

General Questions

We appreciate the comment and have updated the date of the post as postmarked.

HEOPRFP@nysed.gov with a justification for withdrawal. While there are no specific penalties for future grant applications, a pattern of such actions could raise issues concerning responsibility of the applicant.

Award notifications will be sent as soon as the application review is completed. These are expected to be sent at the end of May or the beginning of June 2019.

Award notifications will be sent as soon as the application review is completed. These are expected to be sent at the end of May or the beginning of June 2019.

SED recommends tracking. Signature confirmation is not required, but the IHE can decide on shipping options like signature confirmation. Note the new postmarked date of 4/26/2019.

No.

Formatting

Yes. As outlined in the RFP; see question , too.

While we appreciate the commenter input, no change has been made. Using a 12-point font allows better readability of the proposal.

The quoted language on p. 44 of the RFP refers to items that are not specifically required in the RFP. Job/title descriptions are listed as a required attachment on p. 46 of the RFP.

Brochures are not. See answer to Question 19.

Yes.

These types of attachments will not have to be reformatted. As noted in question , position descriptions are required attachments. Brochures are not. Therefore, if a brochure

multiplied by \$7,000 for IHEs outside of New York City and multiplied by \$7,500 for IHEs within New York City.

An IHE can ask up to \$7,000 per FTE and up to \$7,500 per FTE for NY City, however it can be lower based upon the IHE cost calculations per student.

Current programs have 32 or more student FTEs in HEOP. Therefore, SED recommends having a minimum of 30 FTEs annually in any program except for start-up programs; these may start with less than 30 FTEs in the first year, but SED recommends at least 10 FTEs a critical mass is needed to ensure program cce .

No, there is no requirement to include a specific number of students in other opportunity programs at the IHE as HEOP students. However, "double-counting" of students for reimbursement for the same activity from more than one program will not be permitted.

Prequalification Requirement

The notice of intent email may be sent by any authorized representative of the applicant IHE.

Description of Program

Yes. All students need to be full-needs packaged. Please also see the Equity and Non-Discrimination Policy on p. 17 of the RFP and the Supplemental Financial Assistance section on p. 26 of the RFP.

The intent of this paragraph is to ensure that HEOP staff receive an equitable salary (including pay increases) with equivalent staff titles at the institution.

Yes, seniors are allowed to be on the roster if they are part-time during their last semester.

The funding source does not change. The funding source may come the HEOP grant and/or the institution. HEOP students, whether part-time or full-time, must be fully packaged.

37.

special academic session which the student needs to take to make academic progress in their studies. SED will inform the IHE what documentation is required.

See answer to Question 37. The process for approval is to email your SED liaison and provide the rationale for the request. SED will inform the IHE what documentation is required.

The success rate of new applicants for the 2014-19 RFP cycle was 100%, which is higher than the programs that submitted renewal applications.

Student Eligibility

Yes. This list of criteria on pp. 12-13 of the RFP is not all-encompassing. Furthermore, all students need not have attended high school in one of the high-need districts listed at the link in #8. The IHE must strive to reach the most educationally disadvantaged students that are able to succeed at that institution.

Yes. See: _____
_____.

Yes, as long as the boarding school issued the student a diploma recognized by the state in which it is located.

The question is unclear. As stated in answer to question , a student is ineligible for HEOP if, while in high school, he or she earned more than 15 college credits that would ordinarily be transferable to your institution.

The student is expected to be truthful in their application to the best of their know(on)4()-Qq59dl:9()-57s dFF1 11 Tf1

Only students transferring from opportunity programs funded under Section 6451 or 6452 (Higher Education Opportunity Program, Educational Opportunity Program, Search for Education, Elevation, and Knowledge, College Discovery) of the New York State Education Law are eligible to transfer into HEOP.

social security supplemental Income.

Yes.

Yes, but only for initial admission for first-time HEOP students in the first year. This does not apply to transfer students.

The HEOP students must be treated the same as the general admit students. IHE shall not discriminate against HEOP students.

