

# **REQUEST FOR APPLICATIONS**

## **New York State Department of Labor (NYSDOL) Teacher Residency Program (TRP)**

Issued on  
**October 24, 2022**

**New York State Department of Labor**  
Division of Employment and Workforce Solutions  
Harriman Office Campus  
Building 12, Room 440  
Albany NY, 12240

Submission Deadline:  
**January 27, 2023, by 4:00 PM New York State Time**

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## I. Funding Opportunity Description

### A. Purpose

The purpose of this New York State Department of Labor (NYSDOL) Teacher Residency Program (TRP) Request for Applications (RFA) is to partially or fully fund master's degree or teacher certification programs for graduate-level K-12 teacher candidates who complete a two-year residency program within a public New York State (NYS) school district or Board of Cooperative Educational Services (BOCES) program. Funded programs would involve the State University of New York (SUNY), the City University of New York (CUNY), and/or NYS private colleges and universities partnering with public school districts/BOCES.

For the purposes of this RFA, a teacher residency program is a structured, school district or BOCES-supervised learning experience for a candidate in a teacher education program, designed and implemented through a Memorandum of Understanding (MOU), or similar collaborative agreement, between an institution of higher education (IHE) and an educational setting. Under this MOU/collaborative agreement, the partners design the residency to provide candidates with instructional experiences connected to program learning goals and school district/BOCES priorities and develop shared expectations for the candidate's gradual assumption of responsibilities in their placement in the subject area of the master's degree sought. Candidates complete academic coursework during the residency and practice under the direct supervision of a certified school district/BOCES-based teacher.

Residency program requirements under this RFA include that the residency must:

- Be two (2) academic years in length and include at least 1,000 hours of clinical experiences for 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. For the definition of clinical experiences, please see [Section VII](#) of this RFA;
- Be designed to 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 master's degree sought, co-supervised by an IHE-based teacher educator and a district/BOCES-based teacher educator who meet certain requirements;
- Include a certified district/BOCES-based teacher who has official responsibility for the class during the residency placement(s) for the master's degrees sought;
- Address each of the applicable general and program-specific academic core requirements for the program(s); and
- Require residency graduates to commit to teaching within their school district for at least two (2) years after the completion of their residency.

### B. Background

State officials estimate NYS will need more than 180,000 new teachers in the next decade. Issues that need to be addressed systemically are:

- Enrollment in NYS’ teacher education programs have declined by 53% since 2009<sup>1</sup>;
- The NYS Teacher Retirement System projects that one-third of NYS teachers could retire in the next five (5) years<sup>2</sup>; and
- The U.S. Department of Education has identified 18 teacher shortage subject areas throughout NYS.<sup>3</sup>

Teacher residency programs arose in response to a critical teacher shortage. Through training and greater incentives, teacher residency programs seek to recruit, train, and retain teachers to address the challenges understaffed, underperforming schools face. Designed primarily to attract teachers to high-need subject areas and locations, while promoting greater diversity within the teaching profession, teacher residency programs produce master’s-level teachers qualified for state licensure.

NYS has reported shortages for teachers for special education, bilingual education, English as a Second Language (ESL), science, mathematics, English Language Arts (ELA), social studies, world languages, career and technical education, health education, literacy, and library science. Additional points in scoring will be given to programs that will fund master’s degree programs in these categories ([Section V.B.2\(5\)](#)).

## II. Award Information

### A. Funding

Under this RFA, up to \$30M in TRP funding will be made available to partially or fully fund master’s degree or teaching certification programs for graduate-level K-12 teacher candidates who simultaneously participate in a two-year residency program within a public NYS school district or BOCES program. Applications for this funding will be accepted on an ongoing basis until January 27, 2023. Contracts will begin July 1, 2023 and end no later than June 30, 2025. For additional information on contracts, please refer to Section [II.D](#).

This funding cannot be used to supplant existing resources. The TRP is intended to be a “last dollar” program and should be offered only after all other federal, State, and local resources are exhausted. Every effort should be made to assist an individual to find and obtain or apply for scholarships and grants and where not available, TRP funds can be used. These efforts may include, but are not limited to, the Applicant paying the resident’s up-front costs including tuition.

Any potential amendments to this RFA, including additional funding being made available, will be posted on NYSDOL’s website and in the NYS Contract Reporter. Applications will be accepted on an ongoing basis at any time while this funding opportunity is available and will be reviewed in the order received. Unsuccessful Applicants have the option to modify their application and re-submit if funding and time remain.

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<sup>1</sup> <https://www.nysut.org/resources/special-resources-sites/look-at-teaching/why-teach/teacher-shortage>

<sup>2</sup> Ibid

<sup>3</sup> Ibid

Single award amounts will be made with a minimum award amount of \$30,000. No Applicant shall receive an award of more than forty percent (40%) of the total grant funds. Therefore, the maximum award to a single Applicant under this RFA will not exceed \$12M. For the purposes of this RFA, the New York City Department of Education is considered one public school district/Applicant.

