

## 2022-2027 Liberty Partnerships Program (LPP) RFP Questions and Answers:

1) Rubric: It was noted a copy of the scoring rubric was included in the application attachment compilation. The rubric, however, is not listed on the application document check list. Is the applicant expected to include a copy of this with the submission, and if so, where should it be placed?

**The scoring rubric is not to be submitted as part of the application. It is included solely for informational purposes and is used by the reviewers to score submitted proposals.**

2) Durable Goods Form: Is it acceptable to submit a blank (with the exception of directory information included on the top of the form) durable goods form if there is no expectation of making purchases which would constitute such going into the presumed next funding cycle?

**If there are no expectation of making purchases which would constitute such, then no Durable Goods Form needs to be submitted.**

3) We are still working remotely and foresee difficulty securing hard signatures on the forms. Would DocuSign (or other official digital signature) be an acceptable alternative?

**MWBE forms can be submitted with electronic signatures. The FS-10 form must include an original signed copy. The Application/Application Cover Page must also have an original signature.**

4) Can electronic signatures on partnership agreements suffice?

**Partnership agreements can include electronic signatures.**

5) On page 24 of the RFP under Non-Allowable Costs item #6 states:

LPP funds cannot be used to pay for the salary or stipend of the Liberty Partnerships Program Director's Supervisor, or someone designated as a Principal Investigator for the grant contract.

Does this mean that the Director can NOT be the Principal Investigator?

**It does not mean that they cannot be the same person, but that LPP funds cannot go toward the salary/stipend of the director's supervisor.**

6) It was made mention during the informational webinar and in the RFP an external evaluator is required to be included within the budget of all submissions as a vendor. Is this evaluator chosen by NYSED or does each program choose their own? Is there a certain annual amount we should be including in our budget to cover the cost of this evaluator to participate on the project?

**The external evaluator that may be used to evaluate the statewide program would be funded by the Friends of Liberty, the professional organization for LPP projects. Any costs related to this evaluation would be included in the annual dues that each project pays to the Friends of Liberty. Dues are set annually by the Friends of Liberty.**

7) What is the per student allocation we should be using for budgeting purposes?  
As it is currently written, the RFP suggests a different figure than our current budgets reflect.

**The current Liberty Partnerships Program legislation limits the cost per student to \$1250.**

8) There appears to be a discrepancy between p. 30 of the "Application" and the page prior to attachment D of the "Master Grant Contract Template" as it pertains to probation/grant suspension. Page 30 of the application lists failure to reach the following performance outcomes as a reason for being placed on probation: Persistence Rate & Graduation - 95% or more, Dropout Rate - Not to exceed the dropout percentage of individual partner LEA(s) and Student Enrollment – 95% or more of Target Enrollment, whereas the master grant contract template includes an additional performance target of average contact hours per student/per year = 50 hours (combination of all services). This would significantly impact our programming and represent a monumental change from the 60 minutes of service per year to 50 hours. Is this contact hours target figure correct?

**This section of the RFP was edited on May 13, 2022. It no longer contains a reference to student contact hours. Please review the [edited version of the RFP](#).**

9) Probation/Grant Suspension

Projects will be placed on probation for failure to meet the following performance outcomes.

- a) The school Dropout Rate of the LPP participants based on the final report data should not be below the dropout rate for the district.
- b) Achievement of the Student Performance Targets will be based on the final report data
  - Measure Outcome
  - Persistence Rate & Graduation 95% or more
  - Dropout Rate 5 % or less
  - Student Enrollment 95% or more of Target Enrollment
  - Average contact hours per student/per year 50 hours (combination of all services)

Perhaps I am not reading a) correctly? It appears they are saying the dropout rate of our LPP students should be at least equal to the district's?

And then the last element of item b) states 50 hours of average contact per student for a year. Is this accurate? Serving each student an average of 50 hours per year? In the prior RFP, I believe it was 60 minutes of time.

And is the expectation 50 hours served per student enrolled in LPP per year? It seems impossible to satisfy the 50-hour requirement based on the fact that many students solely attend our after-school program. That program is an hour-long. Schools only have 40 weeks of student attendance. It also precludes us from taking on new students as they need to be seen. At the minimum 200 students required for the grant, it would only take 11 students missing the 50 hours for us to fall below the expected 95% served.

