

Teachers of Tomorrow :

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|------------------|---|
|                  | English as a New Language Tuition Reimbursement Program was established under an amendment to Education Law, Chapter 62 of the Laws of 2000.  |
| Purpose of Grant | To assist school districts to attract qualified teachers who have received or will receive a transitional teaching certificate, to teach in a low-performing school that is experiencing a shortage of teachers in science, mathematics, bilingual education, and/or English as a new language. |

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| <b>Non-Mandatory<br/>Notice of Intent</b> | The Notice of Intent (NOI) is not a requirement for submitting a complete application by the application date; however, NYSED strongly encourages all prospective applicants to submit an NOI to ensure a timely and thorough review process. The notice of intent is a simple email notice stating your district's (use the legal name) intent to apply for this grant. Please also include your organization's NYS Vendor ID. The due date is May 15, 2020. Please email the NOI to <a href="mailto:TOTsmbe@nysed.gov">TOTsmbe@nysed.gov</a> . |
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**The University of the State of New York**  
**THE STATE EDUCATION DEPARTMENT**





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## Description of Program

The Teachers of Tomorrow Science, Mathematics, Bilingual Education, and English as a



1. will receive a transitional certificate, OR possess a transitional certificate, OR possessed a transitional certificate, gained an initial certificate, and are seeking an additional initial certificate
2. will be employed full-time in the district for the school year for which the award is to be made
3. agree to teach science, math, or English as a new language in a low-performing school within the district,

## Allowable Expenditures for All Categories

Funds shall be used to reimburse educational costs that the participant incurred prior to receiving this award, which were reasonable and necessary to fulfill NYSED requirements for the relevant credential (initial or professional certification in science, mathematics, or ESOL, or a Bilingual Education Extension). Such costs may include:

- x Tuition
- x Student loans
- x Books
- x Fees

Because awards to a participant may not exceed the total of reasonable and necessary educational costs incurred to fulfill NYSED requirements for the relevant credential, the Department expects that award amounts will vary across participants.

## Non-Allowable Expenditures for All Categories

- x These awards shall be given in addition to, and are NOT part of, the teacher's base salary.
- x Funds may NOT be used for professional development courses required to fulfill the 100 hours of [Continuing Teacher and Leader Education \(CTLE\) Requirements](#).
- x Funds may NOT be used for costs in excess of those required for the credential being sought, or for courses in which the candidate did not meet minimum grade requirements for the certification pathway. Note that a grade of C or above for undergraduate coursework or B- or above for graduate coursework is required for the Individual Evaluation pathway, and Approved Programs may have minimum grade requirements as well.
- x Funds may NOT be used for amounts in excess of actual educational costs, reasonable and necessary to fulfill NYSED requirements for the relevant credential.
- x Funds may NOT be used for fringe benefits or indirect or administrative costs on the awards.
- x Funds may NOT supplant local funds currently used for similar purposes.

## Eligible Applicants and Allocation of Funds

Eligible applicants are school districts that (a) are identified as experiencing a shortage of teachers in science, mathematics, bilingual education, and/or English as a new language, and (b) have at least one low-performing school as of the 2018-19 school year (defined as a Comprehensive Support and Improvement(CSI) or Targeted Support and Improvement(TSI) school; see “District and School Status” list posted on the [ESSA Accountability Reports website](#)).

A district is identified as experiencing a shortage if more than 5 percent of total full-time equivalent teaching positions in any of the target areas—science, math, bilingual, or English to speakers of other languages—are filled by teachers who did not possess New York State certification for the assignments they were teaching, according to data compiled by NYSED and submitted annually to the U.S. Department of Education for publication in its annual teacher shortage report.