**Note:** This TRP RFA has a cap per resident of \$30,000. For example, a school district requesting funds for four (4) residents is only permitted to request a maximum of \$120,000.

Applications that request more than the allotted amount per resident will be reviewed and scored by NYSDOL. If the application is awardable, NYSDOL will proportionately reduce the project funding at the time of award to fit within the permitted funding amount. Applications unable to remain viable with the reduced funding will not proceed to contract execution. Therefore, it is highly recommended that Applicants keep the cost and scope of applications within the allotted per resident funding amount.

If the Applicant reduces the number of residents at any time prior to or after an award is issued, the requested level of funding will be proportionately reduced by NYSDOL.

All awards are subject to funding availability.

## **B. Use of Funds**

TRP funding will be made available to partially or fully fund master's degree or teacher certification programs for graduate-level K-12 teacher candidates who simultaneously participate in a two-year residency program within a public NYS school district or BOCES program. All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the proposed residency program as described in the Program Design Section ([V.B.2.](#)) of this RFA. NYSDOL reserves the right to ask for justification of proposed expenditures and cost per resident.

### **1. Allowable Costs under TRP**

The TRP RFA will only fund:

- Reduced or free tuition support for residents that will attend SUNY, CUNY, and/or NYS private colleges and universities who have partnered with public school districts/BOCES;
- Books and fees mandatory for participation in the IHE program;
- Resident wages and fringe costs (Common components of fringe benefits are payroll taxes. These are amounts an employer must pay on behalf of its employees, including FICA taxes, Federal and state unemployment taxes, and workers compensation taxes. Other employer paid fringe benefit amounts include health insurance, life insurance, education programs, and recreation programs.); and
- Miscellaneous resident expenses/stipends (i.e., child and dependent care, housing, and trainee transportation expenses paid on behalf of Residents funded by this program) that provide residents with monetary assistance, affording them an opportunity to focus on their studies and continued participation in the residency program. Additional points in scoring will be provided to Applicants proposing to fund residents with higher amounts of stipends.

**Miscellaneous resident expenses/stipends do not include wage subsidies.**

**Note:** This TRP RFA has a cap per resident of \$30,000. This is a total for requested funds including tuition support, books and fees, resident wages and fringe costs, and miscellaneous resident expenses/stipends.

## **2. Restrictions on the Use of Funds**

Unallowable uses of TRP funding include:

- The acquisition, construction, or renovation of buildings or other real estate;
- The purchase of any equipment, defined as an item having a useful life of more than one (1) year and an acquisition cost of \$1,000 or more per unit;
- Advertising (except for recruitment efforts);
- Entertainment;
- Interest costs incurred by school districts/BOCES;
- Costs of organized fundraising;
- Conferences, seminars, and/or payment of fees associated with attendance at seminars, conferences, or meetings of professional organizations; and/or
- Any other costs deemed inappropriate by NYSDOL and that do not meet the intent of the RFA.

## **C. Funding Match Requirement**

Applicants should note that there is a one hundred percent (100%) match requirement for each grant dollar awarded. Matching funds may be actual cash funds supporting a portion of allowable TRP budget costs ([Section II.B.1.](#)) and/or non-cash in-kind match of costs that are not allowable under the TRP budget ([Section II.B.2.](#)), but support completion of program activities (i.e., administrative costs, the elimination of tuition and/or fees, free books, and operational hardware costs (i.e., a computer, if necessary), to facilitate a resident's participation in the residency program). Cash match can only be provided by the Applicant/Contractor based on documented costs incurred. Non-cash in-kind match can be provided by the Applicant, the IHE(s), or a combination of the two.

Matched funding must be indicated in the budget table in Grants Gateway described in [Section V.B.4.](#) of this RFA and the Detailed Budget Attachment (DBA). Documentation of actual funds used for the cash match requirement will be required for vouchering and payment purposes.

Applications that do not include the required amount of matching funds in their budget documents will be considered non-responsive and will not be awarded.

## **D. Contracts**

The contract start date for all contracts resulting from this solicitation may be no earlier than the date of the award letter issued by NYSDOL. Any residency activities that begin or are paid for prior to the contract start date will fall outside the contract period and be ineligible for reimbursement. Additionally, any residency activities provided after the contract end date will also fall outside the contract period and will be ineligible for reimbursement.

After NYSDOL issues an award letter, the award must go through a contract development and contract execution process and end with the final execution of the contract. Therefore, if an Applicant chooses a

contract start date that begins prior to contract execution, the Applicant will be operating at risk for any activities performed prior to the date of final execution of the contract.

