

**RFP # GT-24 Strengthening Teacher and Leader Effectiveness Dissemination Grant:  
Principal Leadership**

**Questions and Answers**

**Question 1: The Assurance of Funding Form (Attachment V) is not listed on the Application Checklist. To ensure the application is complete and in the correct order, where should this form be placed in the application?**

**Answer:** Per the email notice sent out on August 8, 2014, a revised RFP was posted to reflect the following change: The Assurance of Funding Form Attachment V is now listed on the Application Checklist. Please see the corrected Application Checklist (Attachment VIII) for the appropriate order for application submission.

**Question 2: I am writing to inquire if a private high school such as ours would be eligible to apply for this grant.**

**Answer:** No, eligible applicants are individual Strengthening Teacher Leader Effectiveness (STLE) 1, 2 and 3 grantees (i.e., public school districts, public charter schools, and BOCES). This includes individual STLE grantees, consortium-leads, and consortium members. Please refer to Appendix E of the RFP for a complete list of Eligible Applicants. Eligible Applicants may apply individually or form a consortium with one or more STLE or non-STLE districts, public charter schools, and/or BOCES.

**Question 3: I am writing to seek information pertaining to the difference between the current STLE grant that we have and the new opportunity you are describing regarding Principal Leadership.**

**Answer:** The overarching purpose of the STLE program was to encourage and support eligible districts and public charter schools to develop, implement and/or enhance a comprehensive systems approach to recruitment, development, retention and equitable distribution of effective teachers and school leaders as part of their implementation of the Annual Professional Performance Review (APPR) system required by Education Law §3012-c. The major focus of STLE continues to be activities that ensure rigorous implementation of APPR and the use of APPR results as criteria for advancement of teachers and principals into “career ladder” roles where they can have more influence over, and impact on, student learning and educator effectiveness.

With this RFP, NYSED encourages our STLE grantees and both current and former STLE districts, BOCES, or public charter schools and non-STLE districts, BOCES, or public charter schools to create partnerships with one or more principals and/or teacher leaders on principal career pathways in order for the STLE principal(s) to disseminate successful innovations from the STLE program. Please see Appendix D for sample dissemination activities.

**Question 4: Are there any expenses that districts should avoid for the program?**

**Answer:** Please review the Allowable Expenses section of the RFP, as well as NYSED's Fiscal Guidelines for Federal and State Grants

(<http://www.oms.nysed.gov/cafe/guidance/guidelines.html>). Costs must be appropriate, reasonable and necessary, and align with the proposal's initiatives and goals. In addition, funds must be supplemental to, and must not supplant, other funding sources. Please also note that food is not an allowable expense.

**Question 5: Can we use the funds to purchase technology?**

**Answer:** Yes, STLE-D funds may be used to purchase technology. Please note that applicants must show how the proposed expenditures align with the proposal's initiatives and goals and illustrate that funds do not supplant other funding sources. Please see the RFP Funding and Awards section and the answer to question #4 above for additional information on allowable expenses.

**Question 6: Is communications staff support an eligible expenditure?**

**Answer:** Yes, STLE-D funds may be used to pay for support staff. Please note that applicants must show how the proposed expenditures align with the proposal's initiatives and goals and illustrate that funds do not supplant other funding sources. Please see the RFP Funding and Awards section and the answer to question #4 above for additional information on allowable expenses.

**Question 7: Is IT/tech support an eligible expenditure?**

**Answer:** Please see the answer to question #6.

**Question 8: Are there any ineligible expenses?**

**Answer:** Please see the answer to question #4.

**Question 9: Is an allowable expense registration fees associated with conferences that correlate to proposed STLE-D goals, programs and/or initiatives?**

**Answer:** Yes, STLE-D funds may be used to pay for registration fees associated with STLE-D related conferences. Please note that applicants must show how the proposed expenditures align with the proposal's initiatives and goals and illustrate that funds do not supplant other funding sources. Please see the RFP Funding and Awards section and the answer to question #4 above for additional information on allowable expenses.

**Question 10: Must the information be disseminated one-to-one to principals/teacher leaders?**

**Answer:** No, dissemination activities need not occur in a one-to-one relationship. Please note that NYSED will not mandate or create the specific duties, responsibilities, or the activities to be funded through this grant. Rather, NYSED will offer STLE grantees the opportunity to provide TLE system support to their non-STLE colleagues, through the dissemination of promising and/or successful programs, initiatives and best practices. Examples of what these dissemination activities might look like are included in Appendix D: Sample Dissemination Activities. Please note that the sample dissemination activities are hypothetical and illustrative only and are provided to assist applicants considering applying for this grant.

