

RFP #: GC18-008: Questions & Answers  
Learning Technology Grant 2018–2021

**Eligibility:**

1. Question: Are 501c3's eligible to apply?

*Answer: No. 501c3s are not eligible for the Learning Technology grant. The grant RFP states on page 1 that Eligible Applicants are public school districts and consortia of districts or district(s) and BOCES.*

2. Question: Before proceeding with the grant applications, I would like to know if we qualify. We are a NYC school located in X Borough.

*Answer: New York City proposals must be submitted by a Community School District (CSD), either as an individual CSD or as part of a consortium of two (2) or more CSDs. Please see the [Changes to the Learning Technology Grant Program](#) memo.*

3. Question: Are charter schools eligible to apply for this grant?

*Answer: No. As stated on Page 1 of the RFP, "Charter Schools are not eligible to apply."*

4. Question: I represent XX Company. Are we eligible to apply for the Learning Technology Grant?

*Answer: No. Page 1 of the LTG RFP states that eligible applicants are public school districts and consortia of districts or district(s) and BOCES.*

5. Question: Would only school districts be eligible for this RFP or are learning companies being considered?

*Answer: No. Page 1 of the LTG RFP states that eligible applicants are public school districts and consortia of districts or district(s) and BOCES.*

6. Question: My district would like to write the LTG targeting one of our schools in receivership that is transitioning from a MS to HS. Would that school be eligible?

*Answer: Page 1 of the LTG RFP states that eligible applicants are public school districts and consortia of districts or district(s) and BOCES Please see the [Changes](#)*

[to the Learning Technology Grant Program](#) memo. If the district wishes to focus the grant on one school within the district, that is allowable. However, the district may not submit more than one grant.

7. Question: I would confirm that NYC high schools and High School Superintendents that are interested in applying for the LTG grant need to connect with their Community School Superintendents in order to be included within their community school district's application. Is that correct?

*Answer: Yes. High Schools that wish to participate in LTG grants must apply as part of the CSD in which they are located, and their grant applications must include the signature of the Community School District Superintendent and should include the signature of the High School Superintendent. The CSD shall be the lead for administrative purposes.*

- *The CSD must post the materials/products generated from grant funds as outlined in the RFP; the participating High Schools should also include the materials on their websites.*
- *Districts 75 and 79 may apply independently from their CSDs as their student populations have specific needs.*
- *Please see the [Changes to the Learning Technology Grant Program](#) memo.*

8. Question: I represent XX Company that's a WBE. Are we eligible to apply for the Learning Technology Grant?

*Answer: No. Page 1 of the LTG RFP states that eligible applicants are public school districts and consortia of districts or district(s) and BOCES.*

9. Question: I am emailing from the X Borough North Field Support Center in NYC. I would like to know if you would accept a consortium application sent through the Borough Field Support Center, or you will only take applications from the community superintendent's office?

*Answer: No. New York City proposals must be submitted by a Community School District (CSD), either as an individual CSD or as part of a consortium of two (2) or more CSDs. The Borough Field Support Center may play a role in the application and provide services for the applicant, but the CSD must submit the application.*

10. Question: I reviewed the RFP for the new LTG grant application and know that only community school districts or a consortia of school districts can apply. However, in New York City high schools are in a different district and are not part of the community school districts. Therefore, when it comes to high schools and High School Superintendents that are interested in applying for the LTG grant I wanted to confirm that they would need to connect with their Community School

Superintendents in order to be included within their community school district's application.

*Answer: New York City proposals must be submitted by a Community School District (CSD), either as an individual CSD or as part of a consortium of two (2) or more CSDs.*

- *Answer: Yes. High Schools that wish to participate in LTG grants must apply as part of the CSD in which they are located, and their grant applications must include the signature of the Community School District Superintendent and should include the signature of the High School Superintendent. The CSD shall be the lead for administrative purposes.*
  - *The CSD must post the materials/products generated from grant funds as outlined in the RFP; the participating High Schools should also include the materials on their websites.*
- *Districts 75 and 79 may apply independently from their CSDs as their student populations have specific needs.*
- *Please see the [Changes to the Learning Technology Grant Program](#) memo.*

11. Question: We are a K & 1 Common School District with 19 students enrolled. We have a private school located within our geographic boundaries serving Grades 6-12 with approximately 350 students. Are we eligible for this grant?