Contracts resulting from this solicitation will be awarded for a period of up to 24 months. Contracts will begin July 1, 2023 and end no later than June 30, 2025. Applicants must include only residency opportunities that can be reasonably accomplished within a 24-month time period. Under extenuating circumstances, limited no-cost contract extensions may be approved at NYSDOL's discretion. The length of the extension is dependent on the original contract duration. All activities funded by the contract must end on or before the end date of the contract and any activities that occur after the contract end date are not eligible for reimbursement under the contract.

Once a contract is developed and formally executed, the successful Applicant will be considered a NYSDOL Contractor. Funds will be released to the Contractor on a cost reimbursable basis. This means that a Contractor must first pay the expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted at intervals specified by NYSDOL. Additional details on reimbursements and payments are outlined in the Payment Section ([VI.B](#)) of this RFA.

Please note that NYSDOL must adhere to NYS Prompt Contracting Law timeframes for executing contracts awarded to not-for-profit (NFP) entities. This Law provides for interest payments when contract payments are late due to untimely processing of contracts. However, if there are delays in the contract process on the part of the Contractor, Suspension of Prompt Contracting timeframe letters may be issued to render the Contractor ineligible for interest for the number of days of delay.

In addition, NYSDOL may conduct an independent evaluation of the outcomes and benefits of TRP funding. By accepting an award under this RFA, the Applicant agrees to participate in any such evaluation.

## E. Contracting Process

NYS has established a standardized statewide grant contracting system called the Grants Gateway, which is designed to facilitate prompt contracting.

All Applicants are required to register in this system in order to enter into a contract with NYS. All Applicants must log-in to the Grants Gateway website at <https://grantsmanagement.ny.gov/register-your-organization> and follow the instructions to complete the registration. **The registration form, organization chart, and substitute W-9 must be signed, notarized, and emailed to Gateway Administrators at [GrantsReform@its.ny.gov](mailto:GrantsReform@its.ny.gov). Plan accordingly to avoid potential delays in applying for upcoming grant opportunities.**

For additional information on registration, please log on to the Grants Gateway website at <https://grantsmanagement.ny.gov/register-your-organization> (registration).

For additional technical assistance with the Grants Gateway website, please note:

- Hours of Operation: Monday through Friday, 8:00 A.M. to 4:00 P.M. NYS Time;
- Phone Number: 1/518-474-5595;
- Email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov); and

- Grants Management Website: <https://grantsmanagement.ny.gov/>.

## **F. NYSDOL's Responsibilities**

NYSDOL will oversee implementation of the contract(s) resulting from this RFA, including regular monitoring of implementation and performance of the contract(s).

## **G. Applicant Requirements**

By submission of an application in response to this solicitation, Applicants agree with the Minimum Requirements section ([Section V.B.1](#)) of this RFA and all of the terms and conditions set forth in the attachments to this RFA.

Applicants must comply with the Combined Terms and Conditions (CTC), which will be incorporated into the Master Contract (MC ) of successful Applicants. The CTC is included as an attachment to this RFA but does not have sections that need to be completed by the Applicant. The process of downloading and uploading the CTC document confirms for NYSDOL that the Applicant has received, reviewed, and accepts the content of the document.

The Applicant shall be responsible for any costs incurred by the Applicant in the application preparation, or in activities related to the review of this application.

## **H. Participation Requirements**

Please refer to [Section VIII](#) (Attachments and Appendices) for further information on these participation requirements.

### **1. Business Participation Opportunities for MWBEs**

Pursuant to NYS Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations (NYCRR), NYSDOL is required to promote opportunities for maximum feasible participation of NYS certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of the NYSDOL contracts.

#### **a. Contract Goals**

For purposes of this procurement, NYSDOL hereby establishes an overall goal of 0% for MWBE participation, 0% for New York State-certified minority-owned business enterprises (“MBE”) participation and 0% for New York State-certified women-owned business enterprises (“WBE”) participation (collectively, “MWBE Contract Goals”) based on the current availability of MBEs and WBEs.

### **2. Participation Opportunities for NYS SDVOBs**

Article 17-B of the NYS Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (“SDVOB”), thereby further integrating such businesses into NYS’ economy. NYSDOL recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of NYSDOL contracts.



In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in NYS, Applicants are expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

a. Contract Goals

For purposes of this procurement, NYSDOL conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of NYS Certified SDVOBs can be viewed at: <https://online.ogs.ny.gov/SDVOB/search>.

### III. Eligibility Information

#### A. Applicant Eligibility

Eligible Applicants for this RFA include:

- A NYS public school district, a consortium of NYS public school districts, a NYS BOCES, a consortium of NYS BOCES, or any combination of these entities. If applying as a consortia, one NYS public school district or NYS BOCES in the consortia must serve as the lead fiscal agent/Applicant and apply for this opportunity on behalf of the consortia. Eligible Applicants must partner with one or more nonprofit IHEs which can include those within the State University of New York (SUNY), the City University of New York (CUNY), and/or NYS private colleges and universities.