Each district’s share of funding was calculated as follows:

1. Calculate total number of FTEs in the designated subject areas (science, math, bilingual, and ESOL) that are filled by teachers who did not possess NYS certification for the assignments they were teaching.
2. Round up to the nearest whole number





description of how the additional funds will be used, for Department review and approval. Maximum request amounts will be established by distributing funding proportionally (based on the relative sizes of the above initial grant allocations) to those districts that accept the opportunity for additional funding. Districts may propose to use any additional funds they receive to award additional participants and/or to increase award amounts to already-awarded participants, up to the maximum award amount. The Department reserves the right to increase the maximum award amount for this program.

## Notification of Award

All applicants will be notified regarding the disposition of their application in writing. Successful applicants will be informed of the amount of their award and the next steps in the grant process.

## Funding Policy

There will no automatic initial payment on these awards. Districts will draw down funds using an FS-25 Request for Funds (available on the [Grants Finance website](#)), which they can submit as needed (up to monthly).

The proposed budget will be reviewed for the appropriateness of the expenditures. SED will eliminate any items deemed to be non-allowable or inappropriate and calculate the amount of the proposed grant award accordingly.

## Project Requirements

### Reporting

1. Districts must retain records of all fund expenditures by category and a list of participating teachers with a unique identification number for each teacher.
2. For each teacher, the list must include the program category (A, B, or C) in which he or she is participating, the dollar amount of each award received, and successive awards given.
3. Records must also include copies of service agreements and copies of all forms used by the district in administering the program.
4. Grantees must submit an annual performance report at the end of each grant period but no later than the 1<sup>st</sup> of August for activities conducted July through June 30 of that program year. Additional information about the annual performance report will be made available to grantees by NYSED after grant awards are made. 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 NYSED.



media stories about the project and/or the project participants and staff to NYSED at the program email address: [TOTsmbe@nysed.gov](mailto:TOTsmbe@nysed.gov)

## Requirements for Funding

Registration In Federal System for Award Management (SAM) – In order to be awarded federal funds, an agency must be registered (and then maintain a current registration) in the federal [System for Award Management](#) known as SAM. SAM is .424(deT\* [lh0







## Page Limits

The Proposal Narrative

than the one identified above may result in the application not being received by the deadline and considered for award.

7. Applications received after 5:00 pm Eastern Time on [deadline] will be disqualified.



## Application Checklist

Listed below are the required documents for a complete application package, in the order that they should be submitted. Use this checklist to ensure that your application submission is complete and in compliance with application instructions.

| Required Documents   | Checked - Applicant      | Checked –SED             |
|--|--------------------------|--------------------------|
| Application Cover Page with Original Signature of Chief Administrative Officer in blue ink | <input type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Payee Information Form</a> (if applicable)                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Application Checklist  | <input type="checkbox"/> | <input type="checkbox"/> |
| Funds Requested  | <input type="checkbox"/> | <input type="checkbox"/> |
| Proposal Narrative   | <input type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">FS-10 Budget</a> (signature required)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Budget Narrative   | <input type="checkbox"/> | <input type="checkbox"/> |
| Sample copy of service commitment agreement for each funding category applied for          | <input type="checkbox"/> | <input type="checkbox"/> |
| Worker's Compensation Documentation (encouraged)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Disability Benefits Documentation (encouraged)   | <input type="checkbox"/> | <input type="checkbox"/> |

SED Comments:

Has the applicant complied with the application instructions?  Yes

**FUNDS REQUESTED  
for 2020-21**

Please complete the following table by providing requested information for each funding category applied for. (Please read the Description of Program section carefully. Each category contains varying restrictions.)

| Category | Dollar Amount Requested for 2020-21 | Number of participants who will be funded in 2020-21 | Subjects taught by funded participants |
|----------|-------------------------------------|--|--|
|----------|-------------------------------------|--|--|

A.

**Appendix A**  
**STANDARD CLAUSES FOR NYS CONTRACTS**

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be

subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible



duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

**13. CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

**14. GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

**15. LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law.

Fax: 518-292-5884

Email: [opa@esd.ny.gov](mailto:opa@esd.ny.gov)

A directory of certified minority- and women-owned business enterprises is available from:

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