*Answer: Yes, your district would be eligible. Please keep in mind that the private school located within your district must:*

- *Be given the opportunity to participate*
- *Be included in all grant activities outlined in the Scope of Work (pp. 9-13)*
- *Be loaned equipment and supplies & materials (FS-10 Codes 20 & 45) equivalent to the percentage of the religious and independent school enrollment of the total student enrollment.*
  - *In other words, if a district with 1000 students partners with a religious school of 100 students, the total enrollment is 1100 and the religious school's enrollment is 9% of the total. The religious school would be entitled to a loan equivalent in value to 9% of the total expenditure for FS-10 Codes 20 & 45.*
  - *The items loaned must be the same as those purchased for the district's students.*

12. Question: I guess my question now is---with our school's enrollment and the bonus points being given priority---we are not rural, do not have high percentage of ELL/MLL students, not high percentages of SWD or economically disadvantaged---what would possibly be the allocated amount of this grant. I ask because I know it is not going to benefit us at all but I have been approached by the private school to see if this is something worth doing. (Yes, I know that I would be doing most of that work as the LEA...)

*Answer: Individual District applicants may receive one maximum award of \$100,000. The bonus points will be used as part of the scoring process; they will not affect the size of the grant award (pp. 15, 17 of the RFP).*

13. Question: Can a BOCES apply for the Learning Technology Grant?

*Answer: Not individually. A BOCES may submit a proposal as part of a consortium with at least one district. BOCES are not eligible to apply for an individual award. Consortia cannot be comprised of only BOCES. Consortia can be comprised of multiple BOCES if at least one district is also a member of the consortium (P.2 of the RFP).*

#### **Letters of Intent:**

14. Question: We are interested in applying for the recent RFP for the Learning Technology Grant. Along with the completed application, must we provide a letter of intent? If so, what is the deadline to send the letter of intent?

*Answer: The Letter of Intent is requested, but it is not required. It is requested by May 29, 2018 (pp 3-4 of the RFP).*

#### **Number of Proposals:**

15. Question: Can a single district submit an application and also become part of a consortium in a second application?

*Answer: No. As stated on page 2 of the RFP, both New York City Community School Districts and Rest of State districts may submit one application, either as an individual district or as part of a consortium.*

16. Question: May a district apply for more than one grant for the district? For example, may a district with more than one Priority school apply for a separate grant for each school?

*Answer: Big 4 Districts (Buffalo, Rochester, Syracuse, and Yonkers) may submit a total of two proposals. New York City Community School Districts and Rest of State public school districts may submit only one application, either as an individual district or as part of a consortium. Public school districts with more than one priority school may choose to focus on one school, or they may include as many schools as they wish.*

17. Big 4 Districts can submit two proposals. Do we submit two proposals of \$100,000 each, because we can be funded up to \$200,000 per year? Or do we submit two proposals of \$200,000 each, and only one will be funded?

*Answer: Each Big 4 District may submit two applications, each requesting \$200,000. Each Big 4 District may receive one award of \$200,000 (pp. 2, 15 of the RFP).*

18. How many applications can the NYCDOE submit in total?

*Answer: New York City DOE may submit a maximum of 34 applications, 32 from Community School Districts, 1 from District 75, and 1 from District 79.*

- *High School Districts must apply as part of their CSD in which they are located.*
- *Two or more CSDs may apply as a consortium.*
- *A CSD may submit one application, either individually or as part of a consortium.*

#### **Consortia:**

19. Question: Can 2 districts that are not in the same geographic region become a consortium based on mutual project interests?

*Answer: Yes. The RFP does not say that the districts must be from the same region. Page 1-2 of the RFP states that Rest of State (ROS) Consortia may be comprised of two or more districts and/or at least one district and at least one BOCES.*

- *All Consortia proposals must be submitted by the Consortium Lead*
- *The geographic region (for Round 1 funding purposes) will be determined by the lead entity.*
  - *For example, if a consortium is composed of two districts, one from Western NY and the other, the lead, is from the Capital Region, for Round 1 the applications would be scored against other applications from the Capital Region. If it is not funded in Round 1, it would be ranked against the scores of the remaining statewide applicants.*

20. Question: Must the Consortium of Rest of State districts be from the same region? We have districts all around the state involved in the same initiative who may want to submit together for this grant together.

*Answer: No, they do not need to be from the same region. Page 1-2 of the RFP states that Rest of State (ROS) Consortia may be comprised of two or more districts and/or at least one district and at least one BOCES.*

- *The geographic region (for Round 1 funding purposes) will be determined by the lead entity.*
  - *For example, If a consortium is composed of two districts, one from Western NY and the other, the lead, is from the Capital Region, for Round 1 the applications would be scored against other applications from the Capital Region. If it is not funded in Round 1, it would be ranked against the scores of the remaining statewide applicants. (pp. 15-16 of the RFP).*

21. Question: If XX BOCES is not submitting this grant but is part of the consortium, does that mean it cannot submit its own application for the grant for a different initiative?