**Note:** As part of the application submission, Applicants must submit the commitment letter(s) with the partnering NFP IHEs as Attachment CL. A formal MOU/agreement must be made between the Applicant and the partnering IHE(s) during contract development.

In addition, eligible Applicants must:

- Have two (2) or more full-time employees or the equivalent of two (2) full-time employees. If the Applicant has no employees or if the workers are independent contractors, subcontractors or contract employees, they are not eligible. However, if an Applicant leases its employees for payroll and tax reporting purposes, and has authority over the hiring, firing and scheduling of workers, they would be eligible for funding consideration; and
- Be in good standing with regards to the laws, rules, and regulations for: Unemployment Insurance (UI), Worker Adjustment and Retraining Notification Act (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance.

The use of a grant writer is acceptable if the Applicant, and not the grant writer, commits to implementing the proposed residency program, if the application is successful.

Eligible Applicants must attest to the minimum threshold requirements as outlined in the Evaluation Criteria section ([Section V.B.](#)) of this RFA.

**Note:** Individual schools within a public school district may not apply for direct funding. The lead school district or BOCES Applicant must request the total number of residents for all of its individual schools/BOCES within one application.

## **B. Participant Eligibility**

Eligible participants for the TRP RFA are residents that have been accepted as graduate level candidates pursuing a master's degree and/or NYS teaching certification.

**Note:** This includes residents that already have a master's degree unrelated to the teaching profession but who are seeking a career change.

The TRP program will provide additional points in scoring to programs that will fund master's degree programs in indicated shortage subject areas including special education, bilingual education, ESL, science, mathematics, ELA, social studies, world languages, career and technical education, health education, literacy, and library science.

## **C. Reporting Requirements**

The Contractor must submit individual participant level data to NYSDOL. Contractors will be required to document the progress of participating Teacher Residents in a manner prescribed by NYSDOL and using forms provided following contract execution.

Contractors will be required to document trainee information specifically on Trainee Information Forms (TIFs). The personal information collected on the TIF is required for reporting purposes and will be entered to report obtained employment. Personally Identifiable Information (PII) is securely stored on the Grants Gateway system and NYS servers, where only authorized individuals can access the necessary information and where data is protected by high-level security settings administered by the NYS Office of Information Technology Systems (ITS).

NYSDOL will also require quarterly reports on program updates, progress, and success, including but not limited to, how many residents are in the program and whether they are on track for residency completion.

# **IV. Process for Application Submission**

## **A. Questions Concerning this RFA**

Applicants may submit questions via electronic mail to [WDTD.Onestop@labor.ny.gov](mailto:WDTD.Onestop@labor.ny.gov). Questions regarding the RFA will be accepted through January 6, 2023. No telephone inquiries will be accepted. All inquiries should include the following reference in the Subject line: **"NYSDOL Teacher Residency Program."** Answers to all questions will be posted on an ongoing basis on the NYSDOL Funding Opportunities [webpage](#), with the final posting taking place no later than January 13, 2023.

Applicants in need of technical assistance regarding this RFA may reach out to the NYSDOL Grants and Solicitations Team at [WDTD.Onestop@labor.ny.gov](mailto:WDTD.Onestop@labor.ny.gov). Technical assistance requests related to the application will be accepted through the submission deadline date of January 27, 2023.

An Applicant Workshop will be held virtually on November 17, 2022, from 10:00 – 12:00 PM to answer prospective questions. To attend this meeting, please click the link on the NYSDOL Funding Opportunities [webpage](#). Attendees are asked to submit questions to [WDTD.Onestop@labor.ny.gov](mailto:WDTD.Onestop@labor.ny.gov) prior to the workshop, but no later than November 10, 2022. This will allow time for the NYSDOL Team to form responses to share at the workshop.

## **B. Application Due Date**

The completed application with all required attachments will be accepted immediately and on an ongoing basis through the Grants Gateway until January 27, 2023. Grants Gateway will not accept any applications or unsolicited amendments to applications after the due date and time. No mailed, faxed or emailed documents will be accepted. NYSDOL takes no responsibility for any third-party error in the delivery of applications (i.e., computer failure, power outages, etc.).

## **C. Application Submission Instructions and Format**

Interested parties must apply online via the Grants Gateway website at <https://grantsmanagement.ny.gov/>.

Completed applications must be submitted through the Grants Gateway by the designated date and time. In order to submit an application, Applicants must be registered and logged in to the Grants Gateway as detailed in [Section II.E](#).

In order for an application to be considered, the Applicant must meet the eligibility criteria outlined in [Section III.A](#), complete all required parts, and upload all the documents or information requested in the forthcoming sections in the Grants Gateway system prior to the submission due date.

