

NYSED Learning Technology Grant (LTG) RFP #GC24-008
Questions and Answers

Q 1. Can you send me the spec documents for the Learning Technology Grant?

A. All required documents and specifications for submission of applications are included in the NYSED Learning Technology Grant (LTG) RFP #GC24-008 available at <https://www.p12.nysed.gov/funding/currentapps.html#2025-2027-ltg>.

Q 2. Is the LTG open to non-public schools? May non-public schools apply?

A. Eligible applicants for this funding opportunity are public school districts and consortia of public-school districts and BOCES, only. Non-public schools may not apply. However, all public school district applicants, either individual district applications or as part of a Consortium, must give Religious and Independent Schools within their boundaries the opportunity to participate. Religious and Independent Schools choosing to participate must be given the opportunity for meaningful and substantial involvement in the development of the proposal.

Q 3. Can charter schools apply for this grant?

A. Charter Schools are not eligible to apply for this funding opportunity.

Q 4. Should the FS10 for Year 1 reflect half of the award that the district is seeking annually? For example, if a district applies for \$100,000 annually, would this mean you expect to see a plan for \$50,000 in Year 1, and budget summaries for \$100,000 in each of the two subsequent years on the application?

A. No. While the duration of the year 1 of this grant is truncated due to the release date for this funding opportunity, the amount of funding available each funding year is not diminished. The applicant would apply for the full amount of funding sought, up to the available limits, each of the three grant years, and prepare the year 1 and all subsequent year FS-10s accordingly.

Q 5. For the year 1 proposal- even though the grant period is only the January- June, are we still allocating the 100,000- or should we only be allocating 50,000?

A. Applicants may allocate the full \$100,000, where applicable, for the year 1 January to June grant period. See also the answer to question #4, above.

Q 6. I'm unclear of the budget allocation if a NYC CSD applies for the LTG grant. How much is available per school, district, etc.? While the information online indicates total budget, I do not see where the specific amount for schools or districts is shared.

A. \$800,000 will be allocated for annual awards to New York City Community School Districts. Individual Community School Districts may receive one (1) maximum annual award of \$100,000, and a Consortium of two (2) or more Community School Districts may receive one (1) maximum annual award of \$200,000. How the successful NYC CSD or CSD consortia applies funding received per school or district is up to the discretion of the applicant and is not detailed and is

beyond the scope of this RFP. Awardees should use funding per school or district to best meet the goals expressed in their application.

Q 7. Per the RFP (page 12), the project period is 2.5 years, but applicants are expected to complete “Phase 1 work in Year 1, Phase 2 work in Year 2 and Phase 3 work in Year 3,” which is three years rather than 2.5 years. How does that work (completing three years of project work in 2.5 years)?

A. Use of the term ‘year’ in the RFP is in reference to the fiscal period, ending each June 30 of the three periods of the duration of the grant. The grant period is 2.5 years from January 1, 2025, to June 30, 2027. Therefore, phase 1 work would be completed between January 1, 2025, to June 30, 2025, a shortened, or six-month period. Years 2 and 3 of the grants would be a full twelve months each.

Q 8. Will NYSED consider extending the application deadline for the Learning Technology Grant?

A. No. NYSED is not able to reconsider extending the Learning Technology Grant application deadline.

Q 9. I am writing to express our concerns over the deadline of August 13, 2024, for the Learning Technology Grant applications. Our team of grant writers are currently working on other grant applications. We do have interest from districts in forming a consortium for the Learning Technology Grant, but do not have the capacity to meet the deadline since it is so close to the deadlines for the other. Can the Learning Technology Grant deadline be extended? If not, we likely won't be applying.

A. No. NYSED is not able to reconsider extending the Learning Technology Grant application deadline.

Q 10. When we offer the opportunity to connect with and do outreach to religious or independent schools, how many of those schools should we reach out to?

A. All public school district applicants, either individual district applications or as part of a Consortium, must give Religious and Independent Schools *within their boundaries* the opportunity to participate. So, the expectation is that outreach is to all non-public schools in the geographic catchment of the lead applicant. In NYC this would be the CSD, in a public school district the district, and for a BOCES the catchment of the component school districts.

Q 11. When we offer the opportunity to connect with and do outreach to religious or independent schools, are we offering services to benefit them, or are they offering services to benefit us?

