



New York State Education Department



**Strengthening Teacher and Leader Effectiveness
Dissemination Grant: Principal Leadership
Request for Proposals**

Webinar

August 4, 2014

Questions? Send an email to: STLED@mail.nysed.gov



Introductions



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Office of Teacher and Leader Effectiveness



Questions & Answers



- All questions should be emailed to: STLED@mail.nysed.gov.
- Questions must be received no later than August 8, 2014.
- Questions and Answers will be posted by August 15, 2014 at <http://usny.nysed.gov/rttt/rfp/stle-d/>.



Agenda



- Funding Opportunity Overview
- Eligibility
- Purpose of the RFP
- RFP Focus: Dissemination of Successful STLE Activities
- Funding Requests
- Mandatory Requirements
- Required Elements of the Proposal Narrative
- Allowable Activities and Costs
- Application Review & Scoring
- Award Methodology
- Required Reports
- Helpful Tips for Completing your Application
- Closing & Important Dates

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Funding Opportunity Overview



Legislative Authority

- Race to the Top (RTTT) through New York State Education Department (NYSED)

Funding

- Source: RTTT
- Estimated Funds Available: \$5 million

Important Dates for Awarding Grants

- Applications must be received by August 29, 2014
- Anticipated Preliminary Award Notification: October 15, 2014
- Anticipated Project Period: November 1, 2014-June 30, 2015.



Eligibility



Eligible Applicants

Eligible Applicants are individual 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 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.



Eligibility



Individual Applicants:

Individual applicant

- Individual STLE 1, 2, and/or 3 grantees (including BOCES consortium leads and consortium component districts) may apply individually, to partner with principals within their district, charter school and/or consortium, providing they have 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.



Eligibility



Applicants may apply as a Consortium:

STLE district-led Consortium

- Applicant is: Individual STLE district
- Consortium members may be one or more public school districts, BOCES or public charter schools

STLE public charter school-led consortium

- Applicant is: Individual STLE public charter school
- Consortium members may be one or more public school districts, BOCES or public charter schools

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Eligibility



Applicants may apply as a Consortium:

Individual STLE 2 or 3 BOCES-led consortium

- Applicant is: Individual STLE 2 or 3 BOCES
- Consortium members may be one or more public school districts, BOCES or public charter schools

STLE Component District-led consortium

- Applicant is: Individual STLE consortium component district
- Consortium members may be public school districts, BOCES or public charter schools

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Additional Requirements and Information



Please note:

- In a consortium application, an Eligible Applicant must serve as the lead applicant/fiscal agent for the grant (please see Appendix G of the RFP).
- Applicants must certify that the STLE principal(s) chosen to complete STLE-D work is rated Highly Effective or Effective on their most recent, complete APPR .
- STLE 1, 2 or 3 grantees may apply to form a consortium with another STLE 1, 2 or 3 grantee, providing the grantee has an eligible principal(s) and/or teacher leader(s) on a principal career pathway who was not/is not a part of the previous STLE grants.
- Consortium applications may include a combination of BOCES, districts, and charter schools as consortium members, providing that one Eligible Applicant serves as the lead.
- No public charter school, public school district, or BOCES (as applicable) may individually apply for, lead or be a member of an applicant consortium, for more than one Dissemination grant application.

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Purpose



Through this RFP STLE grantees must create partnerships with any non-STLE principals and/or teacher leaders on principal career pathways in both current and former STLE districts, BOCES, or public charter schools and non-STLE districts, BOCES, or public charter schools to support the dissemination of effective practices and programs that are focused on principals and/or teacher leaders on principal career pathways. By sharing practices and programs that have been developed and proven promising and/or successful in STLE schools, STLE principals will be able to share their successful innovations in a collaborative endeavor with any designated partnership.



