

NYS P-TECH Request for Proposals (RFP) Webinar

August 2019

NYS P-TECH RFP Webinar Overview

- The purpose of this webinar is to review key aspects of the NYS P-TECH program and recently posted RFP so that interested applicants understand:
 - its core mission and required partnership roles
 - the key elements inherent to a successful NYS P-TECH project
 - as well as what can lead to applicant disqualifications

NYS P-TECH RFP

Purpose of Grant

- The New York State Pathways in Technology Early College High School (NYS P-TECH) prepares students for high-skills jobs of the future in STEM fields.
- The model incorporates a six-year program that combines high school, college, and career training and will be targeted to underserved and/or economically at-risk students.

Scope of Grant

- The NYS P-TECH Program grant provides funding for regional partnerships that respond to the greatest need for enhanced access to post-secondary opportunity for students and the potential to build a local talent pipeline for industries with a favorable job outlook. Each partnership will include K-12, higher education, and business/employer partners.

Project Period

- January 1, 2020 through June 30, 2026.

NYS P-TECH Concept:

- The best way to conceptualize the NYS P-TECH model is to identify the intended outcome and work backwards.
- For example, identify the jobs and employers that need skilled employees.
 - Those jobs must be entry-level and lead to a middle-class salary.
- Then identify the AAS degree (or the two-year degree that is the industry standard for the targeted jobs) that meets the skills needed of partner employers and prepares students for a career in that job field.
- Next, find a college that offers the specified AAS degree which can partner with your NYS P-TECH high school and the employer(s).
- *Remember that the location of the partners must allow for easy access between them throughout the integrated six-year plan.*

NYS P-TECH RFP Overview – Applicant Eligibility

Eligible Fiscal Agents/ Applicants

- A New York State public school district or a BOCES must serve as the fiscal agent/applicant for each application.
- Projects eligible for funding must consist of partnerships which must include at least one K-12 partner, one higher education partner, and one business/employer. Additional partners may be included based on the needs identified in the geographic region being served.

Mandatory Application Requirements

- A Memorandum of Understanding (MOU) that has been signed by all members of the partnership must be included
 - at least one Superintendent or designee of a school district sending students to NYS P-TECH or, where applicable, the Chancellor or Chancellor's specific designee,
 - the BOCES superintendent (if a BOCES is participating in the partnership),
 - the President or designee of ALL degree granting higher education institution(s), and
 - at least one CEO or designee of participating industry partner(s).
- Letters of support will **NOT** be accepted in lieu of a partner's signature on the MOU.
- Applications that do not include a MOU signed as described will **NOT** be reviewed for consideration.

NYS P-TECH RFP Overview: Memorandum of Understanding (MOU)

Each partnership will designate one partner as the implementation lead in the MOU. The implementation lead entity may be a K-12, higher education, or business/employer partner. The implementation lead need not be the same as the school district or BOCES serving as fiscal agent/applicant.

The implementation lead shall be the partner that is responsible for coordinating and overseeing the planning and implementation of the program.

The implementation lead must meet the following requirements:

- Must be recognized in the MOU by all partners as the lead agency
- Must identify key existing staff to coordinate planning and operations
- Must convene all partners, coordinate the planning process, and oversee student and staff recruitment and program implementation.
- Must participate in annual trainings.

NYS P-TECH RFP Overview: Memorandum of Understanding (MOU) (Cont.)

The MOU must outline each member's roles and responsibilities in the project, and it should contain articulation language that ensures that the higher education credits earned in the program are transcript-based and acceptable toward the AAS degree to be earned from the higher education partner.

All parties to the MOU must demonstrate the commitment of the organization's top leadership to support program implementation, identify resources, and resolve any policy or regulatory issues that may hamper aspects of the innovative NYS P-TECH 9-14 model.

The application must identify the specific school(s) in the district that will be participating.

The application must identify a specific higher education (college) partner (e.g. Queensborough Community College is a specific higher education partner, but CUNY is NOT).

NYS P-TECH RFP Overview: Memorandum of Understanding (MOU) (Cont.)

Note: Insertion of contingency clauses to the MOU which allows any partner to rescind their full commitment will be grounds for disqualification of the application.

