

Science & Technology Entry Program



Request for Proposals (RFP) GC#15-005

Fiscal Years 2015-2016 through 2019-2020



Important Dates

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- **Questions regarding this RFP** must be e-mailed by **March 20, 2015** to STEPRFP@nysed.gov
- **Questions and Answers Summary** will be posted no later than **March 31, 2015** to the following website:
<http://www.highered.nysed.gov/kiap/step/>
- **Applications Due: Postmarked by April 14, 2015**
- **STEP Period:** Programs may begin as early as July 1, 2015 and must be completed by June 30, 2020.



Background & Purpose

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- In 1985, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6454, to authorize the use of funds under the Science and Technology Entry Program (STEP).
- According to § 6454 of the Education Law, STEP is “to assist eligible students in acquiring the skills, attitudes and abilities necessary to pursue professional or pre-professional study in post-secondary degree programs in scientific, technical and health-related fields.”



Funding Projections

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- During the 2014-2015 program year, \$11.4 million was awarded to 51 projects. Future awards depend on annual legislative appropriation, but it is anticipated that funding will continue at the same approximate levels.
- This RFP covers a five year funding cycle from July 1, 2015, through June 30, 2020.
- **There is a 25% match required for each year of funding from any combination of institutional and/or other non-NY state funds.**



General Eligibility

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- According to § 145-6.5 of the Commissioner's Regulations, eligible applicant means a New York State degree granting postsecondary institution or consortia of such institutions with registered scientific, technical, or health related professional or pre-professional programs that lead to professional licensure or to employment in scientific, technical, and health related fields may submit proposals.
- The institution submitting the proposal, or if the applicant represents a consortium then at least half of the institutions in the consortium, must be located within a school district with an enrollment that is at least 20 percent Black or African American, Hispanic/Latino, or American Indian/Alaska Native, or located near such a district that is easily accessible by public transportation.
- The degree-granting institution or lead institution of a consortium of such institutions must be the applicant. A third party or other entity may not serve as the applicant.



Prequalification Requirement

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- The State of New York has implemented a statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors.
- **All not-for-profit vendors are required to pre-qualify by the grant application deadline in order to be eligible for this grant.** This includes all currently funded not-for-profit institutions that may have previously received an award and are in the middle of the program cycle.
- Information on these initiatives can be found on the Grants Reform Website (<http://www.grantsreform.ny.gov/>).



Prequalification Requirement (Continued)

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- **Non-Mandatory Notice of Intent (NOI):**
- The Notice of Intent is not a requirement for submitting a complete application by the application date; however, NYSED strongly encourages all prospective applicants to submit an NOI to ensure a timely and thorough review and rating process. A non-profit applicant's NOI will also help to facilitate timely review of their prequalification materials.
- The notice of intent is a simple email notice stating your organization's (use the legal name) intent to submit an application for this grant. The due date is March 31, 2015.
- Please send the NOI to STEPrfp@nysed.gov.



Some New Definitions of Frequently Used Terms (More Included in the RFP)

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- **Consortium:** For the purposes of this RFP, a consortium is defined as an association or grouping of institutions set up for a common purpose that would be beyond the capabilities of a single member of the group. **A consortium must meet all requirements established in NYSED's Consortium Policy for State and Federal Discretionary Grant Programs found in Section VI of this RFP.**
 - Consortium cannot act solely as a flow-through for grant funds to pass to other recipients. The fiscal agent must provide a minimum of 20% of the direct services supported by this grant, as reflected in the budget.

Some New Definitions of Frequently Used Terms (More Included in the RFP) (Continued)

- **Headcount:** Refers to the number **of unduplicated, full-time student participants** enrolled and receiving services in a program during any given fiscal year.
- **Program Year:** **July 1 through June 30** constitutes a program year.
- **STEP Student:** An active member of a participating STEP project who is also a student enrolled in an appropriate grade at an eligible school. Active shall be defined as having applied for and been accepted into STEP at the institution and participation in STEP activities. Participation in the number of activities per semester will be defined by the STEP institution.



Eligible Participant (Student)

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- To be eligible for Science and Technology Entry Program support, a student must be a **resident of New York** who is either **economically disadvantaged** or **from a minority group historically underrepresented** in the scientific, technical, health and health-related professions, and who demonstrates interest in and a potential for a professional career if provided special services.
- Eligible students must be in good academic standing, enrolled full-time in grades 7 through 12.



Historically Under-represented

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- According to § 145-6.5(b) of the Commissioner's Regulations, **minorities historically underrepresented in the scientific, technical, health and health-related professions shall include** residents of New York State or permanent resident aliens residing in New York State who are **Black, Hispanic, American Indian or Alaskan native.**



Economically Disadvantaged

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- **Economically Disadvantaged:** For the purpose of STEP, a student is economically disadvantaged if he or she meets the income eligibility criteria. The income eligibility criteria will be published annually by STEP-SED for the 2015-2020 funding cycle. The eligibility standards set forth apply only at the time of admission as a first-time student to a STEP program. Once admitted, a student may continue to receive supportive services as needed, even if the family income rises above the current eligibility standards.
- Additional documentation of household income need not be collected to determine eligibility under economic disadvantage if the student falls into one of the following categories, and documentation is available to demonstrate:
 - the student's family is the recipient of family assistance program aid or safety net assistance through the New York State Office of Temporary and Disability Assistance or a county department of social services; or is the recipient of family day-care payments through the New York State Office of Children and Family Services or a county department of social services;
 - the student is living with foster parents and no monies are provided from the natural parents; or
 - the student is a ward of the State or a county.
 - the student receives free or reduced lunch at his or her secondary school (verified by the school).



Program Requirements

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- Describe academic program services and activities that include tutoring, academic, career, and financial aid counseling, college planning, special summer courses, supplemental financial assistance, academic enrichment, and planning for students to enter higher education and pursue careers in scientific, technical fields and the licensed professions.
- Describe the activities to increase student involvement in research, internships, college level coursework and/or service learning.
- Describe the activities to enhance student skills for STEP participants in mathematics and the sciences that will facilitate the skills necessary to complete an Advanced Regents Diploma and the Common Core curriculum.



Program Requirements (Continued)

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- Describe how the project will implement a **parent component** with clearly defined roles, responsibilities, and activities.
- Describe **Day of Service** planning, implementation, and assessment for participation by STEP students in their local community or the local community of the institution. These events are meant to both bring a highlight to the experience of STEP students in education for the licensed professions, scientific, and technical fields, and to provide an opportunity to showcase community collaboration in utilizing the skills learned in the classroom.