RFP Context

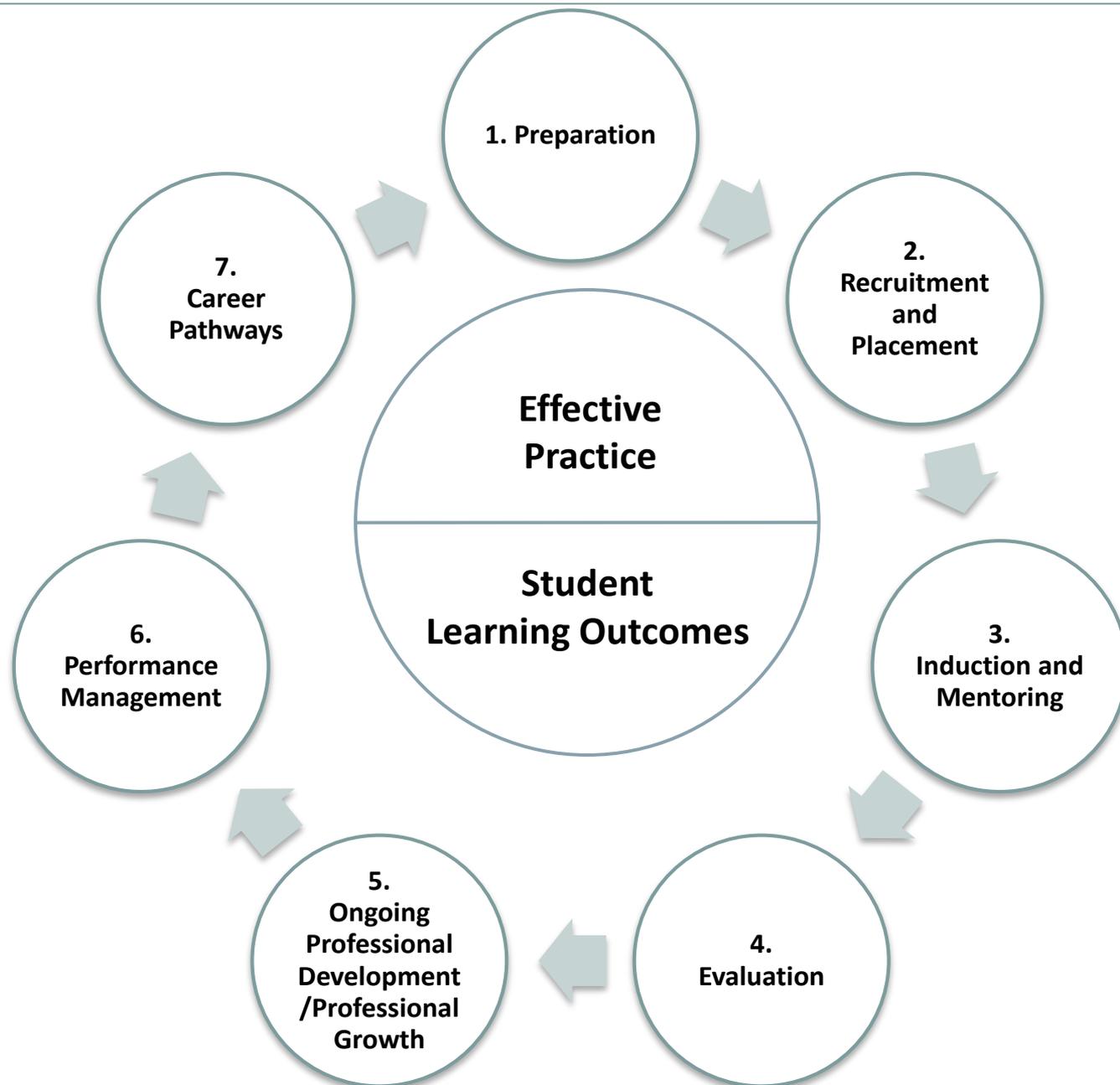


Teacher and Leader Effectiveness Continuum

NYSED's original Race to the Top (RTTT) application envisioned supporting all aspects of the TLE continuum (see graphic on following slide) by awarding funds to districts and their partners to fund specific aspects of the TLE continuum.