NYS P-TECH RFP Overview: Target Population

The applicant should describe an effective plan to recruit and serve students who:

- Have been identified as academically and/or economically at-risk for not successfully completing high school and/or not enrolling in or succeeding in college; and/or
- Belong to populations that have traditionally been underserved in postsecondary settings;

The project must identify, target, recruit, and enroll a full complement of non-traditional college-goers, academically and economically at-risk students for the first cohort;

The following elements will be measured and reported each implementation year:

- Number of students enrolled
- Percent of enrolled students who are at-risk or otherwise underserved

NYS P-TECH RFP Overview: Program Model

The NYS P-TECH model incorporates a six-year program that combines high school, college, and career training and will be targeted to academically and/or economically at-risk students.

The NYS P-TECH model delivers six core benefits to students:

- A rigorous, relevant and cost-free grades 9 to 14 education focused on the knowledge and skills students need for Science, Technology, Engineering and Math (STEM) careers;
- Workplace learning that includes ongoing mentoring by professionals in the chosen career sector, worksite visits, speakers, job shadowing, and internships;
- Intensive, individualized academic support by K-12 and college faculty within an extended academic year or school day that enables students to progress through the program at their own pace;
- Opportunities for any student in a funded high school to obtain college credit;
- An Associate of Applied Science degree or the two-year degree that is the industry standard for the targeted jobs in a field with favorable job outlook (Targeted jobs should be positions that require an AAS degree but do NOT require a four-year degree); and
- The commitment to be first in line for a job with the participating business/employer partners following completion of the program and satisfactorily meeting any employment evaluations.

NYS P-TECH RFP Overview: Program Model (cont.)

Each applicant will develop a six-year integrated scope and sequence, beginning with 9th grade, that is sequential and integrates academic and work-based instruction and:

- provides preparation for a career field;
- leads to technical skill proficiency or an industry-recognized credential;
- satisfies the requirements for a Regents high school diploma and AAS degree (or other industry-accepted two-year post-secondary degree) in a specific career field from a registered post-secondary program; and
- will introduce college courses and experiences and workplace activities no later than the 10th grade and continue throughout the six years, ensuring that students can earn an AAS degree (or the two-year degree that is the industry standard for the targeted jobs) within six years of beginning the NYS P-TECH program;

NYS P-TECH RFP Overview: Program Model (cont.)

Each applicant will describe a program structure that brings all students to the same common location, beginning in the 9th grade, to assure consistent, rigorous services that are infused with the career focus and create a college-going environment.

- All students, whether from one school district or multiple school districts, must all come together on the first day of their NYS P-TECH Program at the same location for the beginning of their secondary education.
- The high school instructional program should be delivered to each cohort in a single, common location to ensure consistent, rigorous instruction that is infused with the targeted career pathways and offers a college-going, professional environment throughout the school day.
- Students will go to appropriate locations (business/employer partner's worksites and/or the college partner's campus) for workplace learning and college coursework when their programs of study require, but the majority of their high school coursework should be done in one location where the teachers, staff, and leaders are all focused on the goals of the NYS P-TECH model. This may be a stand-alone school or a school-within-a-school model but NOT a multiple high school model.
- In multi-district partnerships, there should be formal recruitment agreements to ensure a full complement of rising 9th graders each year and equal opportunity for students in the targeted groups in each district to participate.

NYS P-TECH RFP Overview: Program Model (cont.)

Essential responsibilities:

- The proposal narrative must describe the project's staffing and which partner will be responsible for performance reporting.
- The proposal narrative must describe a clear and strong governance structure that includes the identification of the lead implementation partner.

NYS P-TECH RFP Overview: Program Model (cont.)

Essential responsibilities of business/employer partners include:

- Identifying a mentor for every participating student (a sample commitment would be for mentors to participate in at least two face-to-face opportunities with their mentee per year and communicate with their mentee online every week with an approximate time commitment of 30 minutes per week)
- Providing workplace visits, speakers, job shadowing, internships and apprenticeships for participating students

NYS P-TECH RFP Overview: Program Model (cont.)

Essential responsibilities of business/employer partners include:

- The proposal narrative must describe work-based learning project activities which are aligned with the curriculum goals and regional employment needs identified and highlights the in-kind contributions and collaborations from the business/employer partner.

NYS P-TECH RFP Overview: Program Model (cont.)

Degree Pathways:

- NYS P-TECH is designed to prepare students for jobs that require a mid-level post-secondary credential and offer students a middle-class salary.
- The culminating credential should be an AAS degree that is the industry standard for the targeted jobs in a STEM field with a favorable job outlook.
- **Jobs that do not require an AAS as well as those that can only be filled by individuals with a four-year college degree are not suitable for NYS P-TECH.**

NYS P-TECH RFP Overview: Program Model (cont.)