A. Religious and Independent Schools choosing to participate must be given the opportunity for meaningful and substantial involvement in the development of the proposal, toward the goals of the grant, which are development, implementation, and sharing of innovative programs that utilize learning technologies to personalize learning and increase access to high-quality, rigorous learning experiences for all students – whether enrolled in public or independent schools - as well as professional development programs to assist all teachers and educational leaders in effectively utilizing learning technology, whether employed in public or private institutions.

Q 12. In the maximum number of proposals section, only the New York City Community school districts are mentioned. NYC also has high school districts, which are interested in submitting proposals. Are the high school districts required to work with the community school district to be eligible, or can they apply separately?

A. Yes, the NYC high school districts should find a way to participate with or submit proposals through the NYC Community School Districts for this grant. NYC high school districts should not apply separately.

Q. 13 Are high school districts like the Queens South High Schools or Brooklyn North High Schools able to apply for this award?

A. The NYC high school districts should have proposals submitted through a NYC Community School Districts for this grant. New York City proposals must be submitted by a Community School District (CSD), or a consortium of CSDs. NYC high school districts should not apply separately. Note: The lead applicant of a Consortium must play an active role in the program proposal and may not act solely as a flow-through for grant funds. NYSED has established a minimum level of direct service of 10% to be provided by the fiscal agent.

Q 14. New York City Public Schools' CUNY and Urban Assembly Schools district of secondary schools are not a CSD; instead, we are city-wide district serving 43 schools across 20+ geographic districts. May we apply for the Learning Technology Grant as we are not a CSD, yet we are also not a consortium?

A. New York City proposals must be submitted by a Community School District (CSD), or a consortium of CSDs. A NYC CUNY/UA district of secondary schools may apply through a Community School District (CSD) lead or CSD consortium lead. Note: The lead applicant of a Consortium must play an active role in the program proposal and may not act solely as a flow-through for grant funds. NYSED has established a minimum level of direct service of 10% to be provided by the fiscal agent.

Q 15. What might a NYC CUNY/UA district do, if able to apply through a Community School District (CSD) or CSD consortium lead for the grant, around notifying religious institutions about the opportunity to participate, as our schools are across the entire city?

A. If an NYC CUNY/UA district can apply through a Community School District (CSD) lead, all Religious and Independent Schools within their boundaries of the lead CSD must be given the opportunity to participate.

Q 16. The RFP mentions "description of the contribution of internal and external groups, in addition to the participating Religious and Independent Schools, to the proposal." Who are internal and external groups?

A. Internal and external groups who might contribute to development of an applicant's LTG proposal is a reference to the multiple stakeholder groups who might have a vested interest in the applicant's LTG program proposal. These groups might include, but are not limited to; parent and parental groups, like a PTA, teachers, and teacher groups, like a collective bargaining unit, school boards, student government or other committees, school administrator committees or teams, local businesses, or local governments or other authorities. These are listed in this

response just by way of example of potential internal or external groups that may wish to participate in development of or be impacted by an LTG proposal.

Q 17. The RFP reads, in part, “Additional Funding Resources - Describe additional funding resources in support of the proposed project activities”. What do you mean by "additional funding"? Are we supposed to have our own money aside to put help support this program we want funded?

A. Yes. Points in the scoring of the applications can be awarded for the inclusion of information on current and future funding streams that will be leveraged to sustain the goals of this grant program. One of the goals expressed in the RFP is sharing of resources with New York State Schools and districts interested in implementing a similar program. Strong proposals may explain how the program will be sustained beyond the scope of the grant period. Sustainability could be supported in multiple ways, so points can be awarded in this section for descriptions of how applicants engage the support and involvement of a variety of community partners.

Q 18. What does "Creative Commons" mean (on page 47)? What does it mean when you say that "It is a requirement that materials be licensed under Creative Commons..." I get that we must place it on a website, but what do you mean by licensed under Creative Commons? We can only use contracted vendors and they may not be licensed under Creative Commons.

A. Creative Commons licenses are legal tools that help provide copyright permissions to the public and are best described under the “WHAT ARE CREATIVE COMMONS LICENSES?” tab at <https://chooser-beta.creativecommons.org/>. The goal and purpose of licensing artifacts produced through the Learning Technology Grant under Creative Commons licenses are so that other NYS districts can freely use, copy, adapt, and implement similar programs in their districts without infringement upon copyright. Contracted vendor provided resources might generally be proprietary intellectual property not legally suitable for re-publication on a publicly available website without copyright infringement. Contact the vendor for specific details. See [Appendix B](#) for a “List of Possible Artifacts to be Produced During Grant Period”.