*Answer: No. Page 2 of the RFP states that BOCES may submit a proposal as part of a consortium with at least one district. BOCES are not eligible to apply for an individual award. Consortia cannot be comprised of only BOCES. Consortia can be comprised of multiple BOCES if at least one district is also a member of the consortium.*

22. Question: XX BOCES serves U, V, W Counties and three of the four school districts in Y County. Table 1: District/Geographic Region has our BOCES split into two District/ Geographic Regions. Does this mean if XX BOCES develops an application that would serve Y County that it can be considered in both regions?

*Answer: No. For round 1, an application will only be considered in one region. For the round 2, all remaining eligible applications will be ranked on a statewide basis. Starting with the highest-ranked application, awards will be granted until all remaining funds are exhausted (pp. 15-16 of the RFP).*

23. Will the region be based on the lead applicant?

*Answer: Yes. For the ROS initial round of awards, the region will be based on that of the lead applicant.*

24. Question: Can a BOCES district be the lead and include some component school districts as consortia members in the proposal?

*Answer: Yes. Page 1-2 of the RFP states that Rest of State (ROS) Consortia may be comprised of two or more districts and/or at least one district and at least one BOCES.*

25. Question: Can a consortium with a BOCES as the lead and school districts propose to expand the project, in subsequent years (such as in Phase 3), to include additional districts who are not members of the initial consortia?

*Answer: No. Grant funding will only be allocated to the Consortia members in the original application.*

26. Question: If a collaborative application includes several districts, must they all purchase the same technology? We have a potential collaboration in which the districts are at different places in their technology plans and need different technology to move forward.

*Answer: Page 13 of the RFP describes the requirements for consortium with districts that are in different stages of the required phases that must be accomplished in the Learning Technology Grant. No more than 20% of the grant funds may be used for equipment and supplies & materials (p. 17). It may be appropriate that districts purchase different technology based on their current stage in the plan.*

### **Funding and Awards:**

27. Question: In the introductory letter, it states that grant awards will be a maximum of \$200,000 per year for Big 5 districts and consortia but on page 15 of the RFP it says that individual NYC districts can receive a maximum award of \$100,000. Which amount is correct?

*Answer: Big 4 School Districts (Buffalo, Rochester, Syracuse, and Yonkers) may receive one maximum annual award of \$200,000. Individual NYC Community may receive one (1) maximum annual award of \$100,000, and a Consortia of two (2) or more Community School Districts may receive one (1) maximum annual award of \$200,000 (p. 15 of the RFP).*

28. Question: The X Region has been combined with Y Region which includes XX BOCES. Our region is far larger in terms of number of counties, population, and number of school districts. With one award going to each region this will lead to unfair competition. Yes, there are state-wide awards after initial awards are made to each region, but we believe this will lead to one less award for our region, based on this grouping. Is it possible to re-distribute the regions to allow for the regions to be broken out more fairly?

*Answer: The decision to include regional distribution for the first round of the Learning Technology Grant was made to increase the equitable distribution of funds across the geographic regions of New York State. This methodology, as well as the regional distribution breakdown used the LTG, has been utilized in previous grants*

*administered by the New York State Education Department. While some regions may include more school districts than others, NYSED cannot predict the actual number of applications that will be submitted by each region. After the initial round of awards, all remaining proposals from all regions, the Big 4, and NYC will be combined, and awards will be given based on a statewide ranking of scores.*

29. Question: - Big Four District may submit two (2) applications. Are there any circumstances under which a District outside of NYC might be awarded two grants (for example, not all the "Rest of State" money is awarded)?

*Answer: No applicant may receive more than one award. After the initial round of grants, all remaining funds will be transferred to a statewide pool for distribution to statewide applicants. Applications will be ranked against scores of all other statewide applications. Starting with the highest-ranked application, awards will be granted until all remaining funds are exhausted (p. 15 of the RFP).*

30. Question: We are concerned with distribution of the regions in terms of the first round of awards. The X and Y regions have been combined. Both of these regions on their own are quite large but combined have far greater population and school districts than other upstate regions. We realize that YY is far bigger than any region. XX County alone has a population approximately equal to the Z region, and far larger than the T region. We believe this will lead to an unfair distribution of awards. We realize that you may be trying to make a fair distribution of these awards however, due to this award methodologies far better applications from YY or the combined XY region may go un-awarded despite need and merit. Is it possible to remove or modify the regional distribution?

