these priority subject areas.

GQ #5) Can residents be hired as a special assigned Teaching Assistant during their 1,000 hours of clinical experience as long as they are meeting all the requirements of the RFA and program?

GA #5) Eligible participants for the TRP RFA are residents that have been accepted as graduate-level PK-12 teacher candidates pursuing a master's degree. All residents must be able to meet the residency requirements in their residency program, which Teaching Assistants may or may not be able to complete during their employment depending on their job responsibilities. For example, during the required 1,000 clinical experience hours they must engage in the gradual assumption of responsibilities in their residency placement in the area of the certificate sought. Further, Teaching Assistants must hold a Teaching Assistant certificate.

GQ #6) On the Detailed Budget Attachment (DBA), in the section labeled Tuition Support Costs, are applicants supposed to specify the actual course work (for example – Introduction to Education Psychology, 3 credits) or should the line items read something like “Master’s in Adolescent Education – 24 credits”?

GA #6) Either way is acceptable. An Applicant can specify each course indicating the tuition support amount for that course or can list a program indicating the total tuition support amount for the program. Applicants should only include what they will be seeking reimbursement for so only include the Master's in Adolescent Education if all 24 credits will be achieved during the contract term and the Applicant will be seeking reimbursement for all of the tuition and support costs associated with those 24 credits.

GQ #7) The note under PURPOSE on your matrix states the funding does not include master's degrees for certified teachers who currently work in a public NYS school district, private school, charter school,

or BOCES and hold an Initial, Professional, and Permanent certificate. Our question is, does it include those who hold an initial certificate but do not currently work in a school or BOCES? For example, they hold a childhood initial certificate and would have a residency for a master's in special education.

GA #7) Residents who hold an Initial certificate in an area different from the certificate sought and are not employed in a school in the area of their Initial certificate, may be eligible for TRP funding.

GQ #8) On the DBA under stipends, can a district provide one stipend that a resident can use at their discretion for childcare, transportation, etc. or does the district have to show in the budget that a specific dollar amount has been allocated for a childcare stipend, transportation stipend, etc.?

GA #8) A district can provide one stipend that the resident can use at their discretion. The district should have a stipend policy that includes how the stipend is earned, to whom and for what amount, and who in the organization will be responsible for oversight and distribution of stipends.

GQ #9) Can the teacher residents be teachers of record during their residencies?

GA #9) Eligible participants for the TRP RFA are graduate-level PK-12 teacher candidates who complete a residency that is at least one (1) academic year in length within a public NYS school district, private school, charter school, or BOCES program. Candidates cannot be a teacher of record during their residency. However, candidates who complete their residency of at least 1,000 clinical experience hours for at least one academic year but have not completed the academic requirements for their residency program, may be hired as a teacher of record during the balance of the time required to complete the remaining degree requirements while holding the appropriate certification.

GQ #10) According to the "Eligible Applicants" section of the RFA summary, "if applying as a consortium, one NYS district, school, or BOCES in the consortium must serve as the lead fiscal agent/applicant and apply for this opportunity on behalf of the consortium." Can you explain what kinds of documentation (or signatures or other verification) would be needed from schools that opt into the consortium, to indicate their participation?

GA #10) If applying as a consortia, one NYS district, school, or BOCES in the consortia must serve as the lead fiscal agent/Applicant and apply on behalf of the consortia. In the Program Design section of the RFA, the Applicant is asked to describe how the local partnership is organized or will be organized, including the roles of the Applicant school /BOCES, and the IHE(s) within the partnership. In their response to this question, the Applicant can identify which schools will participate in the consortia.

GQ #11) When you say that a resident needs to complete 1,000 hours in an academic year, is that the IHE academic year or the P-12 academic year? We are just wondering if residents could complete some residency hours during IHE winter and/or summer breaks when P-12 schools are still in session.

A #11) When referring to a resident completing at least 1,000 clinical experience hours in an academic year, this is referring to the IHE academic year. However, a resident can complete the hours during the IHE winter and or summer breaks when P-12 schools are still in session.

GQ #12) Can we include candidates who are pursuing advanced certificates/extensions in the shortage areas? For example, we have residents who are pursuing a base initial certificate in Childhood Education in addition to an extension in Special Education.

GA #12) Applicants can indicate in the application that some or all of the candidates who are enrolled in a registered residency program that leads to a master's degree will be simultaneously completing a registered advanced certificate program in a shortage area that is not a registered residency program. In response to the example, Students with Disabilities (SWD) would be a second certificate area and not an extension on the Childhood Education certificate since SWD programs lead to certification and not an extension.