**Question 11: Can we use STLE-D funds to pay a coordinator to oversee the implementation of this grant program?**

**Answer:** Yes. STLE-D funds may be used to pay a coordinator's salary or stipend. See the RFP Funding and Awards section and the answer to question #4 above for additional information on allowable expenses. Please note, funding under this RFP must be supplemental to, and must not supplant, any other funding source.

**Question 12: If the Project Coordinator will be a central administrator (e.g. Director of Teaching and Learning), who will devote .3 FTE of his/her time to the project, can that portion of his/her salary be paid through grant funds?**

**Answer:** Yes. Please see the answer to question #11.

**Question 13: Can coordination be spread out over staff in multiple districts (such as with each being paid a stipend)?**

**Answer:** Yes. Applicants must determine the best way to coordinate the project, while considering the criteria that NYSED will use to score the application (as outlined in the Scoring Rubric, RFP Appendix F). Please see the answer to question #11.

**Question 14: Must all funds be used to benefit new principals/teacher leaders only?**

**Answer:** Again, NYSED will not mandate or create the specific duties and responsibilities of the partnership; however, all funds must support activities intended to benefit non-STLE principals and/or teacher leaders, through the dissemination of promising and/or successful programs, initiatives and best practices. For the purposes of this RFP, a non-STLE principal is defined as 1) a principal in a district, BOCES or charter school that was not awarded a grant under STLE; and/or 2) a principal in a STLE district, BOCES, or charter school who has not and will not otherwise receive services, funding, and supports under the grantee's former or current STLE program. As such, funds are not limited to benefit new principals and new teacher leaders only.

**Question 15: Are we correct in reading that there can be no benefit to the existing STLE award participating teachers/principals?**

The activities proposed in the STLE-D application are intended to allow our current/former STLE grantees to share their successful innovations and practices with non-STLE principals and/or teacher leaders. The primary benefit of all STLE-D activities will be to the non-STLE partners. It may be, however, that current/former STLE principals and teacher leaders also benefit from the new and expanded STLE-D activities. For example, one sample dissemination activity may include principals across the STLE district and non-STLE district(s) meeting quarterly to share resources, including curriculum and assessments, and receiving coaching from BOCES and/or external partners on specific teaching and learning challenges; while the primary purpose of these activities is to support knowledge transfer from STLE principals to non-STLE principals and teacher leaders, STLE principals may benefit from these activities as well. Please see Appendix D: Sample Dissemination Activities for further examples of possible dissemination activities. Please keep in mind funds cannot supplant other funding sources.

**Question 16: Is it okay if some of the new/expanded activities also benefit the existing principals/teachers from the previous STLE award?**

**Answer:** Please see the answer to question #15.

**Question 17: We are planning to apply as a consortium, including new districts that were not part of our previous consortium grant. To participate, do those new districts need to adopt a full career ladder? Or can they just have an internal process for identifying teacher leaders and principals to participate?**

**Answer:** The RFP does not mandate that non-STLE districts adopt a comprehensive career ladder. However, applicants are asked to detail in their applications the current stage of the Teacher and Leader Effectiveness (TLE) system within both current and former STLE districts, BOCES, or public charter schools and non-STLE districts, BOCES, or public charter schools, as applicable. In addition, as applicants are asked to describe the status/stage of development of the current career ladder in all participating districts/charter schools/BOCES. Please see the Elements of the Proposal Section of the RFP. Please also see the answer to question #14.

**Question 18: Through our STLE-3 grant we are paying stipends to principals in career ladder roles for conducting professional development for other principals. Can we apply for funding through STLE-D to pay stipends to these principals for conducting additional professional development?**

**Answer:** STLE principals may receive stipends for work beyond regular duties for those participating in the dissemination activities (not to exceed \$30,000/stipend per individual). However, funding under this RFP must be supplemental to, and must not supplant, any other funding source, including previous STLE grants. Attachment V: Assurance of Funding Form is a mandatory requirement of the STLE-D application and requires the applicant to certify that any and all funding provided through this RFP is supplemental to, and will not supplant, any other funding source.