Scholarships for Academic Excellence

Answer to questions 55-58: Yes, the NYS Scholarships for Academic Excellence are the same thing as the Regents scholarships for academic excellence – the Scholarship . Pursuant to 8 CRR-NY 27-1.1(a), recipients of the Scholarship are not eligible for admission into HEOP. However, if the IHE made the eligibility determination and admitted the student to HEOP before the student received the Scholarship, the student may remain in the IHE HEOP program. The IHE must keep documentation on file to prove the student's non-admissibility, by the college's normal admissions standards, in the degree program for which application is made.

See response to question 55.

See response to question 55.

See the answer to question 60.

This is not possible; all first-year HEOP students must attend a summer program prior to matriculation & enrollment. You could, however, accept eligible transfer students.

The Associate Director of Undergraduate Admissions could only sign the form if the Chief Administrator signs the designee letter identifying this designee

Full Need Packaging

72.

Yes. Based on each student's financial need. The IHE is required to meet HEOP students' full financial need to cover the cost of attendance, including realistic subsistence costs. This includes room and board for resident students, as needed, and meals for commuter students, as needed.

Yes.

Yes.

The students should be assigned to the campus where they take the preponderance of their coursework and the budget must be weighted appropriately/accordingly. For example, if the proposed program is for 50 FTEs in NYC and 50 FTEs outside NYC, the maximum allowable budget would be $\$7,500 \times 50 + \$7,000 \times 50 = \$725,000$.

The IHEs are held to annual loans limits for the first-time HEOP students, with no more than \$5,000 per year for residential students and \$4,000 per year for commuter students, AND to the TOTAL loan limit for the dependent undergraduate degree career as follows:

Outside NYC: the maximum cumulative loan limit for a resident HEOP student to complete a bacc

No, SED does not need to approve loans taken out over the EFC expected family contribution and these loans do not count against loan limits. A loan amount over EFC count against loan limits. Schools must keep documentation on file.

No, SED does not need to approve loans taken to cover the EFC, and these loans do not count against loan limits. Any loan amounts over EFC count against loan limits. Schools must keep documentation on file.

Yes.

Yes.

No.

Yes. Previous loans do not count towards the loan limit.

starting on page 54 and on page 78 and will be scored based on the general qualities in the rubric on page 79.

Please use Code 15 for any peer tutors or other tutors who are not HEOP work-study students (not the same as federal work-study). Use code 16 for HEOP work-study students.

There is not a separate RFP process for summer program. All required program elements, including the summer program, need to be included in the FS-10 and the composite budget.

In the Composite Budget form. <http://www.highered.nysed.gov/kiap/colldev/heop/2019->

The point of these provisions is that the composite HEOP budget – taking into account both state funds and institutional funds – may not include both the salary of the instructor AND tuition for the same course.

Both statements are correct. The point is that it would be double-counting to charge both the salary of the instructor AND tuition for the same course against the HEOP budget.

IHE must make sure that the student is packaged to full-need. The inclusion of outside funds is at the IHE's discretion.

It can be found under Other Source in the Composite Budget form on the Summary tab at <http://www.highered.nysed.gov/kiap/collddev/heop/2019-2024heopcompositebudget.xlsx>.

Institution Name			
HEOP Award	Institution	Other Sources	

HEOP Office Organization and Administration

HEOP Director must report to someone who directly reports to either the institution's President, chief academic officer, and/or governing board at the time of application. That said, it is strongly encouraged to have the HEOP director report directly to a Chief Academic Officer.

HEOP Director must report directly to a Senior level Administrator. As per the RFP: *A senior level administrator is one who directly reports to either the institution's President, chief academic officer, and/or governing board.*"

Yes.

It is required for the HEOP Director to report to a senior-level administrator and to submit a signed Acknowledgement Form affirming that this requirement is met. Your example would only meet the requirement if that AVP is AVP of Academic Affairs and meets the definition

Your proposal must include a signed acknowledgement form affirming that this requirement is met. If, based on the totality of your proposal, the reviewers determine that the reporting requirement is unclear or discrepancies exist, you will not be disqualified solely on this basis. However, your proposal will be penalized by a deduction of points for this section.