Q. 19. The multi-step process described in the bulleted list on page 12 of the RFP seems to indicate the project can last up to 4.5 years. However, the grant period is 2.5 years. Does this mean applicants will be completing up to two years’ worth of grant project activities without grant funding? Or maybe there’s another explanation for this discrepancy?

A. The project period of the Learning Technology Grant program is the 2.5-year span from January 1, 2025– June 30, 2027, and it is allowable and expected that most proposals will plan to complete Phase 1 in Year 1, Phase 2 in Year 2, and Phase 3 in Year 3. The multi-step process described in the bulleted list on page 12 of the RFP is not intended to indicate that the project period will last up to 4.5 years, or that applicants will be completing up to two years’ worth of grant project activities without grant funding. Rather, it is intended to allow flexibility to account for and credit documentation of activities already started or completed by a District or Consortia prior to the start of the January 1, 2025 grant period – possibly funded through other sources or through prior iterations of LTG, or independently by the agency - and therefore it may be appropriate – the grant allows for - for the District or Consortia to use this grant funds to begin at Phase 2 or 3. In these cases, the applicant is asked to provide in their proposal narrative a detailed description of how the work was accomplished. For instance, if a District has already

devoted substantial time and effort to plan a program, but has not yet implemented it, or that some of Phase 1 and/or 2 have been accomplished, but more work would lend to a more successful program implementation, then the District has the flexibility and is allowed to explain the planning process in the Proposal Narrative Section and would start its 2.5 Year Plan with Phase 2, rather than Phase 1, for example.

Q. 20. On page 12 of the RFP, the bulleted information indicates the max time for Phase 3 work is 2.5 years, but the text below that indicates that it is expected that Phase 3 work should be completed in Year 3, which is presumably a year. Please explain.

A. It is allowable and expected that most proposals will plan to complete Phase 3 in Year 3. However, if an individual District or Consortium has already started or completed some of Phase 1 or 2, it may be appropriate for the District or Consortia to use grant funds to begin at Phase 2 or 3. In these cases, the applicants will be asked to provide in their proposal narrative a detailed description of how the work was accomplished, so as to begin work later than the start of year one of the 2.5 year grant.

Q 21. On pages 38-39 of the RFP, should the content/narrative in the “Explanation and Justification” column cover all project years or just year 1?

A. In the Budget Narrative section, in the EXPLANATION AND JUSTIFICATION OF PROPOSED EXPENDITURE AND CALCULATION OF COST” column, the applicant should detail and justify the funding request under this RFP, including all proposed expenditures, and clearly indicate the basis of calculation for each cost during the full 2.5-year program period, including year 1. Applicants are advised in the RFP that additional sections/columns and/or separate charts may be added as needed to provide all necessary information. Applicants should clearly address content narrative to explain and justify all expenditures for all 2.5 years of the grant program period. Points are awarded in the scoring rubric for detail and justification for the funding request under this RFP, including all proposed expenditures and the basis of calculation for each cost during the program period of 1/1/2025-6/30/2027, not just in year 1.

Q 22. On page 46 of the RFP, “appropriate learning standards and/or frameworks” are mentioned. Can you give some specific examples of these?

A. LTG Professional Development planning alignment to appropriate learning standards and/or frameworks could include New York State Teaching Standards, <https://www.highered.nysed.gov/tcert/pdf/teachingstandards9122011.pdf>, New York State Professional Development Standards, <https://www.nysed.gov/educator-quality/professional-learning-and-growth>, New York State Educational Leadership Standards, <https://www.nysed.gov/teacher-leader-development/teaching-and-educational-leadership-standards>, or any of the New York State student learning standards as appropriate, available at <https://www.nysed.gov/standards-instruction> .

Q 23. For the required video referenced on page 45 of the RFP, what should be included in the video?

A. The video referenced on page 45 of the RFP would apply only to successful grant recipients, and at the end of the 2.5-year grant period. Further guidance for creating the video would be provided to grant recipients well in advance of the culmination of the 2.5-year program.

However, it is anticipated that the video would make sure to protect PII/Student Data and Personal Privacy, should be 5 to 7 minutes in duration, name the organization and the name given the LTG project, include the person or persons who will be the contact point(s) for anyone interested in replicating the program, briefly describe the project and its goals, talk about what was accomplished during the 2.5-year project, include examples of what helped meet the goals and what challenges were met, and give the viewer tips on how to successfully implement this program or something similar in their schools.