**Question 19: For this application, we are proposing expanding our STLE program within our own school district, to support non-STLE teacher leaders and new administrators. One of our previously-funded STLE activities included a Principal Mentor working closely with novice leaders to share best practices and provide support and critical feedback. Can we allocate funds under STLE-D to continue this model?**

**Answer:** If the applicant is a current or former STLE recipient seeking to create partnerships within their own district between STLE-principals and those principals and/or teacher leaders on principal career pathways who have not and will not otherwise receive services, funding, and supports under the district's current or former STLE program, the applicant must make a compelling case for why it is important to receive additional funds to expand their STLE work deeper within their district through the dissemination activities. Please keep in mind that funds cannot supplant other funding sources.

**Question 20: Can funding be used to add activities (such as professional development) for existing principals/teacher leaders (already participating in activities funded by a previous STLE award), if additional (non-STLE) principals/teacher leaders will also participate?**

**Answer:** The activities proposed in the STLE-D application are intended to support the dissemination of effective principal practices and programs that are promising and/or successful in STLE schools, and to allow our STLE grantees to share their successful innovations in a collaborative endeavor. While activities, such as professional development, must be designed to primarily benefit non-STLE principals and/or teacher leaders, current/former STLE principals and teachers may also secondarily benefit from the new and expanded activities proposed in the STLE-D application. Please keep in mind that funds cannot supplant other funding sources. Please also see the answer to question #15, question #19, and question #30.

**Question 21: Can we use grant funds to purchase food or catering for professional development sessions?**

**Answer:** No. Please be advised that STLE-D is funded through federal Race to the Top monies and no federal grant funds can be used to pay for food or catering.

**Question 22: What source should we use for the student enrollment figures to be used to determine our maximum grant award?**

**Answer:** Enrollment for the purposes of this RFP should be based upon the Fall 2013 BEDS Day enrollment for grades K-12 reported by the district in the Student Information Repository System (SIRS).

**Question 23: Should we include Pre-K enrollment in our student enrollment (to determine grant awards) – or just K-12?**

**Answer:** No. Please see the answer to question #22.

**Question 24: To arrive at our district's potential award amount, do we use total student enrollment numbers based on fall 2013 BEDS data, or June 2014 year-end enrollment?**

**Answer:** Please see the answer to question #22.

**Question 25: To determine enrollment and calculate maximum possible award amounts, should we use a district's enrollment as it stood at the close of the 2014 academic school year, BEDS Day data from fall 2013 or the data on the 2012-13 Report Cards posted on the NYSED data website?**

**Answer:** Please see the answer to question #22.

**Question 26: If our district has 1,500 students, is our maximum \$250,000 (as listed in the chart on page 12 of the RFP) or \$187,500 (which is \$125 per student)?**

**Answer:** If your district has 1,500 students, the maximum allowable award amount is \$250,000 as shown in the chart on page 12 of the RFP. Applicants' maximum grant requests will be based on the combined enrollment of the lead applicant and any district, BOCES or public charter school consortium members, for an award of \$125 per student, up to the maximum award amounts defined in the table in the Award Distribution section of the RFP. Please note consortia comprised of both districts and BOCES must count students enrolled in both the home district and BOCES *only once* to determine the number of students for award calculation. Districts and BOCES must certify, by signing the Mandatory Requirements Certification form, that students were counted only once.

**Question 27: Could you please clarify/explain what the following means? "Currently 60 percent of teachers and 65 percent of principals in the partner district have HEDI ratings that differ by less than two rating categories from their overall HEDI rating."**

**Answer:** In the Measurable Outcomes example provided in Appendix B, an applicant has chosen to focus on an increase in the percentage of teachers and principals whose HEDI ratings on the State-provided growth measure differ by less than two rating categories from their overall HEDI ratings as related to their Overall Goal of creating a culture of joint responsibility between teachers and principals by promoting professional growth through peer to peer observation and evaluation. In a well calibrated evaluation system there should be a strong correlation between each subcomponent of the APPR.

**Question 28: Can participating principals include other administrators, such as assistant principals or assistant superintendents?**

**Answer:** Yes, non-STLE districts may include other administrators as recipients of the dissemination activities as proposed in the applicant's proposal; however, the activities must be designed to primarily benefit non-STLE principals and/or teacher leaders on principal career pathways. As a reminder, NYSED will not mandate or create the specific duties and responsibilities of the partnership. Rather, STLE grantees will have the ability to showcase their innovative work completed through the STLE cohorts, as well as create opportunities to share

best practices for developing and implementing a comprehensive TLE system, including accompanying programs and initiatives, with teacher leaders, principals, districts, BOCES, and/or public charter schools that have not had the advantage of being involved with and/or awarded a STLE grant during Race to the Top.