This RFP combines funds from other original RTTT projects and seeks to encourage and support districts, BOCES and/or public charter schools to develop TLE programs that specifically target the dissemination of effective principal practices and programs.





RFP Focus: Dissemination of Successful STLE activities



Through this funding opportunity, STLE districts must develop opportunities for non-STLE principals and/or teacher leaders on principal career pathways to learn from and receive the critical support necessary in order to facilitate stronger implementation of their TLE systems.

Through this RFP, 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.



RFP Focus: Dissemination of Successful STLE activities



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.



RFP Focus: Dissemination of Successful STLE activities



Design Principles for Consideration

- a common language to discuss effective teaching and leadership practices;
- articulated, clear expectations for effective teaching and leadership practices based on the NYS Teaching Standards and ISLLC Standards;
- adequate training so the educators with career ladder positions are prepared for the roles that involve new duties and responsibilities;
- initial and on-going calibration regarding effective teaching and leadership practices for conducting observations and providing feedback; and
- a focus on “a high-performing district/school culture,” which may be defined as: all faculty and staff have high expectations for all students; all students, faculty, and staff are learners; all students, with the assistance of faculty, set appropriately challenging intellectual goals for themselves; everyone in a school building treats everyone else with courtesy, respect, and dignity; and treating everyone with courtesy, respect, and dignity is evident in each person’s behavior and has been incorporated into the building’s code of conduct.

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Allowable Expenses



Funds may be used for projects that include, but are not limited to the following:

- Replicating and/or adapting STLE initiatives focused on principal training and school leadership structures for principals and/or teacher leaders on principal career pathways.
 - For example, an STLE grantee might use the funds to have a principal from their district partner with a peer district's principal to disseminate best practices in developing high-quality career pathways for teachers and school leaders, or best practices in strategies and approaches to coaching teachers on the use of assessment systems.
- Funds may be used to
 - Pay release time for principals and/or teacher leaders to be out of their buildings, designing and conducting principal training and technical assistance (TA) activities
 - Stipends for work beyond regular duties for those participating in the dissemination activities (not to exceed \$30,000/stipend per individual).
- See <http://usny.nysed.gov/rttt/rfp/stle-d/nysed-rfp-gt-24.pdf> for additional information on fundable activities and allowable expenses.

Questions? Send an email to: **STLED@mail.nysed.gov**



Funding Requests



Additional activities, if appropriate and necessary, may include, but are not limited to:

Applicants may choose to work with third-party organizations that are not applicants or consortium members. Any work done with the following entities should be included in the applicant's proposal narrative and budget, as appropriate. If the applicant deems it necessary, the applicant should enter into a Memorandum of Understanding, contract, and/or agreement for this work; however these documents do not need to be included as part of this application. Third-party organizations that an applicant may work with include:

- Institutions of Higher Education
- Public School Districts
- BOCES
- Individual Public Schools, including Charter Schools
- Public School Districts or BOCES on behalf of their Teacher Centers subject to any limitations of Education Law §316
- Non-profit agencies/entities
- Other vendors

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Mandatory Requirements



**Failure to submit any of the
mandatory requirements
will result in ineligibility.**



Mandatory Requirements



Mandatory Requirement	Explanation
Application Cover Page: Attachment I	<ul style="list-style-type: none"><li data-bbox="610 476 1016 511">• Signed Attachment I
Mandatory Requirements Certification: Attachment II	<ul style="list-style-type: none"><li data-bbox="610 605 1858 639">• Signed to certify that the application meets all mandatory requirements.
Assurance of Joint Commitment and Collaboration Form: Attachment III	<ul style="list-style-type: none"><li data-bbox="610 691 1839 782">• Must be submitted with all necessary original signatures (applicant and applicable collective bargaining agents) by September 23, 2014<li data-bbox="610 796 1812 888">• Must be submitted using Attachment III (III-A for individual applicants and III-B for consortium applications) by September 23, 2014
Memorandum(s) of Understanding (MOU): Attachment IV	<ul style="list-style-type: none"><li data-bbox="610 905 1812 1042">• <i>For Consortium applicants only:</i> An MOU between the lead applicant and each consortium member must be completed, signed and submitted.
Assurance of Funding: Attachment V	<ul style="list-style-type: none"><li data-bbox="610 1062 1715 1153">• Signed Attachment V, certifying that STLE-D grant funding is supplemental to, and does not supplant, other funding sources.