GQ #13) Can substitute teaching be counted as part of the 1,000 required hours?

GA #13) The IHE partner can contact the NYSED Office of College and University Evaluation (OCUE) for questions related to residency program requirements at ocueinfo@nysed.gov.

GQ #14) Is there an indirect rate for this grant?

GA #14) No, there is no indirect rate for TRP.

GQ #15) If partnering with two IHEs, would this need to be differentiated in some way on the budget spreadsheet?

GA #15) On your DBA, under Tuition Support Costs, you can specify which IHE the coursework will be for (i.e., ABC College, Master of Arts in Teaching – 38 credit hours (partial tuition funding)).

GQ #16) A current teacher who has a teaching certificate in any subject area is not eligible to participate in the TRP program, correct?

GA #16) The TRP program does not include funding for master's degrees for certified teachers who currently work in a public NYS school district, private school, charter school, or BOCES and hold an Initial, Professional, or Permanent certificate. However, residents who hold an Initial Certificate in a subject area different from the certificate sought and who are not employed in a NYS public school district, private school, charter school, or BOCES in the area of that Initial Certificate may be eligible for TRP funding.

GQ #17) Is the TRP program only for people who are starting a teacher certification program that is part of an approved residency program?

GA #17) No, the TRP is available to candidates who have completed a part of a registered teacher preparation program, as well as those starting a program. In both cases, the program must be an approved registered residency program, or with a residency track, through NYSED, in order to qualify for residency funding. There are specific requirements in order to be an approved registered residency program. If an IHE wants to register a residency program, they must apply to NYSED's Office of College and University Evaluation to register the program(s): <http://www.nysed.gov/college-university-evaluation/state-teacher-educational-leader-or-pupil-personnel-services-program>. Therefore, individuals enrolled in a teacher certification program pending registered residency program status may not be funded through TRP until the IHE has an approved registered residency program.

GQ #18) After a college registers an approved residency program, what happens if the school already has students interested in the TRP program that have started and are in the middle of their master's program? Would they be eligible? Can they receive compensation for previous payments made towards the master's program?

GA #18) When an IHE applies to register a residency program, they may do so in one of two ways: (1) their whole program is going to be a registered residency program; or (2) they are going to have tracks within an existing program where they have a traditional track and a residency track. The resident would have to be in a residency track or within the registered residency program as a whole in order to receive funding. It is not about the hours; it is about whether or not they are officially enrolled.

There is no retroactive reimbursement for prior expenses incurred. The earliest start date for a contract is June 24, 2024, so awardees could only be reimbursed for costs incurred during the actual executed contract term.

GQ # 19) Can an Applicant pay the college the \$15,000 per year, then they would pay the resident?

GA #19) In terms of tuition reimbursement, the Applicant would have to be billed by and pay the IHE directly. If for some reason it is determined that the resident should pay their own tuition, the resident would pay the college and then the Applicant would reimburse the resident. For stipends and books and fees, the Applicant could have the IHE pay the resident directly, and the Applicant could reimburse the college. The Applicant can also pay the stipend directly to the resident. In any of these instances, NYSDOL must receive the backup documentation confirming that the Applicant has made the payment.

From NYSDOL's perspective, we only need the commitment letter as a requirement. It is up to the Applicant to then have a formal agreement with the IHE(s) on how the program will be run and how reimbursement will take place.

GQ #20) For the Books and Fees costs, would registration and certification fees fall underneath this for reimbursement?

GA #20) Books and Fees costs can be anything that the college charges the resident. These are not limited as long as it is a legitimate charge the IHE charges residents in the registered residency program.

GQ #21) Can I change the total grant award amount requested after I have submitted the application?

GA #21) The funding request can be changed up until an award is made. At that point, once you receive an award letter, this is the maximum award amount you can receive. During contract negotiations, if the funding amount required is less than the award amount, that is allowable. However, Applicants should do their best to estimate their costs as closely as possible as they will only be reimbursed for those expenses incurred during the contract term.

GQ #22) Does the resident need to be a NYS resident? Can they be someone who has newly relocated to NYS with the intention of teaching in NYS? Can they be an international student with the intention of teaching in NYS? (Please note, our program has increasing applicants and students who are international. They are providing our District partners with much needed teachers, particularly in STEM fields.)

