



DEPUTY COMMISSIONER
Office of Higher Education
Office of the Professions

January 2006

TO: Chief Executive Officers of Degree-Granting Institutions of Higher Education and Consortia in New York State

FROM: Johanna Duncan-Poitier

SUBJECT: Guidelines for Submission of Science and Technology Entry Program (STEP) Proposals

I invite all degree-granting institutions of higher education and consortia to apply for the Science and Technology Entry Program funding for the period 2006-2010. All proposals are due by **February 27, 2006.**

One original and three copies of the full proposal must be submitted. All requests for information and all required signatures must be included if a proposal is to receive consideration.

For further information you may contact:

New York State Education Department
Pre-Collegiate Preparation Programs Unit
Science and Technology Entry Program
89 Washington Avenue
Room 965, Education Building Addition
Albany, New York 12234
(518) 486-5202
steprfp@mail.nysed.gov

Attachment

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Higher Education
Office of K-16 Initiatives and Access Programs
Pre-Collegiate Preparation Programs Unit
89 Washington Avenue
Education Building Addition, Room 965
Albany, New York 12234

Guidelines
for Submission of
Science and Technology Entry Program Proposals
for the Period 2006-2010

Proposals are due by February 27, 2006

THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of The University

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TABLE OF CONTENTS

	Page
I. INTRODUCTION	1
II. PURPOSE.....	1
III. INSTITUTIONAL ELIGIBILITY.....	1
IV. STUDENT ELIGIBILITY.....	1
V. FUNDING PRIORITIES.....	2
VI. REQUIREMENTS FOR FUNDING.....	3
VII. CONSORTIAL ARRANGEMENTS	4
VIII. FUNDING LIMITATIONS.....	4
IX. BUDGET	5
X. PROJECT SCHEDULE.....	8
XI. APPLICATION FOR FUNDING.....	9
XII. NARRATIVE FORMAT	11
XIII. PROPOSAL RATING	16
XIV. METHOD OF DETERMINING AWARD	16
XV. APPEALS PROCESS.....	17
XVI. BIDDERS CONFERENCE, QUESTIONS AND CORRESPONDENCE	18
XVII. PUBLIC RELATIONS/ATTRIBUTIONS OF FUNDING.....	18

ATTACHMENTS

- I. 2006-2010 STEP Application For Funding
 - A. Application for Funding (Cover Page)
 - B. Institution Table of Contents
 - C. Abstract
 - D. List of STEP Collaborations
- II. Statement of Assurances
- III. STEP 2006-2007 Proposed Budget
- IV. Proposal Narrative
- V. New Payee Information (PI-1 Form) and Procurement and Disbursement Guidelines
- VI. Proposal Application Checklist

APPENDICES

- I. Economically Disadvantaged Eligibility Requirements
- II. Required STEP Student Data
- III. Sample Roster of STEP Juniors and Sample Permission Form
- IV. List of Professions Licensed, Registered, or Certified by the Board of Regents
- V. Performance Measures for STEP
- VI. STEP Objectives
- VII. STEP Equipment Inventory

GUIDELINES FOR STEP PROGRAMS

I. INTRODUCTION

In April 1985, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, Section 6454, to authorize the use of funds under the Science and Technology Entry Program (STEP). This publication is intended to assist eligible institutions in applying for Science and Technology Entry Program awards for 2006-2010. During the 2005-2006 program year, \$5.7 million was awarded to 48 projects.

II. PURPOSE

The purpose of the Science and Technology Entry Program is to prepare historically underrepresented or economically disadvantaged secondary school students for entry into postsecondary degree programs in scientific, technical, health-related fields, and the licensed professions.

III. INSTITUTIONAL ELIGIBILITY

New York State public, independent, and proprietary degree-granting colleges and universities or consortia of such institutions with registered scientific, technical, or health-related professional or preprofessional programs that lead to professional licensure or to employment in scientific, technical, and health-related fields may submit proposals for program support. Appendix IV contains the List of Professions Licensed, Registered, or Certified by the Board of Regents. Both nonprofit and for-profit institutions are eligible to bid.

The institution submitting the proposal, or at least half of the institutions in a consortium, must be located within a school district with an enrollment that is at least 20 percent African-American, Hispanic/Latino, and/or Native American Indian/Alaskan Native, or located near such a district that is easily accessible by public transportation.

IV. STUDENT ELIGIBILITY

The Science and Technology Entry Program is designed for New York State residents (including permanent resident aliens) in grades 7 through 12 who belong to groups historically underrepresented in scientific, technical, health-related, and licensed professions, or who are economically disadvantaged.

A. Definitions

1. For the purpose of STEP, a student is considered a New York State resident if he or she resides in New York State and has lived in New York State for the last two terms of school prior to entry into the STEP program or resided in New York State for at least 12 months immediately preceding the first term for which he or she is seeking participation in the STEP program.

2. For the purpose of STEP, individuals historically underrepresented in the scientific, technical, health-related, and licensed professions are African-American, Hispanic/Latino, Native American Indian, or Alaskan Native.
3. For the purpose of STEP, a student is economically disadvantaged if he or she meets the eligibility requirements described in Appendix I: Economically Disadvantaged Eligibility Requirements.

B. Documentation

1. Institutions approved for funding are required to develop an application for STEP participants. The application must include all of the data elements described in Appendix II: Required STEP Student Data, and students must complete an application prior to participation in the program. Funds may not be expended on behalf of students for whom an application and required documentation are not available. The project is responsible for having each student's previous and current report cards on file for the duration of their participation in the program.
2. Documentation confirming economically disadvantaged status is required only for students who are not African-American, Hispanic/Latino, or Native American Indian/Alaskan Native. The racial/ethnic identification indicated by students on the STEP application is acceptable documentation.
3. The application and all required documentation must be kept on file for each student at the STEP project site and must be readily available for review by State Education Department (SED) staff. In the case of consortia, a copy of the application for each student must be available at each site as well as at the lead institution or project headquarters.