Degree Pathways:

- Degree requirements must be able to be completed within a four-semester sequence, which does not include mandatory summer or intersession periods.
- Healthcare related degree programs which are not allowable include but are not limited to: Nursing, Radiologic Technology, Occupational Therapy Assistant, Physical Therapy Assistant, Massage Therapy, Dental Hygiene, Diagnostic Medical Sonographers, Nuclear Medicine Technologists, and Magnetic Resonance Imaging Technologists.
- Special attention must be paid to the number of total and semester college credits required for the degree completion. For degree programs with more than 64 credits, applicants must explain how they can be completed in four academic semesters of normal registration.

NYS P-TECH RFP Overview: Program Model (cont.)

Describe a plan for addressing any local challenges for the specific program requirements of NYS P-TECH. These may include, but not limited to:

- **Transportation requirements (especially to colleges in outlying years) – if mass transit options are NOT available – must be fully described,**
 - **Students need know up front if they should expect to get themselves to campus or if the district will be providing transportation to and from the campus and at what times those will be offered.**
 - **This can mean the students are on campus when they have no classes or do not have transportation for certain classes when their preferred classes are offered.**
- **Student recruitment from targeted population to meet enrollment goals**
- **Staffing particularly in STEM fields, etc.**

NYS P-TECH RFP Overview: Project Funding

Funds will be distributed based on approved program budgets. The base award is \$500,000 - with a bonus of \$100,000 for partnering with an in-demand industry partner. An in-demand industry partner is defined by the New York State Department of Labor. The specific industries for an in-demand partner are as follows:

- Web Developers
- Civil Engineering Technicians
- Environmental Science and Protection Technicians

NYS P-TECH RFP Overview: Sliding Scale

P-TECH Sliding Scale of Degree Awards:

- With the exception of the planning year, projects in their 6th year of implementation must meet graduation/degree granting targets in order to receive their entire final year award (e.g., \$500,000 or \$600,000).
- Ten percent (10%) of the project funds will be withheld contingent upon a certain percentage of the project's **initially enrolled cohort of students** earning at least 40 credits or their AAS degree in their 6th year of the program.

NYS P-TECH RFP Overview: Sliding Scale

75% or more of the initially enrolled 6th year cohort of students earn at least 40-50 credits or their Associate's degree	Receive all 10% of final year funds (e.g., up to \$50,000 for \$500,000 award projects / up to \$60,000 for \$600,000 award projects)
50% to 74% of the initially enrolled 6th year cohort of students earn at least 40-50 credits or their Associate's degree	Receive 50% of 10% of final year funds (e.g., up to \$25,000 for \$500,000 award projects / up to \$30,000 for \$600,000 award projects)
Less than 49% of the initially enrolled 6th year cohort of students earn at least 40-50 credits or their Associate's degree	Receive 25% of the final 10% of final year funds (e.g., up to \$12,500 for \$500,000 award projects / up to \$15,000 for \$600,000 award projects)

NYS P-TECH RFP Overview: Allowable costs

Budgets for the use of grant funds (FS-10 Budget Form and the accompanying Budget Narrative) will be reviewed, and any items that are deemed non-allowable, excessive, or inappropriate will be eliminated. Grantees will not be allowed to substitute new items for those that have been eliminated. Budgets that include non-allowable, excessive, or inappropriate items will receive a lower score. All expenditures must contribute to student achievement in NYS P-TECH programming.

NYS P-TECH RFP: Allowable costs (cont.)

Allowable expenditures may include, but are not limited to, the following:

- Service contracts between members of the partnership;
- Purchases of existing evidence-based and/or standards-based curriculum that focuses on a STEM-related career area;
- Payment for development of curricula that emphasizes rigorous STEM content within a chosen NYS P-TECH program;
- Professional development to enhance teaching and learning;
- Purchase of equipment needed to upgrade existing programs or new equipment to start a program (equipment purchases limited to 10 percent of total budget);

NYS P-TECH RFP: Allowable costs (cont.)

- Workshops and planning meetings between consortium personnel, including counselors, parents, and college faculty, and business leaders to support program sustainability and build awareness in the regions on the benefits for having such programs;
- Post-secondary curriculum development that facilitates alignment and articulation with secondary programs leading to college degrees and/or other industry recognized credentials that meet the needs of employers;
- Tuition for non-remedial, credit-bearing college courses. The higher education partners are encouraged to waive or reduce tuition costs per credit to no more than existing “college in the high school” rates; and
- Annual evaluation of the P-TECH program, funded through this RFP.