GA #22) The TRP RFA has no requirement for the teacher candidate to be a NYS resident. However, graduates of the registered residency program must commit to teach within a NYS school district, private school, charter school, or BOCES for at least two (2) years after the completion of their residency.

GQ #23) Can the funding be used for residents that become substitute teachers after the completion of the residency?

GA #23) The goal of a registered residency program is to provide clinical experiences for teacher candidates, enabling them to experience the full range of a teacher's annual responsibilities, in alignment with the daily schedule and annual calendar of the educational setting. The residency will provide candidates with opportunities to practice teaching skills identified in the NYS Teaching Standards in an educational setting in the subject area and grade level of the certificate(s) sought.

Graduates of the registered residency program must commit to teach within a NYS school, district, or BOCES for at least two (2) years after the completion of their residency. The resident will make it a priority to work within the school, district, or BOCES in which the residency was completed, unless the school, district, or BOCES does not have an opening upon residency completion or determines the resident to be an unsuitable fit for the position(s) available.

Therefore, residents that become substitute teachers following the completion of the residency are not precluded from participating in this program, however the intention of the funding is for teacher residents to become a teacher of record.

GQ #24) Can schools/BOCES apply for both TRP and Apprenticeship Expansion Grant (AEG) funding?

GA #24) Yes, schools/BOCES that currently have an approved Teacher Registered Apprenticeship (RA) program will be permitted to apply to both TRP and AEG funding simultaneously. Reimbursement will occur depending on the grant, with tuition and/or stipend costs paid via the TRP grant, and with wages paid via the AEG grant for the on-the-job training (OJT) portion of the Teacher RA.

GQ #25) Regarding Executive Order 16 (EO 16), if an applicant checks #3 indicating they are conducting business operations in Russia, is this grounds for denial of funding? If an applicant is in the process of winding down business operations in Russia, what sort of documentation is required to support a response of #2.a.?

GA #25) If an Applicant responds "yes" to #3 on the EO 16 Certification, the application will be disqualified and not eligible for an award. However, if #2.a. is the more appropriate response, the Applicant must describe the extent of its commercial dealings in Russia; how the material is being procured ethically and without contribution to the ongoing war in Ukraine; what specific steps the company is taking to develop processes within the United States to create the raw material at the required specification and build a strategic stockpile; whether if awarded, teacher residents funded under this grant would be working with the material procured from Russia; what the Applicant's plans are for procuring this material outside Russia, regardless of whether funding is awarded or not; and the timeline for ceasing operations in Russia.

GQ #26) I have been accepted to a Post Master's in TESOL program. I have also been offered a teacher position at a charter school for the school year 2024-2025. I would like to know if I can apply for the Teacher Residency Program or does the school need to submit the application? Either way, where can I find the application?

GA #26) Individuals cannot apply for TRP directly. Please see the response to FAQ #6 for further information.

GQ #27) Our company hires international H1B Visa holders who have bachelor's degrees from their home countries. Are H1B Visa holders (they are not US citizens) eligible to participate in TRP? Can TRP funds be used to pay for fee-based evaluations to determine how much of these H1B Visa holders' international higher education credits transfer to USA higher education credits?

GA #27) The TRP RFA has no requirement for the teacher candidate to be a US citizen. However, graduates of the registered residency program must commit to teach within a NYS school or BOCES for at least two (2) years after the completion of their residency.

No, the TRP will not fund fee-based evaluations. Per Section II.B.1, the TRP RFA will only fund:

- Tuition support for residents who are enrolled in a registered residency program at a SUNY, CUNY, and/or NYS independent and proprietary colleges and universities who have partnered with a NYS school, district, or BOCES;
- Books and fees mandatory for participation in the registered residency program; and
- Stipends that provide residents with monetary assistance, affording them an opportunity to focus on their studies and continued participation in the registered residency program. Additional points in scoring will be provided to Applicants proposing to fund residents with higher amounts of stipends.

GQ #28) For the site/project address, we will likely be recruiting from two locations, a k-12 school and preschool, located in two different towns. Should we list both addresses or just our main campus?

GA #28) You should list the addresses for both locations under Site/Project Addresses.

GQ #29) Is it acceptable to upload signed documents in PDF format? These will all be scanned in order to be uploaded electronically, and I cannot scan into a Word document.

GA #29) Yes, it is acceptable to upload signed documents into the SFS system as PDFs.