Program Requirements (Continued)

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- Describe the activities to develop and implement a **STEP Advisory Committee** with membership representatives from various stakeholder groups, such as students, parents, local K-12 administrators or teachers, and campus faculty or staff. Describe how the STEP Advisory Committee will assist with upcoming programming and the self-review process.
- Describe activities that support **student professional development opportunities**, such as career workshops, poster presentations, conferences that promote access to higher education and careers in math, science, technology, health-related fields, and the licensed professions.



Program Requirements (Continued)

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- ❑ Provide evidence of **Statewide & Regional collaboration**.
- ❑ Must prepare **internal evaluation** plans for their STEP activities to ensure that the academic needs of STEP students are being met.
- ❑ Contribute at least **25 percent matching funds** from institutional, governmental (other than New York State) and/or other in-kind sources.
- ❑ Must adhere to the **Generally Accepted Accounting Principles** and reflect STEP and institutional money by line item.



Funding Limitations

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- ❑ **The maximum request for any individual STEP project will be \$450,000 per year.** The maximum award for a consortium STEP project will be \$1,000,000 per year.
- ❑ The maximum amount of funding that may be requested in any one application will be determined by the minimum number of student participants (headcount) the individual project or consortium commits to serve contractually on an annual basis.
- ❑ The project may propose a budget that reflects a lower funding amount if the project deems it suitable for the scope of their services or their ability to meet the required 25% match.
- ❑ **Each institution may submit more than one proposal only if the institution has two or more geographically separate campuses.**
- ❑ **The minimum number of students (headcount) that must be contracted for annually in a STEP project is 30 participants.**



Funding Limitations (Continued)

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- Projects that serve between **30 and 99** students per year may request a maximum of **\$2,000 for each student** contracted to serve.
- For example, the annual budget for a project contracted to serve 30 students per year may not exceed \$60,000; the annual budget for a project contracted to serve 99 students per year may not exceed \$198,000.



Funding Limitations (Continued)

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- Projects that serve between **100 and 199 students** per year may request a maximum of **\$1,500 for each student contracted to serve above 99.**
- For example, the annual budget for a project contracted to serve 100 students per year may not exceed \$199,500 (i.e., \$198,000(base)+\$1,500(per additional student)); the annual budget for a project contracted to serve 199 students per year may not exceed \$348,000 (i.e., \$198,000(base)+\$150,000).
- **Individual STEP projects that request a budget of \$200,000 or more a year are required to conduct a summer program.**



Funding Limitations (Continued)

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- **Individual projects** that serve **200 or more students** per year may request a maximum of **\$1,000 for each student contracted to serve above 199, up to a cap of \$450,000 per project, per year.** (See the Funding Levels for individual STEP Project tables.)
- For example, the annual budget for a project contracted to serve 200 students per year may not exceed \$349,000 (i.e., \$348,000(base)+\$1,000(per additional student)). The maximum request for any STEP project will be \$450,000 per year.
- **Individual STEP projects that request a budget of \$200,000 or more a year are required to conduct a summer program.**



Funding Limitations (Continued)

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- **Consortia STEP Projects** that serve **200 or more students** per year will be awarded a maximum of **\$1,000 for each student they serve above 199, up to a cap of \$1,000,000 per consortium, per year.**
- As such, the annual budget for a consortium project contracted to serve 200 students per year may not exceed **\$349,000 (i.e., \$348,000+\$1,000).** (See the Funding Levels for Consortia STEP Project tables.)

FUNDING LEVELS FOR INDIVIDUAL STEP PROJECTS

Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget
30	\$60,000	59	\$118,000	88	\$176,000	117	\$225,000	146	\$268,500
31	\$62,000	60	\$120,000	89	\$178,000	118	\$226,500	147	\$270,000
32	\$64,000	61	\$122,000	90	\$180,000	119	\$228,000	148	\$271,500
33	\$66,000	62	\$124,000	91	\$182,000	120	\$229,500	149	\$273,000
34	\$68,000	63	\$126,000	92	\$184,000	121	\$231,000	150	\$274,500
35	\$70,000	64	\$128,000	93	\$186,000	122	\$232,500	151	\$276,000
36	\$72,000	65	\$130,000	94	\$188,000	123	\$234,000	152	\$277,500
37	\$74,000	66	\$132,000	95	\$190,000	124	\$235,500	153	\$279,000
38	\$76,000	67	\$134,000	96	\$192,000	125	\$237,000	154	\$280,500
39	\$78,000	68	\$136,000	97	\$194,000	126	\$238,500	155	\$282,000
40	\$80,000	69	\$138,000	98	\$196,000	127	\$240,000	156	\$283,500
41	\$82,000	70	\$140,000	99	\$198,000	128	\$241,500	157	\$285,000
42	\$84,000	71	\$142,000	100	\$199,500	129	\$243,000	158	\$286,500
43	\$86,000	72	\$144,000	101	\$201,000	130	\$244,500	159	\$288,000
44	\$88,000	73	\$146,000	102	\$202,500	131	\$246,000	160	\$289,500
45	\$90,000	74	\$148,000	103	\$204,000	132	\$247,500	161	\$291,000
46	\$92,000	75	\$150,000	104	\$205,500	133	\$249,000	162	\$292,500
47	\$94,000	76	\$152,000	105	\$207,000	134	\$250,500	163	\$294,000
48	\$96,000	77	\$154,000	106	\$208,500	135	\$252,000	164	\$295,500
49	\$98,000	78	\$156,000	107	\$210,000	136	\$253,500	165	\$297,000
50	\$100,000	79	\$158,000	108	\$211,500	137	\$255,000	166	\$298,500
51	\$102,000	80	\$160,000	109	\$213,000	138	\$256,500	167	\$300,000
52	\$104,000	81	\$162,000	110	\$214,500	139	\$258,000	168	\$301,500
53	\$106,000	82	\$164,000	111	\$216,000	140	\$259,500	169	\$303,000
54	\$108,000	83	\$166,000	112	\$217,500	141	\$261,000	170	\$304,500
55	\$110,000	84	\$168,000	113	\$219,000	142	\$262,500	171	\$306,000
56	\$112,000	85	\$170,000	114	\$220,500	143	\$264,000	172	\$307,500
57	\$114,000	86	\$172,000	115	\$222,000	144	\$265,500	173	\$309,000
58	\$116,000	87	\$174,000	116	\$223,500	145	\$267,000	174	\$310,500