**Question 29: Can participating “principals” include other administrators, such as subject coordinators or directors?**

**Answer:** Please see the answer to question #28.

**Question 30: Does the training/mentoring for new principals/teacher leaders have to be led by current STLE-funded principals/teacher leaders?**

**Answer:** Proposed training/mentoring in an STLE-D application need not be exclusively led by current or former STLE principals and/or Teacher Leaders on principal career pathways. For example, promising and/or successful STLE training and mentoring programs may have occurred through collaborative work with a third party organization in previous STLE grants, and the applicant is seeking to expand upon this to be inclusive of non-STLE principals and/or teacher leaders on principal career pathways. As a reminder, NYSED will not mandate or create the specific duties and responsibilities of the partnership, and funds cannot be used to supplant other funding sources. For further examples of possible dissemination activities, please see page 9 and Appendix D: Sample Dissemination Activities in the RFP.

**Question 31: What is the total maximum page limit for the program narrative?**

**Answer:** Please stay within the recommended page ranges provided in the Elements of the Proposal section of the RFP.

**Question 32: Is there a page limit for the budget narrative/form?**

**Answer:** Please see the answer to question #31.

**Question 33: What are the maximum allowable pages for the Application Narrative (sections A & B)?**

**Answer:** Please see the answer to question #31.

**Question 34: For a district that won an STLE 1 grant – can we create new activities? Or must we continue the old activities?**

**Answer:** The purpose of this RFP is to support the dissemination of effective principal practices and programs that are promising and/or successful in STLE schools allowing our STLE grantees to share their successful innovations with non-STLE principals and/or teacher leaders. Applicants must demonstrate the practices and innovations they seek to share with partner(s) are effective, using both qualitative and quantitative data from their STLE initiatives, and worthy of replication and dissemination. Examples of what these dissemination activities might look like

are included in Appendix D: Sample Dissemination Activities. Please note that the sample dissemination activities are hypothetical and illustrative only and are provided to assist applicants considering applying for this grant.

**Question 35: Can we offer any additional activities beyond what we offered in our previous STLE grant, to the benefit of already participating principals?**

**Answer:** Please see the answer to question #20 and question #34.

**Question 36: Can you give us any more detail on the “research study” mentioned in item #3 at the bottom of page 23 – including, how much staff time will be required? And will staff time be required during the grant period only, or could it occur after the grant period has ended?**

**Answer:** As a condition of receiving awards for the STLE-D grant, applicants (both the lead applicant and any consortium members) must agree to participate in a NYSED-developed research study and its related activities that will evaluate the efficacy of the proposed dissemination program as well as the quality of the grantee’s evaluation system during and immediately following the grant period. NYSED’s goal is to be able to codify the lessons learned and disseminate the practices of our grantees, expanding upon the qualitative and quantitative data that is submitted through the interim and final reports. This research and its related activities will provide a more complete understanding of the efficacy of funded programs and initiatives. Examples of the activities may include, but are not limited to: webinars, convenings, and expert-led facilitated peer-to-peer learning sessions. Examples of the information NYSED will be requesting may include, but are not limited to: a comparison of the status of work within the districts before and after the grant period, future sustainability plans, reflections of those involved in grant-related activities, and the concrete tools and materials that were produced during the grant period for use in toolkits and resource materials. NYSED is cognizant of the time requirements of any additional requests, and, as such, will work to not create any undue burdens for our grantees.

**Question 37: If we won a previous STLE-1 grant and want to expand previous activities (which now have ended because the previous grant period is over) to new principals, can we also offer those activities to existing principals (who participated in the previous grant-funded activities)?**

**Answer:** The activities proposed in the STLE-D application are intended to allow our current/former STLE grantees to share their successful innovations and practices with non-STLE principals and/or teacher leaders. The primary benefit of all STLE-D activities will be to the non-STLE partners. It may be, however, that current/former STLE principals and teacher leaders also benefit from the new and expanded STLE-D activities. Examples of what these dissemination activities might look like are included in Appendix D: Sample Dissemination Activities. Please note that the sample dissemination activities are hypothetical and illustrative only and are provided to assist applicants considering applying for this grant. Please also see the answer to question #15.