GQ #30) Can we propose a start date of 7/01/25, so long as the residency is completed by 6/30/27?

GA #30) Yes, a proposed start date of July 1, 2025 is acceptable. The contract start date for all contracts resulting from this solicitation may be no earlier than either June 24, 2024, or the date an Applicant submits an application in response to this RFA, whichever is later. However, contracts resulting from this solicitation will be awarded for a period of up to 24 months with none ending later than June 30, 2027. This means that a two-year contract could begin as late as July 1, 2025.

GQ #31) I notice that this is the second round of funding. Do you anticipate future rounds of this funding?

GA #31) NYSDOL does not know at this time whether there will be a third round of TRP funding. Please continue to visit the Funding Opportunities [webpage](#) for any future releases.

GQ #32) We are in the process of submitting our Residency Apprenticeship pathway application with an anticipated start in summer 2025. From what I read, it seems like this round, if awarded, could be used to launch that first cohort. Is that correct?

GA #32) Yes, that is correct. Please see the response for GQ #30.

New Questions as of 8/13/2024:

GQ #34) We plan to partner with an IHE that has a registered residency program and is in the process of registering another residency program to begin next year. Can we include that program on our application?

GA #34) Yes, it is acceptable to include a pending registered residency program if you can attest the IHE has submitted an application to NYSED to register the residency program. However, NYSDOL will not make an award until all the registered residency programs on the proposal have been approved by NYSED.

GQ #35) Regarding the RFA for the Teacher Residency Program, is there a list of IHEs that currently have registered residency programs?

GA #35) Residencies are approved on a program-by-program basis. Residency programs can be identified in the Inventory of Registered Programs (<https://www2.nysed.gov/heds/IRPSL1.html>) by the “RES” code in the format field. Please see the example below:

PROGRAM CODE : 25835 - click here for more program information

PROGRAM TITLE : STUDENTS WITH DISABILITIES, ALL GRADES AWARD : MSED

INST.NAME/CITY: NIAGARA UNIVERSITY NIAGARA UNIV HEGIS : 0808.00

FORMATS : DSTED STD RES

UNIT CODE : OCUE

GQ #36) I need some clarification on how to complete the work plan. I understand the Objectives are fixed and cannot be changed. How should we enter our own Objectives into the portal? Right now I can only edit the Tasks and Performance Measures sections.

GA #36) As we are still working through the differences in creating our programs in SFS instead of Grants Gateway, we have found an error in our TRP event regarding the Work Plan and apologize for this inconvenience. At this time, Applicants will not be able to create their own Objectives. To overcome this issue, please create your Objectives under the first Task you provide, indicating this is the Objective. Future events in SFS will allow for Applicants to fill in their Objectives in the correct section.

GQ #37) I understand residents must be under the supervision of a mentor teacher while performing their 1,000 hours of clinical experiences. What form should that supervision take for this RFA? For example, are mentor teachers required to be physically present within classrooms while residents are instructing?

GA #37) The TRP RFA does not have any requirement for the mentor teacher to be physically present in the classroom while the residents are providing instruction. Per the definition of Residency as noted in Section VII.5. of the RFA, the residency program is designed and implemented through a Memorandum of Understanding (MOU), or similar collaborative agreement, between an IHE and an educational setting. Under this MOU/collaborative agreement, the necessary framework for the clinical experience is established.

The partners will design the residency to provide candidates with instructional experiences connected to program learning goals and school, district, or BOCES priorities and develop shared expectations for the candidate’s gradual assumption of responsibilities in their placement in the area of the teaching certificate sought. Candidates complete academic coursework during the residency and practice under the direct supervision of a certified school, district, or BOCES-based teacher who has official responsibility for the class during the residency placement(s). The MOU should provide the necessary framework for the clinical experience. From that, the mentor teacher’s presence in the classroom could be derived.

GQ #38) We are having difficulty finding the TRP Round 2 in the SFS system so that we can submit our application. Could you please provide guidance on how to locate this within the system?

GA #38) In the Applicant Workshop [recording](#) on the NYSDOL Funding Opportunities webpage, the SFS Team provided a live demonstration on how an applicant can search and apply for TRP Round 2.

Here are the steps they provided in the workshop:

After logging in to SFS, click on the Grants Management – State tile. Next, click on Bid Response Search and search by grant opportunity. Search for keyword “Teacher”, being sure to capitalize the letter T as this field is case sensitive. Last, click on the Event Number to populate the Bid on Event button.

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