FUNDING LEVELS FOR INDIVIDUAL STEP PROJECTS

Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget
175	\$312,000	204	\$353,000	233	\$382,000	262	\$411,000	291	\$440,000
176	\$313,500	205	\$354,000	234	\$383,000	263	\$412,000	292	\$441,000
177	\$315,000	206	\$355,000	235	\$384,000	264	\$413,000	293	\$442,000
178	\$316,500	207	\$356,000	236	\$385,000	265	\$414,000	294	\$443,000
179	\$318,000	208	\$357,000	237	\$386,000	266	\$415,000	295	\$444,000
180	\$319,500	209	\$358,000	238	\$387,000	267	\$416,000	296	\$445,000
181	\$321,000	210	\$359,000	239	\$388,000	268	\$417,000	297	\$446,000
182	\$322,500	211	\$360,000	240	\$389,000	269	\$418,000	298	\$447,000
183	\$324,000	212	\$361,000	241	\$390,000	270	\$419,000	299	\$448,000
184	\$325,500	213	\$362,000	242	\$391,000	271	\$420,000	300	\$449,000
185	\$327,000	214	\$363,000	243	\$392,000	272	\$421,000	301**	\$450,000**
186	\$328,500	215	\$364,000	244	\$393,000	273	\$422,000	302	\$450,000
187	\$330,000	216	\$365,000	245	\$394,000	274	\$423,000		
188	\$331,500	217	\$366,000	246	\$395,000	275	\$424,000		
189	\$333,000	218	\$367,000	247	\$396,000	276	\$425,000		
190	\$334,500	219	\$368,000	248	\$397,000	277	\$426,000		
191	\$336,000	220	\$369,000	249	\$398,000	278	\$427,000		
192	\$337,500	221	\$370,000	250	\$399,000	279	\$428,000		
193	\$339,000	222	\$371,000	251	\$400,000	280	\$429,000		
194	\$340,500	223	\$372,000	252	\$401,000	281	\$430,000		
195	\$342,000	224	\$373,000	253	\$402,000	282	\$431,000		
196	\$343,500	225	\$374,000	254	\$403,000	283	\$432,000		
197	\$345,000	226	\$375,000	255	\$404,000	284	\$433,000		
198	\$346,500	227	\$376,000	256	\$405,000	285	\$434,000		
199	\$348,000	228	\$377,000	257	\$406,000	286	\$435,000		
200	\$349,000	229	\$378,000	258	\$407,000	287	\$436,000		
201	\$350,000	230	\$379,000	259	\$408,000	288	\$437,000		
202	\$351,000	231	\$380,000	260	\$409,000	289	\$438,000		
203	\$352,000	232	\$381,000	261	\$410,000	290	\$439,000		

** Headcounts of 301 and above may request a maximum of \$450,000. While individual projects that provide services to higher numbers of students will not receive additional funds per student, serving higher numbers of proposed participants will be viewed favorably by reviewers in the priorities rubric: "activities and services to increase access to the number of historically under-represented students that support program requirements."

FUNDING LEVELS FOR CONSORTIA STEP PROJECTS

Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget
30	\$60,000	59	\$118,000	88	\$176,000	117	\$225,000	146	\$268,500
31	\$62,000	60	\$120,000	89	\$178,000	118	\$226,500	147	\$270,000
32	\$64,000	61	\$122,000	90	\$180,000	119	\$228,000	148	\$271,500
33	\$66,000	62	\$124,000	91	\$182,000	120	\$229,500	149	\$273,000
34	\$68,000	63	\$126,000	92	\$184,000	121	\$231,000	150	\$274,500
35	\$70,000	64	\$128,000	93	\$186,000	122	\$232,500	151	\$276,000
36	\$72,000	65	\$130,000	94	\$188,000	123	\$234,000	152	\$277,500
37	\$74,000	66	\$132,000	95	\$190,000	124	\$235,500	153	\$279,000
38	\$76,000	67	\$134,000	96	\$192,000	125	\$237,000	154	\$280,500
39	\$78,000	68	\$136,000	97	\$194,000	126	\$238,500	155	\$282,000
40	\$80,000	69	\$138,000	98	\$196,000	127	\$240,000	156	\$283,500
41	\$82,000	70	\$140,000	99	\$198,000	128	\$241,500	157	\$285,000
42	\$84,000	71	\$142,000	100	\$199,500	129	\$243,000	158	\$286,500
43	\$86,000	72	\$144,000	101	\$201,000	130	\$244,500	159	\$288,000
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45	\$90,000	74	\$148,000	103	\$204,000	132	\$247,500	161	\$291,000
46	\$92,000	75	\$150,000	104	\$205,500	133	\$249,000	162	\$292,500
47	\$94,000	76	\$152,000	105	\$207,000	134	\$250,500	163	\$294,000
48	\$96,000	77	\$154,000	106	\$208,500	135	\$252,000	164	\$295,500
49	\$98,000	78	\$156,000	107	\$210,000	136	\$253,500	165	\$297,000
50	\$100,000	79	\$158,000	108	\$211,500	137	\$255,000	166	\$298,500
51	\$102,000	80	\$160,000	109	\$213,000	138	\$256,500	167	\$300,000
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53	\$106,000	82	\$164,000	111	\$216,000	140	\$259,500	169	\$303,000
54	\$108,000	83	\$166,000	112	\$217,500	141	\$261,000	170	\$304,500
55	\$110,000	84	\$168,000	113	\$219,000	142	\$262,500	171	\$306,000
56	\$112,000	85	\$170,000	114	\$220,500	143	\$264,000	172	\$307,500
57	\$114,000	86	\$172,000	115	\$222,000	144	\$265,500	173	\$309,000
58	\$116,000	87	\$174,000	116	\$223,500	145	\$267,000	174	\$310,500