*Answer: The decision to include regional distribution for the first round of the Learning Technology Grant was made to increase the equitable distribution of funds across the geographic regions of New York State. This methodology, as well as the regional distribution breakdown used the LTG, has been utilized in previous grants administered by the New York State Education Department. While some regions may include more school districts than others, NYSED cannot predict the actual number of applications that will be submitted by each region. After the initial round of awards, all remaining proposals from all regions, the Big 4, and NYC will be combined, and awards will be given based on a statewide ranking of scores.*

31. Question: Can the Big Four District submit two applications each requesting grant awards of \$200,000?

*Answer: Each Big 4 District may submit two applications, each requesting \$200,000. Each Big 4 District may receive one award of \$200,000 (pp. 2, 15 of the RFP).*

32. Question: Is NYC consider part of the Big 5? Would the grant amount for our district be \$200k or \$100k?

*Answer: While NYC is generally considered part of the Big 5, the grant awards for the Learning Technology Grant are different for NYC and for the Big 4 (Buffalo, Rochester, Syracuse, and Yonkers). Individual NYC Community School Districts may receive one (1) maximum annual award of \$100,000, and a Consortia of two (2) or more NYC Community School Districts may receive one (1) maximum annual award of \$200,000 (p. 15 of the RFP). The Big 4 districts may receive one annual award each of \$200,000.*

### **Participation of Religious and Independent Schools**

33. Question: Should we apply for the Learning Technology Grant, what percentage needs to be allocated for the religious schools in the district?

*Answer: The participating Religious and Independent schools must be loaned equipment and supplies & materials (FS-10 Codes 20 & 45) equivalent to the percentage of the religious and independent school enrollment out of the total student enrollment.*

- *Example 1: A district with 1000 students partners with a Religious school of 100 students. The total enrollment is 1100, and the Religious school's enrollment is 9% of the total. The Religious school would be entitled to a loan equivalent in value to 9% of the total expenditure for Equipment (FS-10 Code 20) & Supplies and Materials (FS-10 Code 45).*
- *Example 2: A consortium of 2 school districts and 1 BOCES has a total combined student population of 18,000 students. A total of four Religious and Independent Schools wish to be included in the grant. School A has 300 students, School B has 500 students, School C has 200 students, and School D has 50 Students. Combined, the Religious and Independent Schools have a total of 1050 students. Total student enrollment is 19,050. The Religious and Independent Schools would be eligible for a combined 5.5%. School A would receive 1.6%, School B would receive 2.6%, etc.*

*Please note:*

- *The items loaned must be the same as those purchased for the district(s) or consortia.*
- *No more than 20% of the total grant funds may be used for Equipment and Supplies & Materials (p. 17 of the RFP).*
- *Participating Religious and Independent Schools must be fully included in the activities of the grant, including but not limited to professional development.*
- *K-12 [853 schools](#) are included in this grant as independent schools. 853 schools are NYS approved private schools that provide day and/or residential programs for students with disabilities.*

34. Question: If we are applying as a single district with two religious schools in our boundaries, what is the award amount that we may request (\$100,000 per year or \$200,000 per year)?

*Answer: A single district with two religious school partners may request an award of \$100,000.*

35. Question: What schools does the phrase “religious and independent schools” include? Do you consider charter schools independent schools, or is it only private and non-public schools?

*Answer: For purposes of this grant, the phrase religious and independent schools includes private, nonpublic, and K-12 [853 schools](#). Charter schools are not eligible to apply for this grant.*

36. Question: The RFP asked that religious and independent schools receive a letter postmarked by at least two weeks before the grant due date. Is that the only acceptable form of communication with the religious & independent schools?

*Answer: No. Attachment IV on p. 45 of the RFP states that every public school district participating must make a good faith effort to communicate with every Religious and Independent School located in the district. One of the attempts to contact must be a letter, either postmarked at least two weeks prior to the due date of this proposal or faxed at least one week prior to the deadline of this proposal. Since the grant due date is June 8, 2018, letters should be postmarked by May 25th and faxes sent June 1<sup>st</sup>. Other acceptable methods are e-mail, phone call, or a personal visit.*

37. Question: Attachment III has a column for “Amount Budgeted for School.” Does this need to be a dollar amount? Can the religious and independent schools just be invited to participate in project activities, or do they need to be given their “share” of the funding to spend as they feel is needed?

