**TLQP 2015-18 Q&A**

1. I think the Master Grant Face Page and other forms found in the Boilerplate attachment we received (below) have been completed by NYSED in the past.  Do you want applicants to complete and submit these forms with their applications this year?  I think the only form we have submitted in the past is Attachment B-1 (Expenditure Based Budget)

A. **Applicants should not complete and submit the forms. NYSED will develop the final contract. All provisions of this RFP are subordinate to the terms and conditions of the grant contract.**

2. Approximately when will grant winners be notified?

A.  **We anticipate that this process will be complete in July.**

3. Just to clarify, the first two TLQP RFPs required 30 pages without an Attachment 1. This RFP is requiring only 20 pages with a 4 page single space Attachment 1 included. With a 4 page budget narrative, is the expectation for a "detailed" grant narrative only to be 12 pages double spaced?

A. **The Attachment I, Institution Profile is not included in the 20 page proposal narrative limit. The 20 page proposal narrative includes the following**; **Project Abstract, Meeting Leadership Education Needs of Eligible High-Need Schools and School Districts, Project Staffing and Management.**

4. It is unclear whether Attachment II is part of the 20 page limit. Is it?

A. **Attachment II is not part of the 20 page limit. Only those items listed above in question 3(A) are included within the narrative section 20 page limit.**

5. Once our college is prequalified, is the prequalification process complete? That is to say, once prequalified as an institution, is an additional step needed to prequalify for applying for a TLQP project.

A**.  In order to be eligible to apply for the grant proposal, the not for profit organization/institution must become prequalified in the Grants Gateway by the RFP application due date.   It is important to note that expiration of any of the three critical documents (IRS 990, Audit/Financials & Charities Registration) may result in a lapse of prequalification.   It is the organization’s responsibility to ensure that all documents are current in order to maintain prequalification and apply for the grant proposal.**

6. Regarding the 2015-18 TLQP PD RFP, does NYC count as an LEA? We have a School District Administrator (Executive Director of STEM for NYC Department of Education) prepared to sign the MOA. If not, what would count as an LEA in NYC given the current transitioning of the administrative structure?

A. **For the purpose of this RFP, both the Community School Districts and the NYC DOE is an LEA.**

7. Does the M/WBE apply to any of our proposals? If so how?

**A. 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 as described on page 29 of the RFP. Full participation by meeting or exceeding the M/WBE participation goal for this grant is the preferred method.**

**The M/WBE participation goal for this grant is 20% of each applicant’s total discretionary non-personal service budget over the entire term of the grant.**

8. Our proposed work will not include typical bidding for goods or services. The majority of our payments are to support activities within our partner LEAs. When we do hire contractors, we would not engage in a bidding process as we are typically looking for very specific, often individual academic expertise and local knowledge, and in most cases, the only possible vendors are nonprofit organizations that would not qualify for M/WBE certification. We will most likely be seeking to comply with NYSED’s Minority and Women-Owned Business Enterprises policy by seeking a partial or complete waiver. While we will make a good faith effort to find M/WBE vendors when possible, vendors will not be chosen at the time of proposal, and therefore we cannot demonstrate our good faith efforts at compliance at the time of the proposal. When should a waiver be submitted, and what ongoing documentation will be required?

**A. Applicants are strongly encouraged to submit complete M/WBE documentation at the time of application submission, as missing/ incomplete information may result in a delay of approval. If some information is unavailable at the time of application submission, applicants should still submit documentation indicating their intended level of participation and identify how they are planning to meet that goal. ‘TBD’ (to be determined) may be used as a placeholder for unavailable information (i.e. price quotes), with the expectation that missing information will be provided as soon as possible, or within thirty days from the date of notice of award.**

**Throughout the term of the grant, the grantee should notify the M/WBE office of any updates to M/WBE documents (i.e. due to budget amendments or changes in M/WBE vendors). Once a grantee submits updated M/WBE documents, and there is a need to update the programs initially approved M/WBE participation level, the M/WBE office will provide guidance on next steps.**

9. To clarify, the MWBE budget figures on the Calculation Page should be projections for the three-year grant term, not just 2015-2016?

**A. That is correct, for multi-year grants, applicants should use the total budget for the full multi-year term of the grant.**

1. Page 2 of the RFP, Specific to Higher Education partnership grants C. 1., states “Partnerships shall use funds for professional development activities that fall into one or more of the following categories: 1. Professional development activities that will be embedded in the teacher preparation program and will improve specific aspects of that program…”   Does that mean that grant funds may be used to support activities that serve pre-service teachers, for example: the development, piloting, and implementation of non-credit-bearing professional development courses that educate both pre-service and in-service teachers? What are the restrictions related to teacher preparation?

 A. **No, pre-service teachers are not covered in this RFP. As stated in the background and purpose section of the RFP, current guidelines are for in- service teachers.**

 11. Page iv ELIGIBLE APPLICANTS: C states “[at least 50% of all partner LEAs meet the federal definition of 'high-need’] and ATTACHMENT B states “Both the certification criterion and the poverty criterion must be met by the primary high-need school district partner and by 50 percent of any additional LEAs that will be project partners.” Is the requirement that 50% of all partners meet the criteria, or 50% of additional partners? For example: If you have a lead LEA and two additional partners that meet the criteria, can you add three additional partners that do not meet the criteria – so that 50% of ALL the partners are high need?  Or can you only add TWO more partners that are not high need?

1. **The regulation states that at least 50 percent of all partner LEAs meet the federal definition of “high-need.**