FUNDING LEVELS FOR CONSORTIA STEP PROJECTS

Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget
175	\$312,000	204	\$353,000	233	\$382,000	262	\$411,000	291	\$440,000
176	\$313,500	205	\$354,000	234	\$383,000	263	\$412,000	292	\$441,000
177	\$315,000	206	\$355,000	235	\$384,000	264	\$413,000	293	\$442,000
178	\$316,500	207	\$356,000	236	\$385,000	265	\$414,000	294	\$443,000
179	\$318,000	208	\$357,000	237	\$386,000	266	\$415,000	295	\$444,000
180	\$319,500	209	\$358,000	238	\$387,000	267	\$416,000	296	\$445,000
181	\$321,000	210	\$359,000	239	\$388,000	268	\$417,000	297	\$446,000
182	\$322,500	211	\$360,000	240	\$389,000	269	\$418,000	298	\$447,000
183	\$324,000	212	\$361,000	241	\$390,000	270	\$419,000	299	\$448,000
184	\$325,500	213	\$362,000	242	\$391,000	271	\$420,000	300	\$449,000
185	\$327,000	214	\$363,000	243	\$392,000	272	\$421,000	301	\$450,000
186	\$328,500	215	\$364,000	244	\$393,000	273	\$422,000	302	\$451,000
187	\$330,000	216	\$365,000	245	\$394,000	274	\$423,000	303	\$452,000
188	\$331,500	217	\$366,000	246	\$395,000	275	\$424,000	304	\$453,000
189	\$333,000	218	\$367,000	247	\$396,000	276	\$425,000	305	\$454,000
190	\$334,500	219	\$368,000	248	\$397,000	277	\$426,000	306	\$455,000
191	\$336,000	220	\$369,000	249	\$398,000	278	\$427,000	307	\$456,000
192	\$337,500	221	\$370,000	250	\$399,000	279	\$428,000	308	\$457,000
193	\$339,000	222	\$371,000	251	\$400,000	280	\$429,000	309	\$458,000
194	\$340,500	223	\$372,000	252	\$401,000	281	\$430,000	310	\$459,000
195	\$342,000	224	\$373,000	253	\$402,000	282	\$431,000	311	\$460,000
196	\$343,500	225	\$374,000	254	\$403,000	283	\$432,000	312	\$461,000
197	\$345,000	226	\$375,000	255	\$404,000	284	\$433,000	313	\$462,000
198	\$346,500	227	\$376,000	256	\$405,000	285	\$434,000	314	\$463,000
199	\$348,000	228	\$377,000	257	\$406,000	286	\$435,000	315	\$464,000
200	\$349,000	229	\$378,000	258	\$407,000	287	\$436,000	316	\$465,000
201	\$350,000	230	\$379,000	259	\$408,000	288	\$437,000	317	\$466,000
202	\$351,000	231	\$380,000	260	\$409,000	289	\$438,000	318	\$467,000
203	\$352,000	232	\$381,000	261	\$410,000	290	\$439,000	319	\$468,000

FUNDING LEVELS FOR CONSORTIA STEP PROJECTS

Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget
320	\$469,000	349	\$498,000	378	\$527,000	407	\$556,000	436	\$585,000
321	\$470,000	350	\$499,000	379	\$528,000	408	\$557,000	437	\$586,000
322	\$471,000	351	\$500,000	380	\$529,000	409	\$558,000	438	\$587,000
323	\$472,000	352	\$501,000	381	\$530,000	410	\$559,000	439	\$588,000
324	\$473,000	353	\$502,000	382	\$531,000	411	\$560,000	440	\$589,000
325	\$474,000	354	\$503,000	383	\$532,000	412	\$561,000	441	\$590,000
326	\$475,000	355	\$504,000	384	\$533,000	413	\$562,000	442	\$591,000
327	\$476,000	356	\$505,000	385	\$534,000	414	\$563,000	443	\$592,000
328	\$477,000	357	\$506,000	386	\$535,000	415	\$564,000	444	\$593,000
329	\$478,000	358	\$507,000	387	\$536,000	416	\$565,000	445	\$594,000
330	\$479,000	359	\$508,000	388	\$537,000	417	\$566,000	446	\$595,000
331	\$480,000	360	\$509,000	389	\$538,000	418	\$567,000	447	\$596,000
332	\$481,000	361	\$510,000	390	\$539,000	419	\$568,000	448	\$597,000
333	\$482,000	362	\$511,000	391	\$540,000	420	\$569,000	449	\$598,000
334	\$483,000	363	\$512,000	392	\$541,000	421	\$570,000	450	\$599,000
335	\$484,000	364	\$513,000	393	\$542,000	422	\$571,000	451	\$600,000
336	\$485,000	365	\$514,000	394	\$543,000	423	\$572,000	452	\$601,000
337	\$486,000	366	\$515,000	395	\$544,000	424	\$573,000	453	\$602,000
338	\$487,000	367	\$516,000	396	\$545,000	425	\$574,000	454	\$603,000
339	\$488,000	368	\$517,000	397	\$546,000	426	\$575,000	455	\$604,000
340	\$489,000	369	\$518,000	398	\$547,000	427	\$576,000	456	\$605,000
341	\$490,000	370	\$519,000	399	\$548,000	428	\$577,000	457	\$606,000
342	\$491,000	371	\$520,000	400	\$549,000	429	\$578,000	458	\$607,000
343	\$492,000	372	\$521,000	401	\$550,000	430	\$579,000	459	\$608,000
344	\$493,000	373	\$522,000	402	\$551,000	431	\$580,000	460	\$609,000
345	\$494,000	374	\$523,000	403	\$552,000	432	\$581,000	461	\$610,000
346	\$495,000	375	\$524,000	404	\$553,000	433	\$582,000	462	\$611,000
347	\$496,000	376	\$525,000	405	\$554,000	434	\$583,000	463	\$612,000
348	\$497,000	377	\$526,000	406	\$555,000	435	\$584,000	464	\$613,000

FUNDING LEVELS FOR CONSORTIA STEP PROJECTS

Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget
465	\$614,000	494	\$643,000	523	\$672,000	552	\$701,000	581	\$730,000
466	\$615,000	495	\$644,000	524	\$673,000	553	\$702,000	582	\$731,000
467	\$616,000	496	\$645,000	525	\$674,000	554	\$703,000	583	\$732,000
468	\$617,000	497	\$646,000	526	\$675,000	555	\$704,000	584	\$733,000
469	\$618,000	498	\$647,000	527	\$676,000	556	\$705,000	585	\$734,000
470	\$619,000	499	\$648,000	528	\$677,000	557	\$706,000	586	\$735,000
471	\$620,000	500	\$649,000	529	\$678,000	558	\$707,000	587	\$736,000
472	\$621,000	501	\$650,000	530	\$679,000	559	\$708,000	588	\$737,000
473	\$622,000	502	\$651,000	531	\$680,000	560	\$709,000	589	\$738,000
474	\$623,000	503	\$652,000	532	\$681,000	561	\$710,000	590	\$739,000
475	\$624,000	504	\$653,000	533	\$682,000	562	\$711,000	591	\$740,000
476	\$625,000	505	\$654,000	534	\$683,000	563	\$712,000	592	\$741,000
477	\$626,000	506	\$655,000	535	\$684,000	564	\$713,000	593	\$742,000
478	\$627,000	507	\$656,000	536	\$685,000	565	\$714,000	594	\$743,000
479	\$628,000	508	\$657,000	537	\$686,000	566	\$715,000	595	\$744,000
480	\$629,000	509	\$658,000	538	\$687,000	567	\$716,000	596	\$745,000
481	\$630,000	510	\$659,000	539	\$688,000	568	\$717,000	597	\$746,000
482	\$631,000	511	\$660,000	540	\$689,000	569	\$718,000	598	\$747,000
483	\$632,000	512	\$661,000	541	\$690,000	570	\$719,000	599	\$748,000
484	\$633,000	513	\$662,000	542	\$691,000	571	\$720,000	600	\$749,000
485	\$634,000	514	\$663,000	543	\$692,000	572	\$721,000	601	\$750,000
486	\$635,000	515	\$664,000	544	\$693,000	573	\$722,000	602	\$751,000
487	\$636,000	516	\$665,000	545	\$694,000	574	\$723,000	603	\$752,000
488	\$637,000	517	\$666,000	546	\$695,000	575	\$724,000	604	\$753,000
489	\$638,000	518	\$667,000	547	\$696,000	576	\$725,000	605	\$754,000
490	\$639,000	519	\$668,000	548	\$697,000	577	\$726,000	606	\$755,000
491	\$640,000	520	\$669,000	549	\$698,000	578	\$727,000	607	\$756,000
492	\$641,000	521	\$670,000	550	\$699,000	579	\$728,000	608	\$757,000
493	\$642,000	522	\$671,000	551	\$700,000	580	\$729,000	609	\$758,000