**Question 38: If we are creating a new consortium of funded STLE districts and non-funded STLE districts and we all included different activities in our previous grants – do we have to pick one district’s activities? Can we use ideas from several previous applications? Can we create something brand new?**

**Answer:** Applicants must demonstrate that the practices and innovations they seek to share with partner(s) are effective, using both qualitative and quantitative data from their STLE initiatives, and worthy of replication and dissemination. As such, consortia may choose their best and most promising activities conducted from across their STLE initiatives for dissemination and are not restricted to one district’s activities. As a reminder, NYSED will not mandate or create the specific duties and responsibilities of the partnership; rather, NYSED will offer STLE grantees the opportunity to provide TLE system support to their non-STLE colleagues, through the dissemination of promising and/or successful programs, initiatives and best practices.

**Question 39: Is there a preference for funding consortiums or applications that will impact districts with a larger number of students, vs. applications that will only help in a district with fewer students?**

**Answer:** No. These factors will not be a consideration in scoring. Please refer to the Application Review and Scoring, and the Award Methodology sections of the RFP for additional information.

**Question 40: If a consortium only plans to target principals (not teacher leaders) do we still need a union sign-off from our teachers unions?**

**Answer:** The Assurance of Joint Commitment and Collaboration form is a mandatory requirement for all applications, and it must include all requested signatures. As indicated in the RFP, if a proposal does not meet all of the mandatory requirements, it will be rejected as non-responsive. Please note that the deadline for submission of this form is September 23, 2014.

**Question 41: The RFP allows for Assurance of Joint Commitment and Collaboration Forms to be submitted by Sept. 23, several weeks after the application deadline. For a BOCES that works with multiple districts, what would happen if, after submitting a BOCES-led application for a consortium of multiple districts, one (or more) of those districts was unable to complete a collaboration form by the Sept. 23 deadline because it could not get the signature of a union official? Would this completely disqualify the application? Or, if the application was reviewed, highly scored, and otherwise deemed fundable, would NYSED work with the BOCES lead to renegotiate the budget and related application elements so that the project could be funded to serve the remaining, compliant consortium districts?**

**Answer:** Failure to submit the Assurance of Joint Commitment and Collaboration form for all consortia members would make an application ineligible for funding even if the application received a passing score.

**Question 42: If we are applying as a BOCES-led consortium, do we need to implement the proposed activities within our BOCES itself – or can the BOCES just provide activities (at least 20%) to the districts, and serve as fiscal agent?**

**Answer:** As noted in NYSED’s Consortium Policy for State and Federal Grants (Appendix G) and elsewhere in the RFP, the lead applicant cannot act solely as a flow-through for grant funds to pass to other recipients. The fiscal agent (i.e., the lead applicant/consortium lead) must provide a minimum of 20% of the direct services supported by this grant, as reflected in the budget. This RFP provides funding for STLE principals to provide TLE system support by disseminating promising and/or successful programs, initiatives and best practices to non-STLE principals and/or teacher leaders on principal career pathways. NYSED will not mandate or create the specific duties and responsibilities of the partnership.

**Question 43: How does the M/WBE requirement impact whether or not an application will be funded? Is NYSED unlikely to fund an application that asks for a partial waiver, regardless of quality of the application itself? Is NYSED unlikely to fund an application that asks for a full waiver, regardless of quality of the application itself?**

**Answer:** All applicants are required to comply with NYSED’s Minority and Women-Owned Business Enterprises (M/WBE) policy. The compliance method that is chosen by the applicant will not be a factor in NYSED's scoring or award decision; however, if the applicant does not achieve compliance via any one of the three methods described in the RFP, the applicant will have thirty days from the date of notice of award to submit the necessary documents and respond satisfactorily to any follow-up questions from the Department. Failure to do so may result in loss of funding.

**Question 44: Can more than one BOCES apply together (with component districts of each BOCES) as a consortium?**

Yes. As indicated in the eligible applicants section of the RFP, consortium applications may include a combination of BOCES, districts, and charter schools as consortium members, providing that one Eligible Applicant serves as the lead. Please review the Eligible Applicants section of the RFP for eligibility requirements.