Required application attachments ([Section VIII](#)) are listed below:

- 1) Key Program Personnel (KP)
- 2) Detailed Budget Attachment (DBA)
- 3) Vendor Responsibility – Applicant Questionnaire (VRAQ)
- 4) Executive Order (EO) 177 Certification (EO 177)
- 5) Executive Order (EO) 16 Certification (EO 16)
- 6) Key Contacts (KC)
- 7) Commitment Letter (CL)
- 8) MWBE-EEO Policy Statement (Fillable)
- 9) EEO-100 – Equal Employment Opportunity Staffing Plan

All required documents must be completed and uploaded as attachments in Grants Gateway no later than the stated due date and time (4:00 PM NYS Time, January 27, 2023). Please note, that uploading blank, incomplete or unsigned attachments to the application may render the Applicant ineligible for funding consideration.

## **D. Grants Gateway Registration**

As indicated in [Section II.E.](#) of this RFA, all interested parties must be registered in the Grants Gateway prior to application submission. NYSDOL will consider any application not meeting the Grants Gateway registration prior to application submission to be non-responsive.

For more information about Grants Gateway, please visit the Grants Gateway website <http://grantsreform.ny.gov> or contact the Grants Reform Team at: [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov). The Grants Reform help desk/hotline can be reached at (518) 474-5595.

## **E. RFA Timetable**

- RFA Release Date – October 24, 2022
- Deadline Date for Questions – Ongoing as received, but no later than January 6, 2023
- Deadline Date for Responses to Questions – Ongoing as received, but no later than January 13, 2023
- Application Due Date – January 27, 2023
- Technical Assistance – Ongoing as requested
- Projected Notification of Awards – Ongoing as received

## **V. Application Review and Selection**

### **A. Evaluation of Applications**

A complete application, including the DBA and all attachments, must be submitted via Grants Gateway no later than 4:00 PM New York State time on January 27, 2023, so that NYSDOL can conduct a full and proper evaluation. Failure to answer all questions in the application will jeopardize the Applicant's potential for funding. NYSDOL will first make an initial eligibility determination on each application received. Applications deemed eligible will be scored based on further review and evaluation. Application scores will consist of 60% for program design, 20% for program cost, and 20% for work plan. Scoring of technical merit will award points based on a "criteria met" or "criteria not met" scale. NYSDOL reserves the right to make no awards.

Applications must first meet all minimum eligibility requirements. Upon receipt of all required application documents and confirmation of minimum eligibility requirement attainment, applications will be evaluated by NYSDOL staff. Applications will be scored based on the Program Design, Program Cost, and Work Plan described in the Evaluation Criteria section ([V.B.](#)) of this RFA.

### **B. Evaluation Criteria**

The Evaluation Criteria has four parts: the Minimum Requirements; the Program Design (60 points); the Work Plan (20 points); and the Program Cost (20 points). Each is described below.

#### **1. Minimum Requirements**

Failure to attest to and document minimum requirements will result in an automatic rejection of the application and scoring will not proceed. No points will be awarded for minimum requirements. Applicant must attest to each of the following:

- 1) Applicant is a NYS public school district, a consortium of NYS public school districts, a BOCES, a consortium of BOCES, or any combination of these entities. If applying as a consortia, one NYS public school district or BOCES in the consortia must serve as the lead fiscal agent/Applicant and apply for this opportunity on behalf of the consortia;
- 2) Applicant partners with one or more nonprofit higher education institution(s) (IHEs) which can include those within the State University of New York (SUNY), the City University of New York (CUNY), and/or NYS private colleges and universities;
- 3) Applicant is in good standing with regard to the laws, rules, and regulations for UI, WARN, Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance;
- 4) Applicant has two (2) or more employees (these employees may work part-time as long as it is a permanent, year-round position whose work performance is integral to the service or product provided by the business and who is economically dependent on the business) or the equivalent of two (2) full-time employees;
- 5) The application was developed by the Applicant and all language therein is presented at the request of the Applicant. The use of a grant writer is acceptable, only if the Applicant and not the grant writer, commits to implementing the residency program listed in the application, if the application is successful;
- 6) Applicant agrees to submit reports to NYSDOL on an as needed basis for the purposes of meeting Federal and state reporting requirements and understands such reporting may include identifiable information related to both the Applicant and the resident;
- 7) Applicant and partnering IHE(s) are responsible for recruiting teacher residents as defined in the RFA;
- 8) Applicant understands that all Applicants must register in the Grants Gateway system (<https://grantsgateway.ny.gov>) before application submission; and
- 9) Applicant will comply with NYS Labor law and Federal law for the protection of the residents.

## **2. Program Design – 60 Points**

Applicants must fully answer each part of the elements provided in Grants Gateway and submit applicable attachments.