FUNDING LEVELS FOR CONSORTIA STEP PROJECTS

Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget
610	\$759,000	639	\$788,000	668	\$817,000	697	\$846,000	726	\$875,000
611	\$760,000	640	\$789,000	669	\$818,000	698	\$847,000	727	\$876,000
612	\$761,000	641	\$790,000	670	\$819,000	699	\$848,000	728	\$877,000
613	\$762,000	642	\$791,000	671	\$820,000	700	\$849,000	729	\$878,000
614	\$763,000	643	\$792,000	672	\$821,000	701	\$850,000	730	\$879,000
615	\$764,000	644	\$793,000	673	\$822,000	702	\$851,000	731	\$880,000
616	\$765,000	645	\$794,000	674	\$823,000	703	\$852,000	732	\$881,000
617	\$766,000	646	\$795,000	675	\$824,000	704	\$853,000	733	\$882,000
618	\$767,000	647	\$796,000	676	\$825,000	705	\$854,000	734	\$883,000
619	\$768,000	648	\$797,000	677	\$826,000	706	\$855,000	735	\$884,000
620	\$769,000	649	\$798,000	678	\$827,000	707	\$856,000	736	\$885,000
621	\$770,000	650	\$799,000	679	\$828,000	708	\$857,000	737	\$886,000
622	\$771,000	651	\$800,000	680	\$829,000	709	\$858,000	738	\$887,000
623	\$772,000	652	\$801,000	681	\$830,000	710	\$859,000	739	\$888,000
624	\$773,000	653	\$802,000	682	\$831,000	711	\$860,000	740	\$889,000
625	\$774,000	654	\$803,000	683	\$832,000	712	\$861,000	741	\$890,000
626	\$775,000	655	\$804,000	684	\$833,000	713	\$862,000	742	\$891,000
627	\$776,000	656	\$805,000	685	\$834,000	714	\$863,000	743	\$892,000
628	\$777,000	657	\$806,000	686	\$835,000	715	\$864,000	744	\$893,000
629	\$778,000	658	\$807,000	687	\$836,000	716	\$865,000	745	\$894,000
630	\$779,000	659	\$808,000	688	\$837,000	717	\$866,000	746	\$895,000
631	\$780,000	660	\$809,000	689	\$838,000	718	\$867,000	747	\$896,000
632	\$781,000	661	\$810,000	690	\$839,000	719	\$868,000	748	\$897,000
633	\$782,000	662	\$811,000	691	\$840,000	720	\$869,000	749	\$898,000
634	\$783,000	663	\$812,000	692	\$841,000	721	\$870,000	750	\$899,000
635	\$784,000	664	\$813,000	693	\$842,000	722	\$871,000	751	\$900,000
636	\$785,000	665	\$814,000	694	\$843,000	723	\$872,000	752	\$901,000
637	\$786,000	666	\$815,000	695	\$844,000	724	\$873,000	753	\$902,000
638	\$787,000	667	\$816,000	696	\$845,000	725	\$874,000	754	\$903,000

FUNDING LEVELS FOR CONSORTIA STEP PROJECTS

Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget	Contracted Headcount	Max. Budget		
755	\$904,000	774	\$923,000	793	\$942,000	813	\$962,000	833	\$982,000
756	\$905,000	775	\$924,000	794	\$943,000	814	\$963,000	834	\$983,000
757	\$906,000	776	\$925,000	795	\$944,000	815	\$964,000	835	\$984,000
758	\$907,000	777	\$926,000	796	\$945,000	816	\$965,000	836	\$985,000
759	\$908,000	778	\$927,000	797	\$946,000	817	\$966,000	837	\$986,000
760	\$909,000	779	\$928,000	798	\$947,000	818	\$967,000	838	\$987,000
761	\$910,000	780	\$929,000	799	\$948,000	819	\$968,000	839	\$988,000
762	\$911,000	781	\$930,000	800	\$949,000	820	\$969,000	840	\$989,000
763	\$912,000	782	\$931,000	801	\$950,000	821	\$970,000	841	\$990,000
764	\$913,000	783	\$932,000	802	\$951,000	822	\$971,000	842	\$991,000
765	\$914,000	784	\$933,000	803	\$952,000	823	\$972,000	843	\$992,000
766	\$915,000	785	\$934,000	804	\$953,000	824	\$973,000	844	\$993,000
767	\$916,000	786	\$935,000	805	\$954,000	825	\$974,000	845	\$994,000
768	\$917,000	787	\$936,000	806	\$955,000	826	\$975,000	846	\$995,000
769	\$918,000	788	\$937,000	807	\$956,000	827	\$976,000	847	\$996,000
770	\$919,000	789	\$938,000	808	\$957,000	828	\$977,000	848	\$997,000
771	\$920,000	790	\$939,000	809	\$958,000	829	\$978,000	849	\$998,000
772	\$921,000	791	\$940,000	810	\$959,000	830	\$979,000	850	\$999,000
773	\$922,000	792	\$941,000	811	\$960,000	831	\$980,000	851**	\$1,000,000**
				812	\$961,000	832	\$981,000		

** Headcounts of 851 and above may request a maximum of \$1,000,000. While individual projects that provide services to higher numbers of students will not receive additional funds per student, serving higher

numbers of proposed participants will be viewed favorably by reviewers in the priorities rubric: "activities and services to increase access to the number of historically under-represented

students that support program requirements."