Q 24. What type of quality is expected for the required video (RFP page 45)? For example, is a PowerPoint presentation converted to a video format sufficient?

A. The quality of the video is somewhat suggested in the guidance for creating the video answer above. The use of visual aids help to quickly engage the viewer. A Power Point presentation converted to video format is acceptable. The goal is for the video to be engaging enough to prompt viewers to explore the rest of a grant recipient's LTG web page.

Q 25. How will the video referenced on page 45 of the RFP be used?

A. The video produced by the grant recipient at the end of the 2.5-year grant period must be one of the artifacts created and published on the district's or consortium lead's website and would be for posting on the NYSED LTG website at the end of the 2.5-year cycle.

Q 26. Is it allowable to budget grant funds to produce the required video?

A. Yes.

Q 27. Can you confirm that the emailed narrative can be either and MS Word or a PDF file? One part of the RFP indicates it needs to be an MS Word document and another part of the RFP indicates it can be either format.

A. Yes, Microsoft Word is preferred, but either Word or PDF files that are editable and Optical Character Recognition (OCR) searchable are acceptable. Please do not submit the documents as a scanned PDF.

Q 28. For the MOU for consortium applicants, can we have each consortium member sign a separate page rather than trying to get multiple signatures on a single page (which may not be possible by the grant deadline)?

A. Yes. The Memorandum of Understanding document required for consortium applications indicates applicants may duplicate as necessary. Multiple separate pages with signatures by each consortium member are acceptable, as well as pages containing multiple signatures.

Q 29. Can you confirm that that only document that needs to be sent via snail mail is the signed FS-10 for Year 1 expenditures?

A. Yes, the only document to be sent via U.S. mail or other ground carrier – snail mail – in application for this funding opportunity, postmarked by the application deadline, August 13,

2024, is the One (1) original signed FS-10 (in the format described in RFP) labeled – RFP # GC24-008. This FS-10 must bear the original signature of the Chief School/Administrative Officer.

Q 30. We are looking to implement a new cell phone policy for the upcoming school year. We are in the process of investigating many different options. A brand of pouch systems that creates phone-free spaces is one of our top choices, however, the question is coming down to funding. Is the Learning Technology Grant offered through NYS an option for those pouches?

A. A brand of cell phone pouch systems - provided its purchase is integrated into an LTG program proposal of which it is an essential technology component required to help meet the goals of the program, and all other requirements of the RFP are met - could be an eligible line-item purchase listed with an LTG budget proposal, yes.

Learning Technology Grant (LTG) RFP #GC24-008 M/WBE Questions and Answers

Q 1. Will there be a list of subcontractors (M/WBE or otherwise) that applicants have access to in order to meet the MWBE requirements?

A. No, we do not have a list of subcontractors. In order to count towards the M/WBE utilization goal the subcontractor/vendor must be certified in New York State by Empire State Development's Division of Minority and Women's Business Development (DMWBD). M/WBE firms are searchable on the [directory](https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp) of certified M/WBE vendors: (<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>).

Q 2. If there is a list of subcontractors, M/WBE or otherwise, so, how would one get on that list?

A. M/WBE vendors that are eligible to count towards the M/WBE goal are listed on the New York State [directory](https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp) of certified M/WBE vendors (<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>). M/WBE vendors must apply and be certified by Empire State Development's Division of Minority and Women's Business Development (DMWBD).

Q 3. Could we gain access to a list of intended applicants? We are a state certified MWBE and would like to be available for subcontracting.

A. No, we cannot provide a list of intended applicants for this RFP. NYS certified MWBE firms who wish to express availability as subcontractors can email MWBE@nysed.gov. Our MWBE staff will share this information with any applicant looking for subcontractors.

Q 4. I've been approached by multiple districts about partnering with them for this grant. My company is currently an MWBE in NY state. (MWBE status as a woman.) I was planning to transfer company ownership this summer to someone who will also qualify as MWBE- the relevant services will remain the same. (*The process takes 90-120 days and will take place before January, but not before August.*) Can you please advise on what I need to consider given the timeline of this grant application?

A. Questions regarding ownership changes or changes in M/WBE certification status should be directed to Empire State Development (<https://esd.ny.gov/doing-business-ny/mwbe>). Any M/WBE vendor must be searchable on the New York State [directory](https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp) of certified M/WBE vendors (<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>) at the start of a contract term to be eligible to count towards the M/WBE goal.