### ***Overview of the Current or Planned Teacher Residency Partnership between the Applicant School District/BOCES and the Collaborating IHE(s) (15 points)***

- 1.1) Describe how the local partnership is organized or will be organized, the roles of the Applicant school district/BOCES, and the IHE(S) within the partnership. (5 points)
- 1.2) Provide information on collaboration with other entities essential to a residency model's success (i.e., collective bargaining units to ensure residents are hired, human resource departments to ensure there are enough openings projected to support the number of residents annually, etc.) (5 points)
- 1.3) Provide an assurance that the school district/BOCES and IHE academic calendars are aligned to ensure residents will engage in two (2) academic years of instruction. (5 points)

### ***Target Population (8 points)***

- 2.1) Describe with clarity and specificity, the outreach and recruitment strategies used to recruit a diverse resident workforce, including but not limited to, individuals underrepresented in the teaching profession. (5 points)
- 2.2) Indicate the percentage of master's degree or teacher certification programs to be funded via the Teacher Residency program that will fall within the targeted subject areas listed for reported teacher shortages in NYS. (See [Section I.B.](#) of the RFA for the complete list of targeted subject areas.) (If 0-25% = 0 points; if 26-50% = 1 point; if 51-75% = 2 points; if 76-100% = 3 points)

***Local Need for Target Subject Areas and to Diversify the Teacher Workforce (10 points)***

- 3.1) The target number of teacher residents by subject area. (2 points)
- 3.2) A description of prior efforts to meet local shortage and/or diversity needs and how those needs will be met with the proposed program's efforts. (4 points)
- 3.3) The plan for recruiting or retaining the appropriate number of residents to ensure there will be an employment opportunity for each resident to fulfill the two-year post residency teaching commitment. (4 points)

***Teacher Residency Program to be Implemented (10 points)***

- 4.1) Provide the annual target number of candidates for the program, and how they would be recruited and/or enrolled in the Teacher Residency Program. (3 points)
- 4.2) Provide the total amount of miscellaneous resident expenses/stipends (i.e., child and dependent care, housing, and trainee transportation expenses paid on behalf of residents funded by this program) that will be provided for each resident. (\$0 = 0 points; \$1-\$10,000 per resident = 1 point; \$10,001-\$20,000 per resident = 2 points; \$20,001-\$30,000 per resident = 3 points).
- 4.3) How the proposed Teacher Residency Program would build on/supplement but not supplant either a current teacher residency program or local IHE efforts. (4 points)

***Organizational Capacity/Experience (17 points)***

- 5.1) Has the Applicant provided a teacher residency program in the past? (0 points)
- 5.2) Briefly outline the school district/BOCES' ability to provide employment opportunities/other financial supports to residents outside of grant funding. (5 points)
- 5.3) In the Key Program Personnel (KP) attachment, provide the following that identifies the management staff from both the lead public school district/BOCES and the IHE(s) who will be responsible for the shared overall management of the Teacher Residency Program, including (7 points):
- 5.3.a. Staff person's name(s); (1 point)
  - 5.3.b. Staff person's position(s)/title(s); (1 point)
  - 5.3.c. Roles and responsibilities; (2 points)
  - 5.3.d. Full time equivalent (FTE) of each position; (1 point) and
  - 5.3.e. Identify which staff will be responsible (a) for the overall management of the grant, (b) for the fiscal management of the program, and (c) for assuring that the Teacher Residency Program functions as a consistently shared responsibility between the school district/BOCES and the partner IHE(s). (2 points)

5.4) Identify other key staff who may not have direct program administration responsibilities but who will have important roles in implementing the Teacher Residency Program. For example, these other key staff could include individuals serving within the program such as mentor teachers, co-teachers, professional learning community leaders/organizers, and others whose services and contributions are or will be critical to the successful implementation of the expanded program. (5 points)

### **3. Work Plan – 20 points**

A total of 20 points will be available in scoring the proposed work plan.

Utilizing the Grants Gateway system, Applicants will define the objectives, tasks, and performance measures that will detail the proposed plan to ensure training and service activities as identified in the Program Design.

Applicants can include a total of 30 objectives, tasks, and performance measures, which include the following:

- The objectives are realistic and align with activities as proposed in the Program Design; (10 points)
- The tasks/activities as described align with the associated objective and upon completion will attain the objective (Applicant should include critical tasks to be performed for attaining the relevant objectives and performance measures); and (5 points)
- Describe how the Applicant will use their performance measures to assess whether students have achieved the objectives under this grant. (5 points)

### **4. Program Cost – 20 Points**

An Applicant may receive up to 20 points for the Program Cost.

All allowable costs requested from this RFA should be entered into the expenditure budget table in Grants Gateway. When completing this table for application submission, all allowable costs should be entered under the Budget Category labeled “Other”. During contract development, a full expenditure budget will be created utilizing all budget categories listed. Applicants must also complete the Match Worksheet by entering the required fields and the total amount of Match funds.