*Answer: The participating Religious and Independent schools must be loaned equipment and supplies & materials (FS-10 Codes 20 & 45) equivalent to the percentage of the religious and independent school enrollment out of the total student enrollment.*

- *Example 1: A district with 1000 students partners with a Religious school of 100 students. The total enrollment is 1100, and the Religious school’s enrollment is 9% of the total. The Religious school would be entitled to a loan equivalent in value to 9% of the total expenditure for Equipment (FS-10 Code 20) & Supplies and Materials (FS-10 Code 45).*

- *Example 2: A consortium of 2 school districts and 1 BOCES has a total combined student population of 18,000 students. A total of four Religious and Independent Schools wish to be included in the grant. School A has 300 students, School B has 500 students, School C has 200 students, and School D has 50 Students. Combined, the Religious and Independent Schools have a total of 1050 students. Total student enrollment is 19,050. The Religious and Independent Schools would be eligible for a combined 5.5%. School A would receive 1.6%, School B would receive 2.6%, etc.*

*Please note:*

- *The items loaned must be the same as those purchased for the district(s) or consortia.*
- *No more than 20% of the total grant funds may be used for Equipment and Supplies & Materials (p. 17 of the RFP).*
- *Participating Religious and Independent Schools must be fully included in the activities of the grant, including but not limited to professional development.*
- *For purposes of this grant, the phrase religious and independent schools includes private, nonpublic, and K-12 [853 schools](#). 853 schools are NYS approved private schools that provide day and/or residential programs for students with disabilities.*

38. Question: I'm a principal of an elementary private school in X Borough. We're in district XX and I'd like to participate in the LTG grant with a public school. Does the public school have to be in my district or can I go out of the district?

*Answer: Page 1 of the LTG RFP states that eligible applicants are public school districts and consortia of districts or district(s) and BOCES.*

- *New York City proposals must be submitted by a Community School District (CSD), either as an individual CSD or as part of a consortium of two (2) or more CSDs.*
- *Page 2 states that all public school district applicants, either independent or as part of a Consortium, must give Religious and Independent Schools **within** their boundaries the opportunity to participate.*
- *Please see the [Changes to the Learning Technology Grant Program](#) memo.*

39. Question: Are 853 Schools eligible to participate?

*Answer: Yes. For purposes of this grant, the phrase religious and independent schools includes private, nonpublic, and K-12 [853 schools](#). 853 schools are NYS approved private schools that provide day and/or residential programs for students with disabilities.*

40. Question: I'm the principal of an elementary private school in X Borough in District XX. We are interested in partnering with a public school for the 2018 learning

technology grant. Whom do we contact to assist us in finding a partner and in the application process?

*Answer: You may wish to contact the Superintendent of the Community School District in which your school is located.*

41. Question: Are 853 schools considered independent schools for the purposes of this grant and need to be given the opportunity to participate in the applications of the districts in which they are located?

*Answer: Yes. For purposes of this grant, the phrase religious and independent schools includes private, nonpublic, and K-12 [853 schools](#). 853 schools are NYS approved private schools that provide day and/or residential programs for students with disabilities. K-12 853 schools must be given the opportunity to participate in the applications of the districts in which they are located.*

42. Question: Are charter schools considered “independent” schools? Must they be included in the religious and independent school communications?

*Answer: For purposes of this grant, the phrase religious and independent schools includes private, nonpublic, and K-12 [853 schools](#). 853 schools are NYS approved private schools that provide day and/or residential programs for students with disabilities. Charter schools are not eligible to apply for this grant. They do not need to be included in the religious and independent school communications.*

43. Question: On the 2016-2017 nonpublic school enrollment by district spreadsheet, X Religious School has a high number of students that reside in NYC District Y but go to X Religious School. This nonpublic school is interested in being part of our proposal even though the school is located just outside the boundaries of NYC district Y. Can we include them?

*Answer: No. Page 2 of the RFP states that public school district applicants, either independent or as part of a Consortium, must give Religious and Independent Schools **within** their boundaries the opportunity to participate. There is no mention of the residence of the religious school students.*

44. Question: What are some examples of meaningful and substantial involvement of Religious and Independent Schools?

*Answer: The RFP states on p. 13 that applicants must provide Religious and Independent School(s) within their boundaries the opportunity to participate fully in the activities of this grant. Attachment III on p. 44 also states that*

*Communication with Religious and Independent School representatives must address whether the school will participate; the level of participation; what services will be offered; how, where and when services will be provided; and how the services will be assessed.*

45. Question: We are a region of 6 parochial schools in NYC called Catholic Elementary Schools Association. Do we qualify as a Community School District to apply for this grant?