Funding Limitations (Continued)

30

- This approach seeks to award funding to successful projects in an equitable manner and maximize the number of students served statewide while recognizing that projects serving fewer students can bear a higher proportion of infrastructure and administrative costs per student.
- Further, while **individual projects** that provide services to more than 301 students or **consortium projects** that provide services to more than 851 students will not receive additional funds per student, serving higher numbers of proposed participants will be viewed favorably by reviewers in the priorities rubric: “activities and services to increase access to the number of historically under-represented students that support program requirements.”
- **Please note that projects that do not meet their contracted enrollment of participants will have their budget reduced proportionately** as outlined in the “Shortfalls in enrollment goals” section.



Budgets

31

- The application must include an FS-10 Budget Form for the first year of the program.
 - Grantees will submit, on an annual basis, an FS-10 for each subsequent program year.
 - General descriptions of expenditures, applicable cost principles and administrative regulations are available at <http://www.oms.nysed.gov/cafe/guidance/guidelines.html>
- Specific guidance is included in the RFP.



Funding

32

- For each recipient a fully-executed Grant contract must be in place to award funds.
 - **After a fully-executed Grant Contract** is in place - The initial payment of 25% of the annual budget will be made no later than 90 days after the beginning of the budget period.
 - Subsequent payments would be made following the **submission and approval of an FS-25 form**, based upon actual expenses to date, plus anticipated expenditures for the next period.
 - For-profit grantees will not receive advance payments and only actual expenditures will be reimbursed.
 - The final payment occurs upon the approval of the **Final Program and Expenditure Reports (FS-10F-Long Form)**. Late submissions of budgetary forms and reports may result in the suspension of funds.



Funding (Continued)

33

Allowable costs include the following:

- Program administration, including professional and non-professional salaries, benefits, staff travel for required program administration as approved by NYSED.
 - *Note: Out of state travel requires prior approval by NYSED liaison.
- Stipends for students participating in approved STEP supervised research opportunities and internships (the maximum stipend must be consistent with the average for similar activities at the institution or in the region)
- Program activities, such as field trips, STEP student conference expenses, program achievement/awards, and related fees/charges, including charges for recreational facilities and activities, standardized tests/instruction fees, etc.



Funding (Continued)

34

Allowable Expenses include (cont.):

- Expenses related to program attendance, such as participant transportation.
- Student classroom supplies, including laboratory supplies, calculators, etc.
- Administrative and instructional supplies, materials, and equipment (including instructional or administrative computer software and computers, lab equipment, etc.).
 - Note: Those items with a unit value of \$5,000 or more and having a useful life of more than one year must be reported in the equipment category.
- Evaluation materials and activities;



Funding (Continued)

35

Allowable Expenses include (cont.):

- STEP staff development/training
 - ▣ (*Out of state travel requires prior approval by NYSED liaison).
- Program brochures/materials and promotional activities.
- Indirect costs at no more than 8%.



Funding (Continued)

36

Non-Allowable Expenses:

- Funds for indirect expenses provided by the state STEP award may not exceed eight percent (8%) of total STEP grant expenditures. Indirect costs cannot be charged on certain expenses, including :
 - Equipment purchases
 - Stipends
 - Tuition
- Funds for indirect expenses provided by the institution may not exceed 20 percent of the matching funds contributed by the institution and/or other non-NYS sources.
- State STEP funds cannot be used for organizational dues or items not specifically allowed under the categories identified above.



Funding (Continued)

37

Non-Allowable Expenses:

- ❑ State STEP funds cannot be used to pay for the salary or stipend of the STEP Director's Supervisor or someone designated as a Principal Investigator for the grant contract (in their role as supervisor or PI).
- ❑ State STEP funds may not be used for purposes other than those described in the approved grant contract.
- ❑ State STEP funds may not be used for cultural enrichment or other social activities.
- ❑ Funds must supplement, not supplant, existing funding sources.



Consortium

38

- The consortium must designate one of the members to serve as the applicant and fiscal agent for the grant. **The applicant agency must be an eligible grant recipient.** All other consortium members must be eligible grant participants, as defined by the program statute or regulation.
- In the event a grant is awarded to a consortium, the **grant contract will be prepared in the name of the applicant agency/fiscal agent, not the consortium,** unless the consortium is a legal entity.



Consortium (Continued)

39

- The applicant agency/fiscal agent must meet the following requirements:
 - Must be an **eligible grant recipient** as defined by statute;
 - Must be an association or grouping of institutions set up for a common purpose that would be beyond the capabilities of a single member of the group.
 - Must receive and administer the grant funds and submit the required reports to account for the use of grant funds;
 - Must require consortium members to sign an agreement with the fiscal agent that specifically outlines all services each partner agrees to provide. An MOU signed by all consortium member institutions must be submitted to NYSED and kept on file prior to the start of the contract. Funding for project and work cannot commence prior to submission of an MOU signed by each member institution.



Consortium (Continued)

40

- The applicant agency/fiscal agent must meet the following requirements:
 - Cannot act solely as a flow-through for grant funds to pass to other recipients. The fiscal agent **must provide a minimum of 20%** of the direct services supported by this grant, as reflected in the budget.
 - Must be an active member of the consortium.
 - Is PROHIBITED from sub granting funds to other recipients. The applicant/fiscal agent is permitted to contract for services with other consortium partners or consultants to provide services that the fiscal agent cannot provide itself.
 - Must be responsible for the performance of any services provided by the partners, consultants, or other organizations and must coordinate how each plan to participate.



Minority and Women Owned Business Enterprises (M/WBE)

41

- ❑ All applicants are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy.
- ❑ All M/WBE Forms are located in the STEP RFP at <http://www.highered.nysed.gov/kiap/step/>
- ❑ M/WBE Forms are found on pages 27, 79 – 88.
- ❑ M/WBE questions can be directed to MWBE@nysed.gov
- ❑ Compliance can be achieved by one of the three following methods:



Minority and Women Owned Business Enterprises (M/WBE) (Continued)

42

1. Full Participation - This is the preferred method of compliance. Full participation is achieved when an applicant meets or exceeds the participation goals for this grant.

□ COMPLETE FORMS:

- M/WBE Goal Calculation Worksheet
- M/WBE Cover Letter
- M/WBE 100 Utilization Plan
- M/WBE 102 Notice of Intent to Participate



Minority and Women Owned Business Enterprises (M/WBE) (Continued)

43

2. Partial Participation - Partial Request for Waiver - This is acceptable only if good faith efforts to achieve full participation are made and documented, but full participation is not possible.

□ COMPLETE FORMS:

- M/WBE Goal Calculation Worksheet
- M/WBE Cover Letter
- M/WBE 100 Utilization Plan
- M/WBE 101 Request for Waiver
- M/WBE 102 Notice of Intent to Participate M/WBE 105
- Contractor's Good Faith Efforts



Minority and Women Owned Business Enterprises (M/WBE) (Continued)

44

3. No Participation - Request for Complete Waiver - This is acceptable only if good faith efforts to achieve full or partial participation are made and documented, but do not result in any participation by M/WBE firm(s).