NYS P-TECH RFP: Non-Allowable Costs

Non-Allowable expenditures include, but are not limited to, the following:

- Supplanting of existing funding and efforts, including costs otherwise necessary to operate a school without this grant;
- Sub-grants to members of the partnership or other agencies. This includes mini-grants, which are different than purchase service contracts;
- Acquisition of equipment for administrative or personal use;
- Acquisition of furniture (e.g., bookcases, chairs, desks, file cabinets, tables) unless an integral part of an equipment workstation or to provide reasonable accommodations to students with disabilities;
- Food services/refreshments/banquets/meals;
- Purchase or rental of space;
- Remodeling which is not directly connected to accessibility to career pathways instruction or services;

NYS P-TECH RFP: Non-Allowable Costs (cont.)

- Payment for memberships in professional organizations;
- Purchase of promotional favors, such as bumper stickers, pencils, pens, or T-shirts;
- Subscriptions to journals or magazines;
- Travel outside United States is prohibited and travel outside of New York State must be pre-approved;
- Any expenditure for students not enrolled in NYS P-TECH programs, including career exploration;
- Tuition for college-level remedial courses; and
- The indirect costs of partner organizations.

Expenditures financed with grant funds awarded under this request for proposals (RFP) are not eligible to (i) receive reimbursement under BOCES Aid or Building Aid or (ii) otherwise generate additional BOCES Aid or Building Aid.

Minority and Women-Owned Business Enterprise (M/WBE) Participation Goals

The following M/WBE requirements apply when an applicant submits an application for grant funding that exceeds \$25,000 for the full grant term.

- All applicants are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy. Compliance can be achieved by one of the three methods described in the RFP. Full participation by meeting or exceeding the M/WBE participation goal for this grant is the preferred method.
- 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. Not-for-profit agencies are not eligible for this certification. For additional information and a listing of currently certified M/WBEs, see the [NYS MWBE Directory](#).

Minority and Women-Owned Business Enterprise (M/WBE) Participation Goals (cont.)

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. Discretionary non-personal service budget is defined as total annual budget, excluding the sum of funds budgeted for:

- direct personal services (i.e., professional and support staff salaries) and fringe benefits; and rent, lease, utilities and indirect costs, if these items are allowable expenditures.
 - For the purposes of this RFP, these exclusions apply to the expenses of the lead applicant as well as any other members of the partnership. For example, the salaries of project staff employed by the IHE and business partners should be excluded from the total budget, along with the salaries of project staff employed by the lead applicant, when calculating the discretionary non-personal service budget. (Please note that the indirect costs of partner organizations are not allowable expenses under this grant program.)

The M/WBE Goal Calculation Worksheet is provided for use in calculating the dollar amount of the M/WBE goal for this grant application.

All forms referenced here can be found in the M/WBE Documents attached in the RFP.

All requested information and documentation must be provided at the time of submission.

NYS P-TECH RFP: Applications from school districts

Priority will be given to proposals from sending schools with a cohort high school graduation rate below 82% based on the 4-year cohort graduation rate for the 2017/2018 school year (August) published annually by NYSED (see <https://data.nysed.gov/>). Should there be applicants who have graduation rates of 82% or above, and there is availability of resources to fund such projects, such projects will also be considered.

With regard to BOCES applications or where multiple districts apply as a consortium, priority will be given to proposals whose participating schools have an average cohort high school graduation rate below 82% based on the 4-year cohort graduation rate for the 2017/2018 school year (August) published annually by NYSED (see <https://data.nysed.gov/>). Should there be BOCES or consortium applicants whose participating school's high school graduation rates average is 82% or above, and there is availability of resources to fund such projects, such projects will also be considered.

NYS P-TECH RFP: Applications from school districts (cont.)

Applications from school districts that have received School Improvement Grants (SIG): School districts that have received SIG should describe in the Program Design section of their proposal narrative how NYS P-Tech grant funds will work with other federal and state grant funds to meet their individual turnaround strategy. If the school which will host the program is currently implementing an approved SIG, the program proposed under this application must be consistent with the whole school re-design model approved and implemented and the district and schools defined theory of action/approach to school turnaround/redesign; such plans may be amended as needed to ensure alignment.

Applications from school districts that have previously received funding for NYS P-TECH Programs: This application cannot be used to support, enhance or expand an existing NYS P-TECH Program. School districts that have an existing NYS P-TECH program can apply to begin a new program at a new location and with new degree pathways. Applications can include partners from existing NYS P-TECH programs as long as the proposal describes a distinct program. Experience with a prior NYS P-TECH grant should be included in the proposal narrative to demonstrate the capacity of the fiscal and implementation leads to implement a successful new program.