Projects will be placed on probation for failure to meet the following performance outcomes. a) The school Dropout Rate of the LPP participants based on the final report data should not be below the dropout rate for the district.

b) Achievement of the Student Performance Targets will be based on the final report data Measure Outcome Persistence Rate & Graduation 95% or more  
Dropout Rate 5% or less  
Student Enrollment 95% or more of Target Enrollment  
Average contact hours per student/per year 50 hours (combination of all services)

**This section of the RFP was edited on May 13, 2022. The Dropout Rate information states that it “Not exceed the dropout percentage of individual partner LEA(s)”. Please review the [edited version of the RFP](#).**

10) Does the LPP Director’s Supervisor (PI) have to be a faculty member, or can they be a professional staff member?

**The LPP Director’s Supervisor does not have to be a faculty member. They can be a professional staff member.**

11) If they can be a staff member, is there a requirement that they be full-time, or can they be a part-time staff member?

**They should be a full-time professional staff member who would be an appropriate supervisor of the Liberty Partnerships Program grant.**

12) What is the FTE expectations for the Supervisor/PI?

**The Supervisor/PI should be someone who represents the President in terms of ensuring that the grant is implemented as per the approved contract. The applicant institution needs to determine how much of the Supervisors/PI’s time will be dedicated to the LPP grant.**

13) Must projects have an overall student enrollment of at least 200 students with at least 40 students enrolled at each partner school and/or LEA PER YEAR or is this TOTAL over the course of the project?

**The overall approved contracted number of students to be served is an annual number. So, for example, an annual minimum number of students to be served would be at least 200 students with at least 40 students enrolled at each partner school and/or LEA.**

14) May you use funds to hire a 1.0 FTE project director?

**Funds may be used to pay the salary of a 1.0 FTE project director.**

15) The solicitation stipulates a prequalification requirement: The State of New York has implemented a new statewide prequalification process (described in <https://grantsmanagement.ny.gov/>) 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 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. Please review the additional information regarding this requirement in the Prequalification for Individual Applications section of this RFP. Does this apply to the lead IHE applying?

**Yes, it does apply to the lead IHE.**

16) Are matching funds encouraged?

**Matching funds are encouraged as they are an indicator of institutional support for the grant.**

17) An institution has two campuses located in NY. Can these two campuses apply under one application, or must one campus be designated?

**There is no prohibition against two campuses from one institution being included in the application as long as they meet the RFP requirements.**

18) In reviewing the application information posted for the Liberty Partnerships Program 2022-2027 Request For Proposal (RFP) on the New York State Grants Gateway portal, it was noted while the notice of the RFP is featured on the interface, that applications are intended to be sent via the mail as 2 hard copies as well as a version saved on a flash drive\*. Meaning, nothing, whatsoever, is intended to be submitted over the New York State Grants Gateway portal. Is this understanding correct?

*\*"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 "Liberty Partnerships Program Application GC 22-007".*

*Applications must be sent to the address shown below:*

*New York State Education Department*

*Office of Access, Equity and Community Engagement Services*

*Liberty Partnerships Program*

*89 Washington Avenue, Room 971 EBA*

*Albany, NY 12234*

*Email: [LPPRFP@nysed.gov](mailto:LPPRFP@nysed.gov)"*

**Correct. "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 "Liberty Partnerships Program Application GC 22-007".**

19) Can funded support services be provided digitally/online, e.g., tutoring, mentoring, tele-health counseling, professional development for personnel?

**Yes, funded support services may be provided digitally/online.**

20) Because students are accustomed to a wide variety of social media applications, can NYSED LPP funds be used for online subscriptions that put access to supports at students' fingertips?

**The use of NYSED LPP funds for online subscriptions would be determined based upon the relevance of the online subscription to the proposal's goals and objectives as outlined in the RFP. Another factor that would be considered is the total cost of the online subscription.**

21) What is the maximum award amount you can apply for?

**Funding for projects is done on a cost per student basis. The current legislation limits the cost per student to \$1250 per student.**

22) What is the maximum benefit rate for non RF SUNY Schools?

**CUNY schools can apply for benefit rates that are up to the maximum allowed for all CUNY institutions. Other non RF SUNY schools can apply for up to the maximum allowed by the applicant institution.**

23) There was an application # (LPP-0014) on some of the documents we submitted with the 2017-2022 grant application.

Please advise if there should be an application # on documents submitted with the 2022-2027 grant application. If so, where does that # come from?