Requested funding must be directly related to the proposed program. All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the services as described in the “Program Specific Questions” section in Grants Gateway under the “Forms” menu.

#### ***Detailed Budget Attachment***

Applicants must also complete and submit the Detailed Budget Attachment (DBA) with their application. The DBA requires specific detail for: the resident tuition assistance for their master’s degree or teacher certification program (Tuition Assistance Costs), books and fees costs, resident wages and fringe costs, and the miscellaneous resident expense/stipends costs. This detail will be incorporated into the contract of successful Applicants.

If it is determined unallowable costs were included in the DBA during the Program Cost review, those costs may be removed during the award process or contract development and will not be included in the contract of the successful Applicant.

The following information is intended to help guide the Applicant when preparing the DBA, and will be used as the scoring criteria for program cost:

- A DBA is provided, which clearly describes each cost component noted and how the cost was determined; (6 points)
- All costs appear reasonable and are related to the provision of planned service levels and outcomes as described in the application; and (6 points)
- The proposed match costs are clearly identified in the DBA, per the requirements outlined in [Section II.C.](#) (8 points).

### **C. Method of Selection**

Applications must first meet all minimum eligibility requirements outlined in the Minimum Requirements section ([Section V.B.1](#)) of this RFA.

Applications that meet all minimum eligibility requirements will proceed to the review phase, where the application will be scored for Technical Merit (worth up to 80% of the total) by NYSDOL's Program Staff, and Program Cost (worth up to 20% of the total) by NYSDOL's Finance Bureau. Scores for each portion of the evaluation will be combined and result in the Application Final Score.

A complete response to each question is crucial to ensure full points are awarded.

Applications will be reviewed in the order they are received. Each application will be scored on its individual merit and will not be compared to other applications. Eligible applications that attain an Application Final Score of 70 points or more will be awarded funding. Successful Applicants will be awarded on a continuous basis until the funds allocated are exhausted. Eligible Applicants that fail to attain a score of 70 points will be notified via NYSDOL technical assistance and are eligible to revise their applications and re-apply if sufficient time and funding remain.

If an application achieves a score that would be awarded, but the costs are not reasonable to NYSDOL, NYSDOL reserves the right to reject the application.

NYSDOL may award a contract for any or all parts of an application and may negotiate contract terms and conditions to meet agency program requirements consistent with the TRP RFA.

It is important to note that:

- Ineligible Applicants will be disqualified before completing a review;
- Incomplete applications will be disqualified;
- All Applicants that are determined not to be responsive or responsible will be disqualified after completing a review;
- Applications that fail to meet minimum requirements will be disqualified; and
- NYSDOL reviews will result in a final score.

## **VI. Award Administration and Information**

### **A. Award Notices**



All Applicants will receive a letter informing them of the decision on their application and successful Applicants will be contacted by NYSDOL contract development staff.

Applicants who receive an award must be prepared to enter into contract negotiations immediately. NYSDOL reserves the right to rescind the award of any Applicant that is unable or unwilling to promptly engage in the contracting process.

Applicants not awarded are entitled to request a debriefing from NYSDOL, which may include the reason(s) for the non-award and general guidance on the part(s) of the evaluation criteria that were not met. Such debriefing shall be requested within 15 calendar days of the notice of non-award. NYSDOL will respond to the debriefing request within a reasonable amount of time.

## **B. Payment**

Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis. Every effort must be made for a resident to not pay up-front costs, including tuition. The grantee may work with the IHE(s) to defer tuition payments. If the resident has already paid associated allowable program costs or is required to pay these costs up-front, the grantee will need to provide justification to NYSDOL during contract negotiations.

A grantee must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted. Successful Applicants must provide documentation that the service was provided. This will include proof of completion at the end of each semester for each funded resident.

Reimbursement is provided for the resident's completion of a semester. If the resident does not complete the required components by the end of the contract period, the final reimbursement will be pro-rated to bring total reimbursement for that resident in line with the actual number of semesters completed.

Please be advised that the residency may not begin until after an award is made. This includes the completion of application reviews, due diligence being confirmed, awardees determined, and award letters being issued. Any residency that begins and/or is paid for prior to the date of the award letter will fall outside the contract period and be ineligible for reimbursement.

Public school districts and BOCES funded under the Teacher Residency Program are eligible for a cash advance of their award, up to 25% of total contract value, at the sole discretion of NYSDOL and subject to the availability of funds appropriated and available for contracts entered into pursuant to this solicitation. Any award must be expended on program activities in NYS.