*Answer: No. Page 1 of the LTG RFP states that eligible applicants are public school districts and consortia of districts or district(s) and BOCES.*

- *New York City proposals must be submitted by a Community School District (CSD), either as an individual CSD or as part of a consortium of two (2) or more CSDs.*
- *Page 2 states that all public school district applicants, either independent or as part of a Consortium, must give Religious and Independent Schools within their boundaries the opportunity to participate.*

46. Question: If a BOCES is partnering with a district, are they obliged to reach out to the non-public schools only within that district's boundaries or within the whole catchment area that the BOCES serves?

*Answer: If a BOCES serves as the lead in a BOCES and public school district consortium, the consortium must give all religious and independent schools within the public school district's boundaries the opportunity to participate (p. 2 of the RFP). It would not be necessary to offer this opportunity to all religious and independent school within the BOCES's boundaries. However, if a BOCES school participates in a consortium, then it would be necessary to include all non-public schools within the BOCES' boundaries.*

## **Elements of the Proposal**

47. Question: Can an "independent" department or individual within a school district (e.g., a Research Analyst or Harvard Fellow working in the Office of Accountability) serve as the LTG project evaluator, or must the District hire an LTG evaluator from outside the district? Would additional points be given for using an external project evaluator?

*Answer: The RFP does not specify who should serve as the program evaluator. It would be an applicant's decision. Please see the Elements of the Proposal (pp 22-28) and the Scoring Rubric (pp. 63-71) for the points that could be awarded for each section of the RFP.*

48. Question: It appears that the areas of personalized learning, online, distance, or blended learning and professional development on topics related to educational technology, listed in the grant program goals (page 8) should be the focus of the application. Are we correct in assuming that the proposed program should include one or more of those specific topics?

*Answer: Yes. The RFP states on p. 8 that the program to be developed with the LTG grant Programs must address one (or a combination) of the following Focus Areas: Personalized Learning; Online, Blended, and/or Distance Learning; Professional Development on Topics Related to Educational Technology.*

49. Question: Is it preferable to address more than one of these topics discussed above in Question 48?

*Answer: No, it is not necessarily preferable to address more than one of these Focus Areas. The decision on which Focus Area(s) to address should be based on the needs of the applicant(s) that would be addressed by the proposed program (pp. 23-24 of the RFP). Please also see the scoring rubric, pp. 63-71 for application scoring.*

50. Question: What are some examples of evidence-based evaluation processes/tools?

*Answer: It would be the applicant's decision to determine the appropriate evidence-based process and tools for this grant program.*

51. Question: Appendix B (page 58) lists possible materials and artifacts to be created as part of the grant programming. What materials/artifacts are preferred, if any?

*Answer: The materials and tools to be developed in this grant program would be the decision of the applicant and would be best determined based on the specifics of the individual program.*

52. Question: What measures of proficiency can be used to assess educators' and leaders' integration of learning technology skills (page 65, C3) taught in professional development conducted during grant term?

*Answer: The appropriate measures of proficiency to test the integration of learning technology skills would be the decision of the applicant.*

## **Allowable Expenditures:**

53. Question: Can the Learning Technology Grant be used in its entirety for the staffing of a technology integration specialist that would work with students as well as provide professional development to teachers?

*Answer: Yes. Please review the Scope of Work and the required grant activities on pp. 9-13 of the RFP.*

54. Question: Can grant funds be used for minor remodeling to create a technology learning space within a district building?

*Answer: Yes. Minor remodeling should be listed as Code 30 in the Budget Narrative (p. 49 of the RFP). Please review the Scope of Work and the required grant activities on pp. 9-13 of the RFP.*

55. Question: Will budgeting for out of state conferences be permitted?

*Answer: No. Travel costs will only be permitted for the Year 3 Statewide Share-Out Meeting (pp 13-14 of the RFP).*

56. Question: We have noticed an emphasis on including the school library-media specialist in this process. The district currently has part time library staff in place. Will the RFP support hiring additional library-media staff in support of the application?

*Answer: Yes. Hiring additional library media staff is encouraged but not required by this grant program. Participation of library media specialists would be allowed to support the completion of grant activities. Please review the Scope of Work and the required grant activities on pp. 9-13 of the RFP.*

57. Question: Can monies be used for teacher stipends for summer professional development or substitute teacher costs for workshops, webinars, etc. during the school year?