□ COMPLETE FORMS:

- M/WBE Goal Calculation Worksheet
- M/WBE Cover Letter
- M/WBE 101 Request for Waiver
- M/WBE 105 Contractor's Good Faith Efforts



Application for Funding

45

- The proposal narrative should describe all 2015-2020 proposed activities in detail that meet the requirements as stated in this RFP.
- The maximum length of the proposal narrative is 30 pages, not including attachments.
- A specific format is requested for the Program Requirements and Measures of Positive Performance Matrix.
- Applications that do not follow the format described in this document or that fail to include all information requested under each major category may lose points.
- Proposals will be ranked based on their total score.
- The maximum points available in the narrative section (A-F, not including G. Budget) are 75.
- A minimum average score of 45 on the narrative section (A-F) is required to be further considered for a grant.
- Applicants whose total score averages below 60 points on the 100 point scale of the proposal (for both program narrative and budget/budget narrative score combined) will not be eligible to receive a STEP award.



Application for Funding (Continued)

Section	Points
A. Institutional Expertise Institutional expertise/efforts	5 (5)
B. Cooperative Relationships 1. Community based partnerships (school and local) 2. Internal college/university partnerships 3. Participation of government agencies, related business/ industry and professions 4. Statewide and regional activities	10 (3) (2) (2) (3)
C. Program Requirements (Performance Matrix) Program Requirements and Measures of Positive Performance 1. Describe program services and activities that include: tutoring, academic counseling, college planning, special summer courses, supplemental financial assistance, academic enrichment, and career planning for students to enter higher education and pursue careers in scientific, technical fields and the licensed professions. 2. Activities to increase student involvement in research, internships, college level coursework and/or service learning. 3. Activities to enhance student skills in mathematics and the sciences that will facilitate the skills necessary to complete an Advanced Regents Diploma and the Common Core curriculum. 4. Describe how the project will implement a parent component with clearly defined roles, responsibilities, and activities. 5. Describe Day of Service planning, implementation, and assessment for participation by STEP students in their local community or the local community of the institution. 6. Describe the activities to develop and implement a STEP Advisory Committee with membership representatives from various stakeholder groups. 7. Describe activities that support student professional development opportunities: workshops, poster presentations, conferences that promote access to higher education and careers in math, science, technology, health-related fields, and the licensed professions.	42 (6) (6) (6) (6) (6) (6) (6)
D. Recruitment 1. Describe all strategies and activities to recruit and select targeted STEP participants 2. Describe the process and criteria to select participants for various components of the program 3. Describe other nonacademic criteria that will be considered in the student selection process.	9 (5) (2) (2)
E. Retention Description of student retention and tracking activities	4 (4)
F. Project Staffing & Management 1. Position descriptions 2. Resumes of project staff 3. Management plan 4. Organizational charts	5 (1) (1) (2) (1)
G. Budget – Not-for Profit applicants – budget narrative, FS-10, Composite Budget For – Profit applicants - Scored by Contract Administration Unit	25
TOTAL	100



Attachments

SCIENCE AND TECHNOLOGY ENTRY PROGRAM (STEP) 2015-2020 Application

Cover Page

47

Instructions:

Complete all parts of this form and include it as part of the application. The original and **two** copies of the completed application along with a flash drive containing a complete electronic copy (to include attachments) of the proposal in one PDF file and a copy of the budget documents (FS-10, Composite Budget, and Budget Narrative) in separate PDF files must be postmarked no later than April 14, 2015.

Name of Institution: _____

Address: _____

Institution Contact: _____

Title: _____

Address: _____

Phone: _____ Fax: _____
(Area code) (Number) (Extension) (Area code) (Number)

E-mail address: _____

Annual Projected number of
Program participants:

_____ *Summer _____ Academic year _____ ** Unduplicated Count

*Individual STEP projects that request a budget of \$200,000 or more are required to conduct a summer program.

** Unduplicated count: is the number of students participating (headcount) in the summer plus all other academic year student participants who did not attend in the summer.

Name of partner school district that has an enrollment comprised of at least twenty percent minority students:

If you are applying as part of a consortium list your member institutions: _____



Attachments (Continued)

**2015-2020 STEP Application
Proposal Narrative – STEP Collaborations**

**Attachment I
Page 4 of 15**

Institution Name _____

Program Name _____

List all schools, school districts, and other organizations that will be involved in the planning, development, implementation, and evaluation of this project. Note: The applicant must be located within and partner with a school district with an enrollment comprised of at least twenty percent minority group students or must be located near such a district that is accessible by public transportation.



Name and Address	School District	Contact Person and phone #	Type of Organization *



Attachments (Continued)

**2015-2020 STEP Application
Proposal Narrative – STEP Operations Summary**

**Attachment I
Page 5 of 15**

Institution Name _____

Program Name _____

Project operation (check all that apply):

***Individual STEP projects that request a budget of \$200,000 or more are required to conduct a summer program.**

Duration of program: Summer _____ to _____

Academic year _____ to _____

*Summer only: No. of weeks _____ Days per week _____

Academic year only: No. of weeks _____ After school: No. of hours per week _____

Summer and academic year: Total No. of weeks _____
Saturday: No. of hours per week _____

**Programs should operate a minimum of 18 weeks during the academic year.
Indicate the anticipated number of students who will participate in this program according to grade level. All programs must provide services to all grade levels by the end of the 2015-2020 grant/contract cycle.**

_____ Seventh grade

_____ Eighth grade



Attachments (Continued)

Program Requirement 1: Describe academic program services and activities that include tutoring, academic and career counseling, college planning, special summer courses, supplemental financial assistance, academic enrichment, and planning for students to enter higher education and pursue careers in scientific, technical fields and the licensed professions.

Level	Measure of Positive Performance
Beginning Level 1	We do not currently foster, maintain, or document project activities to assist students in acquiring the skills and aptitudes necessary to pursue postsecondary education leading to careers in scientific, technical, health-related fields, or the licensed professions.
Developing Level 2	Our project activities measure the progress of our students pursuing postsecondary education and the results show that our students possess the ability, talent, and capacity to pursue postsecondary education.
Proficient Level 3	We actively measure the progress of our students pursuing postsecondary education leading to careers in scientific, technical, health-related field, or the licensed professions, and the results show that our students possess the ability, talent, and capacity to pursue postsecondary education and STEP related career goals. Examples of measurement of progress encompass oral feedback, written feedback, standardized test results, GPA, and postsecondary enrollment data.