Mandatory Requirements Certification



All applicants must submit the Mandatory Requirements Certification which certifies:

- The applicant has/will provide all mandatory documentation and
 - Certifies that the STLE principal(s) chosen to complete STLE-D work is rated Highly-Effective or Effective on their most recent APPR, and
 - Certifies for consortia comprised of districts and BOCES that students enrolled in both the home district and BOCES were counted only once to determine the number of students for award calculation.



Mandatory Requirement: MOU



Consortium applicants must submit a Memorandum of Understanding (MOU)

- The lead applicant must submit one MOU that is signed by each consortium member
- Individual applicants should *not* submit the MOU



Mandatory Requirement: Assurance of Joint Commitment and Collaboration Form

All applicants must submit the Assurance of Joint Commitment and Collaboration Form, signed by the applicant and all associated collective bargaining agent(s)

In this Assurance Form, the applicant (and all consortium members if a consortium application) and all applicable collective bargaining units **must** sign in order to certify that:

- All initiatives described in the application are consistent with applicable collective bargaining agreements; and
 - If awarded funding under this RFP, the applicant will undertake and implement the initiatives proposed in the application; and
 - In order to receive funding, and continue funding, the applicant (school districts, charter schools, BOCES and all consortium members if applicable), will have an approved APPR plan and be implementing it throughout the entire grant period.
- Due by September 23, 2014.**

Questions? Send an email to: STLED@mail.nysed.gov



Required Elements of the Proposal Narrative



Applicants must include a Proposal Narrative for Sections A-C of the proposal. Be sure to review the following appendices for additional information:

- Appendix B: Goals and Measurable Outcomes
- Appendix C: Workplan/Timeline
- Appendix D: Sample Dissemination Activities
- Appendix E: STLE 1, 2, and 3 Grantees/Eligible STLE-D Applicants
- Appendix F: Scoring Rubrics
- Appendix G: NYSED Consortium Policy for State and Federal Discretionary Grant Programs
- Appendix H: Prequalification Application for Grants Reform (requirement for public charter schools only)
- Appendix I: Additional Resources



Required Elements: Section A



Section A: Dissemination Activities and Justification 50 points

The overarching purpose of Section A of the proposal narrative is to clearly and comprehensively detail the following:

- the partnership between an STLE-principal and non-STLE principal(s), or teacher leader(s) on a career pathway, the applicant intends to implement;
- all activities deemed necessary to complete implementation of the partnership; and
- the current stage of the 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.

Questions? Send an email to: STLED@mail.nysed.gov



Required Elements: Section B



Section B: Dissemination Support Summary 30 points

The overarching purpose of Section B of the proposal narrative is to detail the communication plan, the workplan/timeline, the overall goals and measurable outcomes and organizational capacity for the applicant's dissemination activities.



Required Elements: Section C



Section C: Budget Forms and Narrative 20 points

Section C should:

- Provide details and justification for the funding request:
 - Including all proposed expenditures and indicating the basis of calculation for each cost
 - Illustrating how the proposed expenditures align with the proposal's initiatives and goals
 - If applicable, includes a detailed description of any other funding streams/contributions related to the proposed dissemination activities. Be checked for calculation accuracy in all budget forms. Inaccurate calculations and/or discrepancies between forms will adversely affect the scoring of this section.