NYS P-TECH RFP: Applications from school districts (cont.)

Applications from school districts that have existing Smart Scholars programs: This application cannot be used to support an existing Smart Scholars program. If the school district proposes to transition an existing Smart Scholars program into a NYS P-TECH program, the proposal narrative must specifically address how the resulting program will meet all of the requirements of NYS P-TECH and how the transition will be conducted. The proposal must also detail the use of funds to avoid any supplanting from one grant to the next. Experience with Smart Scholars can be included in the proposal narrative to demonstrate the capacity of the fiscal and implementation leads to implement a successful new program.

- Please Note: Students currently enrolled in a Smart Scholars program do not transition into NYS P-TECH students. They must remain and be supported as Smart Scholars students using Smart Scholars funding until they graduate high school at the end of 12th grade. Only new freshmen and subsequent freshmen thereafter can be supported by NYS P-TECH funds as Smart Scholars and NYS P-TECH are distinctly different programs with different goals and outcomes.

NYS P-TECH RFP: Required Data Elements

NYS P-TECH is a data intensive program. Be sure you have the staffing and support to collect and provide SED with the required reports on time.

By October 31st of each implementation year of the grant, each implementation lead is required to submit student data elements to SED, including:

☐ Descriptive Data

- NYSSIS ID Number
- First and Last Name
- Gender
- Class level for the year the data is collected
- Home County
- Home Secondary School District
- Date of entry into program

NYS P-TECH RFP: Required Data Elements (cont.)

☐ Ethnicity Designation

- Hispanic or Latino
- American Indian/Alaskan Native (AI/AN)
- Asian (A)
- Black/African American (B/AA)
- Native Hawaiian/Other Pacific Islander (H/OP)
- White (W)
- Unknown (Unk)

☐ Special Population Status

- Attendance Issues and/or truancy
- Economically Disadvantaged
- English Language Learner (ELL)
- Familial Lack of Academic Achievement
- Individuals With Disabilities
- Unsatisfactory Academic Achievement
- Other (please explain)

NYS P-TECH RFP: Required Data Elements (cont.)

NYSED and SUNY will develop a data sharing agreement which tracks NYS P-TECH participants progress and outcomes.

NYS P-TECH RFP Overview: Scoring Rubric

All applicants must receive a minimum score of 60 points to be considered for funding.

Rating Guidelines:

- Very Good - Specific and comprehensive. Complete, detailed, and clearly articulated information as to how the criteria are met. Well-conceived and thoroughly developed ideas.
- Good - General but sufficient detail. Adequate information as to how the criteria are met, but some areas are not fully explained and/or questions remain. Some minor inconsistencies and weaknesses.
- Fair - Unclear and non-specific. Limited information is provided about approach and strategies. Lacks focus and detail.
- Poor - Does not meet the criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification as to how the criteria are met.
- Not Found - Does not address the criteria or simply re-states the criteria.

NYS P-TECH RFP Overview: Method of Award

Each eligible proposal will be reviewed using team scoring by the SED P-TECH Evaluation Panel composed of SED staff.

Awards will be made as follows:

- Up to a total of eight (8) awards will be made to eligible partnerships.
- Awards will be made to the highest scoring partnerships that meet the minimum scoring threshold that have a graduation rate below the state average (82%) but are not currently involved in a school wide turnaround model until a maximum of eight (8) awards have been made or until there are no fundable applications remaining.
- If there are still funds available, awards will be made to the highest scoring partnerships that meet the minimum scoring threshold until funds are exhausted or until there are no fundable applications remaining.

Q&A

Questions & Answers

- All questions must be submitted via e-mail to NYSPTech@nysed.gov by September 3, 2019.
- A complete list of all Questions & Answers will be posted no later than September 17, 2019.

Application Submission

- Only applications from eligible applicants that are received by the deadline will be reviewed.
- Submit 1 original and 3 copies, postmarked by **October 1, 2019**, to the address below.

New York State Education Department

Attn: NYS P-TECH GRANT

Office of Postsecondary Access, Support, and Success

971 EBA

89 Washington Avenue

Albany, New York 12234

- Also submit an electronic version containing all application and M/WBE documents in Microsoft Word and/or PDF format. They should be submitted to NYSPTech@nysed.gov. (The electronic submission does not replace the need for hard copy submission to have a postmark no later than **October 1, 2019**.)

Thank you!