Activities/Services	Staff Responsible	FTE	Level	Measure of Positive Performance
First Year:				<u>Describe performance outcomes using qualitative and quantitative measures:</u>
Second Year:				<u>Describe performance outcomes using qualitative and quantitative measures:</u>
Third Year:				<u>Describe performance outcomes using qualitative and quantitative measures:</u>
Fourth Year:				<u>Describe performance outcomes using qualitative and quantitative measures:</u>
Fifth Year				<u>Describe performance outcomes using qualitative and quantitative measures:</u>



Attachments (Continued)

51

- **Instructions for Addressing Requirements and Measures of Positive Performance Matrix**
- Using the template, provide a separate chart for each requirement. All of the listed requirements must be addressed; omission of any will reduce the number of points awarded.
- When completing the requirement charts, be sure to provide all requested information by including the following:
 - **Descriptions of activities and/or services** for a five year period. Show increasing measures of positive performance in each year. The project must include required activities and/or services. It may also include other activities and/or services designed to achieve program purposes.



Attachments (Continued)

52

- (Continued) When completing the requirement charts, be sure to provide all requested information by including the following:
 - For each activity and service, indicate the staff that will be responsible for the implementation of each objective.
 - For each activity and/or service, indicate the full-time equivalent (FTE). **Full-time equivalent (FTE)** is a way to measure a worker's involvement in a project, or a student's enrollment at an educational institution. Full-time equivalent for staff is defined as the percent effort for each activity and/or service provided by the worker. An FTE of 1.0 means that the person is equivalent to a full-time worker and spends 100% of his or her time on the project; an FTE of 0.5 signifies that the worker spends half of his or her time serving the project.
 - For each activity and/or service, indicate the level of positive performance you feel the activity and/or service are providing in each year. For example: select Level One = Beginning, Level Two = Developing, Level Three = Proficient.



Fiscal Viability

53

- From the Composite Budget, FS-10, and Budget Narrative:
 - Description and justification of the costs in **Professional and Support Service** staffing (all items are appropriately budgeted and clearly supported as essential to the operation of STEP).
 - Description and justification of the expenses in the **Purchased Services** category (all items are appropriately budgeted and clearly supported and are allowable costs for the operation of STEP).
 - Description and justification of the expenses in the **Supplies and Materials** category (all items are appropriately budgeted and clearly supported and are allowable costs for the operation of STEP).
 - Description and justification of the expenses in the **Travel category** (all items are appropriately budgeted and clearly supported and are allowable costs for the operation of STEP).
 - Description and justification of the amount and categories of the **institutional match** as found on the Composite Budget.



Reports

54

- **Each institution receiving a STEP award will be required to submit two program reports annually: an interim or mid-year report and an annual or final report.**
 - The interim/mid-year report is due on **March 15th** every year.
 - The final/annual program report is due on **September 15th** of each program year.
 - Extensions of report deadlines must be requested and approved in writing prior to deadline.
 - All communication requesting an extension must be copied to the President, Provost, or appropriate supervisor and indicate the reason why the institution is unable to submit its report on time.



Application Submission

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- **Non-profit applicants** must submit **one original and two (2) paper copies** (both the narrative application and the budget/budget narrative) as well as a **flash drive** containing a complete electronic copy (including attachments) of the proposal in one PDF file and a copy of the budget documents (FS-10, Composite Budget, and Budget Narrative) in separate PDF files, in a sealed envelope labeled “Science Technology Entry Program Application GC#15-005”;

- **Non-profit applications** must be sent to the following address:
 - RFP GC#15-005
 - New York State Education Department
 - Office of Postsecondary Access, Support and Success– STEP
 - 89 Washington Avenue, Room 505W EB
 - Albany, NY 12234



Application Submission (Continued)

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- **For-profit applicants** must submit **one original and two (2) paper copies of the Narrative Application** in a sealed envelope labeled “Science Technology Entry Program Narrative Application, GC#15-005—DO NOT OPEN”; **one original and two (2) paper copies of the Budget/Budget Narrative** in a separately sealed envelope labeled “Science Technology Entry Program Budget, GC#15-005—DO NOT OPEN”; a **flash drive** containing a complete electronic copy (including attachments) of the proposal in one PDF file and a copy of the budget documents (FS-10, Composite Budget, and Budget Narrative) in separate PDF files in a separately sealed envelope labeled “Science Technology Entry Program Electronic Copy, GC#15-005—DO NOT OPEN”

- For-profit applications must be sent to the following address:
 - Attn: Nell Brady, RFP GC#15-005
 - NYS Education Department
 - Bureau of Fiscal Management
 - Contract Administration Unit
 - 89 Washington Avenue, Room 501W EB
 - Albany, NY 12234



For-Profit Institutions

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- ❑ **A maximum of \$450,000 will be set aside for the highest ranking for-profit applicants statewide.**
- ❑ For-profit applicants must receive an average passing score of 45 points or more on the Narrative Application in order to be eligible (valued at 75 points total).
- ❑ The budget section of the proposal represents 25 points of the final score.



Enrollment Requirements

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- Each funded program is also expected to meet its contracted annual headcount.
- The STEP award recipient institution will furnish STEP-SED with a roster of students enrolled in its program as of February 15 in each program year. This roster is due March 15.
- If the current roster is less than 95% of the number set forth in the composite budget, the grantees budget will be proportionally diminished by the amount of the percentage of the deficiency from the composite budget. For example: if the actual roster is 94% of the contracted number, the grantees budget will be reduced by 6% in the year of the deficiency.
 - In addition, the program will be placed on probation in the next program year and may require a site visit by STEP-SED.
- For the subsequent year of the funding cycle, the institution is returned to its original award amount, which will require meeting the original contracted annual headcount.
- Adjustments to the award will occur if items within the proposed budget are deemed to be non-allowable or inappropriate.



The State Education Department Contacts

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□ **STEP Program:**

Dr. Chris Fernando

STEPRFP@nysed.gov

□ **Fiscal:**

Ms. Nell Brady

STEPRFP@nysed.gov



Questions

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- Questions regarding this RFP must be e-mailed by **March 20, 2015** to STEPRFP@nysed.gov
- A summary of questions and answers will be posted no later than **March 31, 2015** to the following website:
<http://www.highered.nysed.gov/kiap/step/>



One More Time - Important Dates

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- Questions regarding this RFP must be e-mailed by **March 20, 2015** to STEPRFP@nysed.gov
- Questions and Answers Summary will be posted no later than **March 31, 2015** to the following website:
<http://www.highered.nysed.gov/kiap/step/>
- Applications Due: **Postmarked by April 14, 2015**
- **STEP Period:** Programs may begin as early as July 1, 2015 and must be completed by June 30, 2020.



THANK YOU!

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STEP WORKS!!!