Required Elements: Section C



Section C: Budget Forms and Narrative 20 points

Section C should also:

- Provide details and justification for the funding request:
 - If applicable, include a description of any other sources of funds (within and outside the district/school).
 - Indicate, for each proposed expenditure, the total funding amount requested and the code under which it applies:
 - Consortiums should provide all of the information requested above. The lead applicant will serve as the fiscal agent for the grant and, as such, the above must be completed only by the lead applicant, in consultation with all consortium members. Budget items should include all project income and expenses for all consortium members, identifying individual members as appropriate. Consortium applications should demonstrate in the budget narrative that the lead applicant will not act solely as a flow-through for grant funds and that a minimum of 20% of the dissemination funding will directly support the activities of the lead consortium applicant.

Questions? Send an email to: STLED@mail.nysed.gov



Required Elements: Budget Forms



FS-10

- Complete an FS-10
- The most current form is available online at: <http://www.oms.nysed.gov/cafe/forms>

Budget Narrative

- Complete Attachment VI: Budget Narrative, detailing and justifying the funding requests under this RFP



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

M/WBE

- M/WBE requirements apply when an applicant submits an application for grant funding that exceeds \$25,000 for the full grant period
- 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.
- See Appendix VII for additional information and applicable forms



Allowable Activities and Costs



Program office staff will review budgets and eliminate any items that are deemed non-allowable or inappropriate. If any changes are made to a budget category form as a result of an expenditure being non-allowable or inappropriate, the program office staff person will communicate with the program contacts identified on the Application Cover Page and return a copy of the corrected budget category form.

An approved copy of the current year's Budget Summary Form (FS-10) will be returned to the contact person listed on the FS-10 cover page by the Office of Grants Finance. A window envelope will be used for the return mailing. Please make sure that the contact information is accurate, legible, and confined to the address field.



Application Review and Scoring

Is the applicant eligible?

- Eligibility criteria met?
- Mandatory requirements certification completed?
 - Assurance of Joint Commitment and Collaboration Form must be received by September 23, 2014.

YES

Applicant is Eligible

- Applicant will be scored out of 100 possible points
 - Section A: 50 points
 - Section B: 30 points
 - Section C: 20 points

NO

Applicant is Not Eligible

- Application is considered non-responsive and will not be reviewed.

Proposals must receive a minimum of 60 points out of 100 points in order to be eligible for an award.

Questions? Send an email to: STLED@mail.nysed.gov



Award Methodology



All applicants will be scored and then listed in a statewide rank order. The highest scoring applications will be awarded until there are insufficient funds to award the next ranked applicant in full. Award amounts are based on the combined enrollment of the STLE district, BOCES or public charter school and the non-STLE district(s), BOCES or public charter school(s).



Required Reports



- An Interim Report will be required on or before February 20, 2015.
- A Final Report will be required on or before July 15, 2015 for activities conducted November 1, 2014 through June 30, 2015.
- As a condition of receiving awards for the STLE-D grant, applicants (both the lead applicant and the partner applicant(s)) must agree to participate in a research study conducted by NYSED that will evaluate the efficacy of the proposed dissemination program compared with non-participating individuals, schools, and/or programs within the applicant districts, BOCES, or public charter schools both during and following the grant period.
- Failure to provide required reports when requested may result in a stop payment on future awards and jeopardize future awards until the situation has been resolved to the satisfaction of the NYSED.

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Helpful Tips/Closing



- Follow, in full, all mandatory requirements (e.g., make sure documents are signed)
- Submit complete and accurate budget forms
- Adhere to the scoring rubrics for each component of the grant
- Use the Application Checklist and Mandatory Requirements Certification form to help you ensure your application is complete.
- Use the appendices – they are there to provide additional support and guidance.
- Email your questions no later than August 8, 2014 to STLED@mail.nysed.gov.



Closing



Important Dates

August 8, 2014:	Email any questions to STLED@mail.nysed.gov .
August 15, 2014:	Questions and Answers will be posted at http://usny.nysed.gov/rttt/rfp/stle-d/ .
August 29, 2014	Applications must be received at NYSED by this date.
October 15, 2014:	Anticipated Preliminary Award Notification.
November 1, 2014:	Anticipated Program Period begins on November 1, 2014; Program Period ends on June 30, 2015.