**Question 45: Our BOCES is leading a consortium of 10 component districts in the implementation of an STLE-3 project. We would like to seek funding under the STLE-D program to expand the STLE-3 principal leadership work to non-STLE principals in up to 8 of our component districts that were not part of the original STLE-3 project. When establishing a consortium to submit the STLE-D application, should our consortium be composed of JUST the 8 new districts, or should it be a consortium of 18 districts - with the original STLE-3 consortium members also members of the STLE-D consortium?**

**Answer:** The consortium can comprise all participating districts, including those that have received STLE grants in the past, *only if* each of the component districts has an eligible non-STLE principal who will be a recipient of the dissemination activities. The activities must be designed to allow STLE principals to provide non-STLE principals and/or teacher leaders on

principal career pathways with TLE system support through the dissemination of promising and/or successful programs, initiatives and best practices. For purposes of this RFP, a “non-STLE principal” is defined as: 1) a principal in a district, BOCES or charter school that was not awarded a grant under STLE; and/or 2) a principal in a STLE district, BOCES, or charter school who has not and will not otherwise receive services, funding, and supports under the grantee's former or current STLE program.

If the applicant is seeking to create a partnership within a current or former STLE district between STLE-principals and non-STLE principals and/or teacher leaders on principal career pathways, the applicant must make a compelling case for why it is important to expand the STLE work deeper within the STLE district.

**Question 46: Also, in the case cited above, if you advise that the BOCES-led STLE-D consortium should be comprised of just the 8 new districts, can we budget in the STLE-D application for additional professional development activities (not covered by the STLE-3 grant budget) that can be extended both to the new STLE-D principals and to the original STLE-3 principals?**

**Answer:** Please see the answers to question #37 and #45.

**Question 47: If we are applying as a BOCES-led consortium, must the activities be made available to BOCES principals/administrators? In a BOCES-led consortium, can we include BOCES principals?**

**Answer:** Please see the answer to question #45.

**Question 48: What about other additional support activities not covered under the STLE-3 budget - can they also be extended to the original STLE-3 principals?**

**Answer:** As described previously, the activities proposed in the STLE-D application are intended to support the dissemination of effective principal practices and programs that are promising and/or successful in STLE schools, and allowing our STLE grantees to share their successful innovations in a collaborative endeavor. While activities must be designed to primarily benefit non-STLE principals and/or teacher leaders, current/former STLE principals and teachers may also secondarily benefit from the new and expanded activities proposed in the STLE-D application. Please keep in mind that funds cannot supplant other funding sources. Please also see the answer to question #15, question #19, question #20, question #30, and question #45.

**Question 49: We previously won an STLE grant as a consortium. If the activities we propose under this grant would not directly benefit existing consortium members (because they don't have additional principals to include), can we still include them in the grant? Or should we only include those districts that would see an additional benefit?**

**Answer:** If the consortium members do not have eligible, non-STLE principals, they should not be included in the consortium (unless they are serving as the consortium lead). As per the RFP,

STLE 1, 2 or 3 grantees may apply to form a consortium with other STLE 1, 2 or 3 grantees, providing the grantee has an eligible principal(s) and/or teacher leader(s) on a principal career ladder pathway who was not/is not a part of the previous STLE grants. Please also see the answer to question #45.

**Question 50: If a district that is currently part of a BOCES-led STLE grant wishes to submit an application to bring non-STLE principals (from its district and/or from non-STLE districts) into the Principal Leader Network, Professional Learning Communities and related activities created by the original STLE grant, can it contract with the BOCES to provide services for the non-STLE principals?**

**Answer:** Yes. Please note that applicants must illustrate that funds do not supplant other funding sources. Please also see the answer to question #30.

**Question 51: In such a case, if the applicant district contracts with the BOCES, should we exclude the BOCES contract amount from the MWBE calculation? The BOCES contract may cover BOCES personnel costs to help coordinate the district's project within the framework of the original STLE grant. Such a contract might or might not also cover the costs of professional development coordinated and provided through the BOCES. The PD may be provided directly by BOCES personnel and/or by an external firm(s).**

**Answer:** A contract with a BOCES, even those portions of the contract that support personnel, is considered part of the total discretionary non-personal service budget for the STLE-D RFP and should not be excluded when calculating the M/WBE goal amount for this grant application. The M/WBE Goal Calculation Worksheet is provided for use in calculating the dollar amount of the M/WBE goal for this grant application. If an agency is unable to meet the M/WBE goal for this RFP, the agency may request a partial or full waiver, as described in the M/WBE Participation Goals section of the RFP.