Moreover, if the applicant is successful and is awarded a contract, the IHE will be expected to restructure the reporting to meet this provision, as directed by SED, within a reasonable time after the preliminary award notice is made and before a contract can be issued.

Monitoring

SED will monitor the 4-year and 5-year graduation rates. As per the RFP, a HEOP student is allowed ten semesters or equivalent of opportunity program eligibility.

Student retention is a critical measure of program effectiveness. Therefore, there are no criteria that would exempt students from being counted; all HEOP students must be counted in this calculation. As stated on p. 13 of the RFP the IHE admission process must be designed to assess the likelihood that students can persist and succeed. Consistent with the purpose of HEOP, the IHE must work with students to help them overcome not only academic stresses, but also financial stresses, such as losing TAP eligibility. As per page 30 in the RFP, a one-year variance would not result in the IHE being put on probation; Retention and/or Graduation Rate for HEOP students would have to be less than that of the IHE overall student rate for the consecutive year.

As per USDOE at <https://fafsa.ed.gov/help/fotw91n.htm> *Retention rate is the percentage of a school's first-time, first-year undergraduate students who continue at that school the next year. For example, a student who studies full-time in the fall semester and keeps on studying in the program in the next fall semester is counted in this rate.*" This would be calculated the same for sophomores continuing to junior year and for juniors continuing to senior year.

Institutions that are awarded funding for 2019-2024 under this RFP, and which are unsuccessful in their reapplication for the 2024-2029 cycle, will be phased out at that point,

consistent with the terms of this RFP. Any currently-funded institution that is unsuccessful in its reapplication under this RFP will be phased out in a similar manner.

Requirements

Prequalification for Individual Applications

Yorin Institution a m be prequalified on the Grant Gate a a the time of application.

Minority and Women-Owned Business Enterprise (M/WBE) Participation Goals

M/WBE is not required in the current HEOP RFP. However, NYSED strongly encourages applicants to seek New York State certified M/WBE subcontractors or suppliers to the extent possible for expenditure items in their budget submissions.

Vendor Responsibilities

For this RFP, all applicants are vendors. Anyone receiving a contract with NYS is considered a vendor.

Any school that has a contract with NYS has a vendor ID. You may be able to find your vendor ID on the following systems: [Grants Management](#); [SEDREF](#); [Statewide Financial System](#); or [OSC Vend Rep](#)

the subtotal number of students served for the first four years (ramping up). Year five FTE is the same as year four FTE. Add year five FTE to the subtotal from the previous calculation to get the Total Number of Students Served over the cycle.

This means the total FTE served in each of the 5 years. For current programs, this number will typically be relatively steady across the 5-year cycle. For Start-Up programs, this number will increase each year up until year 4, as new students enter. The FTE for start-ups will remain steady during years 4 and 5.

Your institution would only need to complete this form if it does not yet have a NYS vendor ID or if you need to change information on this form.

These are samples. An IHE can decide to use these or their own forms.

You can go up to 5 (five) pages max, with 2 (two) pages as the maximum per each goal. (E.g. 2 pages +2 pages +1 page = 5 pages)

The proposal describes your program, ergo the proposal must describe program purpose scope and outcomes.

If your IHE is currently an HEOP grant recipient, you will have to describe your compliance with HEOP reporting requirements and student outcomes in the last HEOP cycle.

If your IHE is NOT a current HEOP grant recipient, you will have to describe your compliance with the reporting requirements and student outcomes for similar opportunity programs (e.g., C/STEP, TRIO, or similar campus-based program supported by the IHE).

To avoid repetition in these two sections of your proposal, it is recommended that you describe the target population in one section and, if necessary, cross-reference that description in the other section. The difference should be in the focus of the narrative. We

communities to be served, while we expect section G to provide an in-depth summary of the IHE specific plan and process to recruit and admit eligible applicants.

Proposal Rubric

Yes.

The narrative description and the rubric should correspond for each section. The narrative outlines the general guidelines used for programmatic purposes, while the rubric details the scoring process. Follow the rubric for scoring purposes.

in the first year but no less than FTE. A critical mass is needed to ensure program success.