**Electronic Payments** – Payment for invoices submitted by the successful Applicant shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The successful Applicant shall comply with the NYS Comptroller's procedures to authorize electronic payments. Authorization forms are available at the NYS Comptrollers website at [www.osc.state.ny.us/epay/index.htm](http://www.osc.state.ny.us/epay/index.htm), by email at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov), or by telephone at 855-233-8363. The successful Applicant acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the

NYS Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

### **C. General Requirements**

All applications and accompanying documentation will become the property of the NYS and will not be returned. The content of each Applicant's application will be held in strict confidence during the evaluation process, and no details of the application will be discussed outside of the evaluation process. The successful Applicant's application and portions of the RFA deemed applicable by NYSDOL will be made part of the contract. Therefore, an official authorized to commit the company to a contract must sign the application.

### **D. NYS Executive Orders**

Please note that the statewide funds supporting this initiative are subject to the following NYS Executive Orders:

- NYS Executive Order 177 – See Section VIII for further information.
- NYS Executive Order 16 – See Section VIII for further information.

### **E. Reservation Clauses**

NYSDOL, in order to serve the best interests of NYS, reserves the right to:

- 1) Make no award;
- 2) Postpone or cancel this RFA upon notification to all Applicants;
- 3) Amend the specifications after their release with appropriate notice to all Applicants;
- 4) Remove applications with unreasonable costs from award consideration;
- 5) Request Applicants to present supplemental information clarifying their application, either in writing or in formal presentation. Applicants failing to respond to these requests during the time allotted may be eliminated from funding consideration;
- 6) Waive or modify minor irregularities in applications received after prior notification to the Applicant. This will in no way modify the RFA documents or excuse the Applicant from full compliance with the RFA terms and conditions;
- 7) Correct any arithmetic errors in any application;
- 8) Reject any and all applications received in response to this RFA;
- 9) Contact Applicants' references as a check on qualifications;
- 10) Award contracts to more than one Applicant;
- 11) Negotiate with selected Applicant prior to contract award;
- 12) Rescind the award of any grantee unable or unwilling to begin conducting their residency activities immediately following contract execution. No Applicant will have any rights against NYSDOL arising from such negotiations;
- 13) Make any payment contingent upon the submission of specific deliverables; and

- 14) Require that all offers are held open for a period of 120 days unless otherwise expressly provided for in writing.

## VII. Definitions

1. **Clinical Experience** – Teacher residents must have 1,000 hours of clinical experience that reflects the time residents are engaged in activities that teachers complete during the school/work week and that will provide residents with instructional experiences connected to the teacher preparation program learning goals and district priorities. These experiences include instructional hours and other professional activities at the school or BOCES. Activities during the school/work week that do not count toward teacher preparation program requirements would not count toward the 1,000-hour clinical experience requirement.
2. **Fringe Benefits** – An extra benefit supplementing a Resident’s wages. Common components of fringe benefits are payroll taxes. These are amounts an employer must pay on behalf of its employees, including Federal Insurance Contributions Act (FICA) taxes, unemployment taxes, and workers compensation taxes. Other employer paid benefit amounts include health insurance, life insurance, education programs, and recreation programs.
3. **In-Kind Costs** – Non-cash match costs provided by the Applicant/Contractor and/or the IHE such as administrative costs, laptops or other electronic devices for Residents, and the elimination of all or a portion of tuition by the IHE.
4. **Residency** – A structured, school district or BOCES-supervised learning experience for a candidate in a teacher education program, designed and implemented through a Memorandum of Understanding (MOU), or similar collaborative agreement, between an institution of higher education (IHE) and an educational setting. Under this MOU/collaborative agreement, the partners design the residency to provide candidates with instructional experiences connected to program learning goals and school district/BOCES priorities and develop shared expectations for the candidate’s gradual assumption of responsibilities in their placement in the subject area of the master’s degree sought. Candidates complete academic coursework during the residency and practice under the direct supervision of a certified school district/BOCES-based teacher.

### VIII. Attachments and Appendices

Acronym	Document Title	Required to be completed and submitted via Grants Gateway?
KP	Attachment – Key Program Personnel	Yes, Excel format
DBA	Attachment – Detailed Budget Attachment	Yes, Excel format
VRAQ	Attachment – Vendor Responsibility – Applicant Questionnaire	Yes, with original signatures
EO 177	Attachment – Executive Order (EO) 177 Certification	Yes, with original signatures
EO 16	Attachment – Executive Order (EO) 16 Certification	Yes, with original signatures
KC	Attachment – Key Contacts	Yes
CL	Attachment – Commitment Letter	Yes, with original signatures
MWBE-1	Attachment – MWBE-EEO Policy Statement (Fillable)	Yes, with original signatures
MWBE-2	Attachment – EEO 100 – Equal Employment Opportunity Staffing Plan	Yes, with original signatures
CTC	Appendix – Combined Terms and Conditions – A-1 and A-2	No
GISBA	Appendix – General Information for Successful Bidders/Applicants	No
SCNYS	Appendix – Standard Clauses for all NYS Contracts	No
MC	Appendix – Master Contract, Terms & Conditions	No

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