**The RFP number for this competitive grant opportunity is GC 22-007.**

24) Can you please tell me if directors need job descriptions written up and submitted with the packet? Or is this not necessary, as the RFP outlines the directors responsibilities?

**A job description for the Project Director's position should be submitted as required by the RFP.**

25) Can it be explained in detail the allotted budget amount available per student for the LPP RFP 2022-27?

**Funding for projects is done on a cost per student basis. The current legislation limits the cost per student to \$1250 per student.**

26) Is there a budget for the maximum 360 student roster of \$540,000 or \$450,000?

**Funding for projects is done on a cost per student basis. The current legislation limits the cost per student to \$1250 per student.**

27) Also what is the expected cost per student?

**Funding for projects is done on a cost per student basis. The current legislation limits the cost per student to \$1250 per student.**

28) I would like to know if scanned copies of the LPP partnership agreements are acceptable for submission with our proposal?

**Scanned copies (which are signed) of the partnership agreements are acceptable.**

29) One of our superintendent's offices is located in a different borough/ outside of our school district. I would like to send the partnership agreement via email, if possible. Also- are electronic signatures acceptable?

**The partnership agreement should be included in the RFP submission. Electronic signatures for partnership agreements are acceptable.**

30) My question is in regards to Home Visits. What are the expectations for home visits? How many are required and are the visits up to program on a as needed basis? The rationale for the question is based purely on safety of staff members. Given the racial climate and school safety issues it is a huge concern for some.

**Home visits should be conducted within the ability of the project to provide such visits. There have been suggestions made (such as two staff per visit and/or meeting in a public space such as a fast-food restaurant) which have been useful in addressing the concerns raised in this question. Once funded, projects are provided with technical assistance in addressing concerns specific to their project operation, such as home visits.**

31) Note: On page 69 of the 2022-2027 LPP RFP, the MWBE Goal Calculation form contains a typo. On the Goal Calculation Form, line 10, it asks for Line 1 minus Line 8. It should read Line 1 minus Line 9. An updated version of the form is available and attached to this document.

## M/WBE Documents

### M/WBE Goal Calculation Worksheet

**RFP# and Title:** – Liberty Partnership Program

**Applicant Name:**

The M/WBE participation for this grant is 30% of each applicant's total discretionary non-personal service budget over the entire term of the grant. Discretionary non-personal service budget is defined as the total budget, excluding the sum of funds budgeted for direct personal services (i.e., professional and support staff salaries) fringe benefits, indirect costs for the lead, as well as Student Stipends /Tuition if these are allowable expenditures.

For the purposes of this RFP, direct personal services exclusions apply to the expenses of the lead applicant as well as any other members of the partnership. For example, the salaries of project staff employed by the IHE, LEA and CBO partners should be excluded from the total budget, along with the lead applicant's project staff salaries, when calculating the discretionary non-

personal service budget. Therefore, lines 2-4 below will include any project salaries and fringe benefits of the lead applicant AND members of the partnership. (Please note that the indirect costs of partner organizations are not allowable expenses under this grant program.) Please complete the following table to determine the dollar amount of the M/WBE goal for the 2022-2023 project year.

	<b>Budget Category</b>	<b>Amount budgeted for items excluded from M/WBE calculation</b>	<b>Total</b>
<b>1.</b>	Total Budget		
<b>2.</b>	Professional Salaries		
<b>3.</b>	Support Staff Salaries		
<b>4.</b>	Fringe Benefits		
<b>5.</b>	Student Stipends/Tuition		
<b>6.</b>	Indirect Costs		
<b>7.</b>	Empire Promise Registration, Empire Promise Hotel Rooms, Annual Dues to Friends of Liberty, Social-Emotional Assessments, Local Public Transportation (such as metro cards and mileage reimbursement), Rent/Lease/Utilities (includes postage and phones)		
<b>8.</b>	Required Partnerships ( <i>Partnership between IHE, local school districts, and Community Based Organizations</i> )		
<b>9.</b>	Sum of lines 2, 3 ,4 ,5, 6, 7 and 8		
<b>10.</b>	Line 1 minus Line 9		<b>0</b>
<b>11.</b>	M/WBE Goal percentage (30%)		<b>0.30</b>
<b>12.</b>	Line 10 multiplied by Line 11 =MWBE goal amount		<b>0</b>

**This form is only for use with the Liberty Partnerships Program 2022-2023. It may not be used with any other grant program.**