STEP RFP Q & A

Budgets/Cost Share

1. Would the federal work-study program be allowable as a cost-share on the STEP grant?
    Yes, it can be part of the institutional match or cost share

2. If awarded for Year 1, can future year budgets be adjusted to reflect salary and/ or fringe increases?

percent effort for each activity and/or service provided by the worker. An FTE of 1.0 means that the person is equivalent to a full-time worker and spends 100% of their time on the project; an FTE of 0.5 signifies that the worker spends half of their time serving the project.

11. What are the guidelines for use of grant funds to cover food expenses when the primary purpose is related to student programming such as academic/career seminars/workshops/events? A workshop in the during a mealtime (lunch/dinner)

SED does not object to funds being utilized for food expenses during events/activities.

12. What are the guidelines for use of grant funds to cover food expenses related to supporting Parent Advisory committee?

SED does not object to funds being utilized for food expenses during events/activities.

13. Is it acceptable for partner schools to contribute cost share? In one section of the RFP it reads that Matching Funds can be from "Institution's own funds, private resources, other *New York State Governmental sources....*

Yes, partner schools may choose to contribute to the cost share.

14. The old (Word) budget narrative is included in the RFP packet. Should this be completed in addition to the newer Excel narrative version and FS-10?

As stated in the RFP (p. 57) Complete the proposed Budget Narrative/Com0(.)]TJ /:ieln ach m4(r)4

17. With a *10 page limit*, could you please let us know if it includes all sections A –

23. For programs reapplying, is there an expectation of a summary progress report for the term? And if yes, what is the format for the report?

     This is not specifically requested in this RFP.

24. Are subawards allowed on this grant?

     Per the RFP projects are (p. 13) "PROHIBITED from sub granting funds to other recipients. The applicant/fiscal agent is permitted to contract for services with other consortium partners or consultants to provide services that the fiscal agent cannot provide itself."

25. Is the grid "Programs leading to professional licensure, scientific or technical careers" part of the narrative?

     This is not a part/section of the STEP RFP.

26. Is there any limitation on what can be included in the appendix?

     This is not specifically designated in the RFP.

27. Who shoul appech(rac15(i)-5R-l-3.3(9(r)n)-4(P <</MC1-3.36)-4(P <</P <n/MCID ( )Tj EMC /P <</MC

30. Does the STEP Collaborations and Operations Summary Forms count toward the 10 page maximum that is set for the Proposal Narrative?

The Program Requirements Matrix, Proposal Narrative, Project Operation, Budget Documents and Proposal Checklist (pp. 48-52 of the STEP RFP) are considered attachments and not part of the 10-page maximum.

31. I am wondering if you can clarify/explain the reduction in page limit for the narrative from the 2015. The questions are all exactly the same, but the page limit has decreased from 30 pages to 10 the current RFP. Is this an error?

As stated on p. 32 of the 2020-2025 STEP RFP:

"The maximum length of the proposal narrative is 10 pages, not including attachments. Proposal narratives will not be reviewed beyond the maximum number of pages. The proposal narrative is to be prepared in Calibri, 11-point font, single spaced, with a .5" margin. The name of the institution must appear in the top right corner of each page. A specific format (Attachment I) is requested for the Program Requirements, and Measures of Positive Performance Matrix. Clarity, conciseness, completeness, and quality of writing will be evaluated in the proposal review in addition to the specific programmatic information requested in the narrative. Applications that do not follow the format described in this document will be converted to conform with the formatting requirements, and excess pages beyond the 10-page

Institutional Expertise

42.

Prequalification

47. If we are already a preexisting STEP program, do we need to submit the prequalification application?

    The requirement is to be prequalified on the deadline. If you are prequalified, then nothing needs to be done. If you are not, then you must submit the document vault in advance of the deadline to allow for prequalification.

    Per the RFP (p. 3): This includes all currently funded not-profit institutions that may have previously received an award and are in the middle of the program

51. Are measures of positive performance to be based on percentages?

Per the RFP (p.47)

Project Staffing and Management

58. Can there be more than one PI on the grant?

   All proposed staffing structures are individually reviewed by the Program Office based on the following as stated in the RFP (p. 36) Describe a management plan that will assure the effective completion of project activities, given the fiscal and other resources available.

Recruitment and Retention

59. If a student withdraws from the proposed STEP program, can that student be replaced in order to maintain the enrollment goals or would that still be considered a shortfall in enrollment?

   Once a student has enrolled and has participated in programming where expenditures were utilized that student should be noted on the student roster and included as part of the enrollment goal for that grant year. Enrolling additional students would be up to the discretion of the program.

60. Is it expected that the same students remain in the pipeline within the middle school component and the high school component or can new students be recruited each year for each component?

   It is not required to maintain the same students from middle school throughout high school in the program, however, per the STEP RFP (p. 14) programs must maintain an enrollment of 95 of the contracted total.

61. If the whole district receives free/ reduced lunch, is a free/ reduced lunch letter sufficient as proof, or will we need to request income documents from those students?

   Students must individually provide documentation to support their economic eligibility for participation in a STEP program, therefore district wide participation in free/reduced lunch is not sufficient, and the program would need income verification, or eligibility individually for free/reduced lunch, directly in reference to the individual student.

62. Are multi-racial students in a school district classified as minority group students for the purposes of establishing "an enrollment comprised of at least twenty percent (20%) minority group students"

they were in the last round?

Eligible applicants, per the RFP, and as stated on p. 2: "The institution submitting the proposal, or if the applicant represents a consortium then at least half of the institutions in the consortium must be located within a school district with an enrollment that is at least 20 percent Black or African American, Hispanic/Latino, or American Indian/Alaska Native, or located near such a district that is easily accessible by public tranatc easited 6d5d 6d810(-2 4(y)8w1)-4(ie)-1(8 656