*Answer: Yes, for district applicants. The participating religious and independent school(s) may not use grant funds to pay for substitute teachers. Please review the Scope of Work and the required grant activities on pp. 9-13 of the RFP.*

58. Question: Can multiple eligible NYC districts file their own individual application for the same learning technology program(s) but serving different student populations?

*Answer: Yes.*

- *The proposed grant program must address the needs and concerns of the target population of the applicant (p. 23 of the RFP)*
- *All materials and artifacts produced during the grant must be published on the district's or consortium lead's website until June 30, 2024 under Creative Commons License to be made available to other NYS districts (p. 9 of the RFP).*

59. Question: Is there a limit for the cost for supplies/expenditures for the grant?

*Answer: No more than 20% of the total grant funds may be used for Equipment and Supplies & Materials, FS-10 Budget Codes 20 & 45 (p. 17 of the RFP).*

**Budget:**

60. Question: Both a one-year budget and a three-year budget summary are required for the final submission. The budget narrative and the FS-10 must detail the first year of the grant term, Sept. 1, 2018 to June 30, 2019 (page 28) according to the RFP. In which part of the application do we describe the three-year budget expenses/summary?

*Answer: The RFP states on p. 28 that the Budget Narrative should detail and justify the funding request under this RFP, including all proposed expenditures. The three-year budget summary should be submitted with the budget narrative.*

61. Question: Please define "program administration" (page 18 of the RFP) – what falls under that definition?

*Answer: Program administration is funds for work done by the individual district or consortia lead to implement the grant program.*

62. Question: The grant application states, "No more than five (5%) percent of the funds may be used for evaluation." Can this be spread across the 3 years and totally 5% of the entire budget allocation or does it need to be 5% of each year's budget allocation?

*Answer: It needs to be 5% of each year's budget allocation.*

63. Question: Assuming that the 100,000 annual budget is awarded, to a total of 300,000 for the three-year period, can the budget be structured based on the total vs. the annual allocation, or can unused funds be rolled over into subsequent years?

*Answer: No. As stated on p. 1 of the RFP, no extension or carryover of funds from year to year is allowed.*

### **Web Posting:**

64. Question: The RFP says to exclude PII artifacts created from grant activities when posting artifacts online. What are PII artifacts?

*Answer: PII is the abbreviation for [Personally Identifiable Information](#). The RFP requires material produced during the grant to be posted, except for material that contains personally identifiable student information (pp. 9, 59).*

### **Bonus Points:**

65. Question: We're looking at Appendix D, list of Rural Districts, and noticing it does not include any districts in the XXXX BOCES. Could the list be incomplete?

*Answer: Appendix D is based on Set Code 6 (Rural) from the United States Census data and is included in NYSED's SEDREF database. To find a district's set code, go to [SEDREF's public search site](#). Then search by name of institution. Click Find. Then click on County Info at the very bottom of the page. The County Info lists the set codes under Set Code Census Data.*

66. Question: I'm writing to receive clarification as to whether a School District in Need of Improvement which has 4 Focus Schools, 2 Priority Schools and one school in Receivership would receive priority points?

*Answer: As outlined on p. 17 of the RFP, 4 Bonus Points will be awarded to the application of a district that has one or more schools identified as a Priority or Focus School.*

67. Question: Our district appears as a "Rural: Fringe (41) Locale" in the National Center for Education Statistics database. (School District search tool - <https://nces.ed.gov/ccd/districtsearch/>). An LEA with an urban-centric district locale code of 32, 33, 41, 42, or 43, as determined by the Secretary of Education is considered to be Rural. However, we do not appear on the listing of rural schools in the RFP #: GC18-008 Learning Technology Grant 2018-2021 Appendix D: Rural Districts. Were we left off the list in error?

*Answer: No. Appendix D is based on Set Code 6 (Rural) from the United States Census data and is included in NYSED's SEDREF database. To find a district's set*

code, go to [SEDREF's public search site](#). Then search by name of institution. Click Find. Then click on County Info at the very bottom of the page. The County Info lists the set codes under Set Code Census Data.

68. Question: What year's data should be used for district/school enrollment?

*Answer: Applications should use the 2016-2017 enrollment data found in [2016-2017 Student Enrollment Data](#).*

### **Application Submission**

69. Question: The RFP says to submit the application electronically in Word. Can the FS-10 be submitted in Excel?

*Answer: Yes. The FS-10 may be submitted in Excel.*

70. Question: Can all forms & attachments be submitted electronically without signatures?

*Answer: Yes. Forms submitted electronically can be submitted without signatures as long as the hard copies sent by mail have the signatures where required.*

71. Question: Is Attachment VI, Program Activities Plan, to be included in Section D.2 of the Proposal Narrative and count toward the 25-page limit, or should it be submitted separately with no page limitations?

*Answer: Forms, including the Program Activities plan are not included in the 25-page limit (p. 37 of the RFP). As listed on p. 14 of the RFP, Attachment VI must be submitted with Section D.2*

72. Question: Should the Application Checklist form be submitted with our application package?

*Answer: Yes. The Application Checklist form should be submitted with the LTG application.*

73. Question: You ask that we email a MS Word version of the complete application; we plan to use the Excel version of the FS-10; is it okay if we submit the full application as a PDF instead?

*Answer: No, the application should not be submitted as a PDF. You may submit the FS-10 in Excel.*

74. Question: The Word version we are emailing will not be signed. Is that allowable?

*Answer: Yes, it is allowable. Forms submitted electronically can be submitted without signatures as long as the hard copies sent by mail have the signatures where required.*

75. Question: If we email a MS Word version of the complete application, MS Word forces a standard margin for the single document. This means when the narrative documents and the M/WBE forms are combined, the pages won't look like the paper copy that is submitted. Is that allowable? Is there a standard margin that is preferred?

*Answer: Yes, it is allowable. The formatting of the email version may look slightly different than that of the paper copies. The narrative sections of the RFP should have one-inch margins (p. 37 of the RFP). Charts and tables are not required to have one-inch margins.*

76. Question: Can charts and tables use a different font than the narrative document?

*Answer: Yes, a different font may be used in the charts and tables of the application.*

77. Question: Could we submit separate MS Word documents of the separate application components and avoid the margin change issue? Is that ok?

*Answer: Yes, you can submit the components of the application separately to avoid margin change issues.*

78. Question: Can the payee information form be submitted after grant awards are announced for the RFP?

*Answer: If applicable, payee information, to the extent possible, should be submitted with the application.*

79. Question: Can the proof of workers' compensation coverage be submitted after grant awards are announced for the RFP?

*Answer: Proof of workers' compensation coverage, to the extent possible, should be submitted with the application.*

80. Question: Can the proof of disability benefits coverage be submitted after grant awards are announced for the RFP?

*Answer: Proof of disability benefits coverage, to the extent possible, should be submitted with the application.*

### **Application Review and Scoring:**

81. Question: If we cannot be part of the submission for this initiative with the consortium of districts because we are submitting another application already, can BOCES who support and partner with the submitting districts submit a letter of support along with the application submitted by the consortium of districts?

*Answer: A letter of support will not be considered during the scoring process for this grant. The grant will be scored based on the Elements of the Proposal, p. 22 and the Scoring Rubric, pp 63-71.*

82. Question: Are the two reviewers for each grant application state employees or external reviewers from the field?

*Answer: The reviewers for the LTG grant will be NYSED staff.*

### **M/WBE Participation Goals**

83. Question: XX CSD is considering applying for the Learning Technology grant. We are a small rural community in X County. We are not sure of what the M/WBE requirements are for the grant. Please explain what it means. Do we have to partner with anyone?

*Answer: The M/WBE participation goals are outlined on pp 18-21 of the RFP. The M/WBE participation goal for this grant is 30% of each applicant's total discretionary non-personal service budget each year of the grant. M/WBE participation includes services, materials, or supplies purchased from minority and women-owned firms certified with the NYS Division of Minority and Women Business Development. The RFP describes the waiver process if full participation is not possible. You may also reach out to the MWBE Grant Coordinator, [MWBEgrants@nysed.gov](mailto:MWBEgrants@nysed.gov), for more information on this process.*

84. Question: Do LTG monies spent for services with a 501-C3 fall under the MWBE required 30% rule? For example, if our application for \$100,000 includes a \$30,000 purchase of services from a 501-C3, Does the 30% rule apply now to \$70,000 or still to the whole \$100,000?

*Answer: The M/WBE participation goal for this grant is 30% of each applicant's total discretionary non-personal service budget each year of the grant. Please utilize the Goal Calculation Worksheet, found within the RFP, to determine your programs specific M/WBE dollar amount to be spent. A lower percentage of participation is only acceptable if full participation is not possible and the applicant documents good faith efforts to achieve full participation. Please review the Minority and Women-Owned Business Enterprise (M/WBE) Participation Goals section of the RFP for additional guidance. You may also reach out to the MWBE Grant Coordinator, [MWBEgrants@nysed.gov](mailto:MWBEgrants@nysed.gov), for more information on this process.*