V. FUNDING PRIORITIES

In approving proposals for the Science and Technology Entry Program, priority shall be given to institutions that propose to provide one or more of the following:

- A. Program services and activities designed to improve the recruitment and retention of historically underrepresented male participants.
- B. Program services and activities designed to improve the recruitment and retention of Hispanic/Latino participants.

- C. Program services and activities designed to serve Students in Schools Under Registration Review (SURR) and/or schools in need of corrective action. For an updated copy of the SURR school list please go to the following website: <http://www.emsc.nysed.gov/irts/school-accountability/2005schoolslist.doc> . For the list of Schools in Need of Corrective Action please go to the following website: (<http://www.emsc.nysed.gov/irts/school-accountability/2005schoolslist.doc> .
- D. Program services designed to improve students' eighth grade mathematics and science assessment test scores.
- E. Project collaborates with the Collegiate Science and Technology Entry Program at other higher education institutions, professional organizations, and/or other agencies that will be involved in the project.

VI. REQUIREMENTS FOR FUNDING

Institutions that receive a STEP award will be required to:

- A. Provide program activities to assist students in acquiring the skills and attitude necessary to pursue postsecondary education leading to careers in scientific, technical, or health-related fields, or the licensed professions. The program must consist of instructional activities and services that emphasize the relationship between a course of study and careers in the targeted fields. Activities must also include academic advisement and counseling to apprise students of the opportunities and prerequisites for the pursuit of careers in science, technology, and health-related fields, and the licensed professions.
- B. Provide services and activities to enhance and increase students' mathematical skills, experiences in laboratory sciences, and understanding of fundamental concepts in mathematics and science. Program activities must enhance and support students' abilities to perform tasks in computing, statistics, algebra and geometry, and increase students' knowledge in at least one field of science such as biology, chemistry, or physics. All activities must be in compliance with NYS learning standards, which can be found at the following website: <http://www.emsc.nysed.gov/irts/school-accountability/2005schoolslist.doc> .
- C. Provide evidence of formal collaborations (i.e. MOA, MOU, Letter of Support) between the proposing institution and local education agencies such as local schools or school districts. Describe how the project collaborates with the Collegiate Science and Technology Entry Program (CSTEP) on its campus if present.
- D. Implement a parent component with clearly defined roles, responsibilities, and activities. Outline the relationship between the parents and the program.

- E. Plan and implement a program evaluation with quantitative and qualitative measures.
- F. Complete and submit the mid-year assessment by January 23, 2007 and the final narrative report by September 22, 2007
- G. Conduct a minimum of fifty-five percent of direct student services at the sponsoring institution. Institutions that conducted STEP programs prior to 2004-2005 or consortia may apply to waive this requirement but rationale must be submitted with proposal.
- H. Contribute at least 25 percent matching funds from institutional and/or other sources.

Note: Projects should be conducted at a facility that will provide reasonable accommodations to meet the accessibility needs of individuals with disabilities who will participate in project activities. The institutions conducting the programs are responsible for special accommodations, such as interpreters, assistive listening devices, large print or Braille materials, etc.

VII. CONSORTIAL ARRANGEMENTS

- A. Institutions applying in consortia should present evidence of cooperative efforts and consortial arrangements among the proposing institutions. Memoranda of agreement signed by the chief executive officer or designee of each postsecondary institution must be attached to the proposal narrative.
- B. One institution representing the consortia must be designated as the lead institution, which will have responsibility for program coordination and general oversight, including all fiscal responsibilities.

VIII. FUNDING LIMITATIONS

The specific amounts of awards depend upon the legislative appropriation and the review and approval of an institution's application for funding by the State Education Department's (SED) Pre-Collegiate Preparation Programs Unit (PCPPU). During 2005-2006, STEP project awards ranged from \$42,500 to \$307,000 (not including consortia). While these guidelines call for a four-year proposal, funding in years two, three and four is dependent on satisfactory performance, legislative appropriation and the submission of a reapplication. The Pre-Collegiate Preparation Programs Unit reserves the right to revise or modify requirements for funding in the reapplication guidelines.

- A.
 - 1. Non-Profit institutions

The maximum level of funding per year for public or independent institutions is \$200,000. If the institution conducts a summer program then the maximum is \$350,000. However, if the award is to a consortium comprised of two or more postsecondary institutions, then the maximum award is \$900,000.

2. For-Profit institutions

The maximum level of funding per year of For-Profit institutions will be based on a set-aside of \$200,000. Up to \$200,000 may be shared among “for-profit” applicants if their rankings warrant funding.

Funds not awarded to For-Profit institutions will be assigned to the available funds for Non-Profit institutions.

- B. All funding requests will be reviewed at the time of submission of an Application for Funding. If certain costs cannot be supported by STEP funds, the State Education Department will reduce the institution’s proposed budget.

IX. BUDGET

A. Use of Funds

1. Activities funded under a STEP award will be administered pursuant to a written contract between the State Education Department and the participating institution. Funding requests for the delivery of direct student services may include subcontracting by the participating institution(s) with not-for-profit, community-based, educational organizations. (See Requirements for Funding, VI. G)
2. No STEP funds may be used for purposes which have not been described in the proposal. Amendments to the proposal during the course of the year that involve changes in the manner in which STEP funds are expended must have prior written approval from SED/PCPPU.

B. Allowable Expenses

Allowable direct costs include the following:

1. Program administration, including professional and non-professional salaries, fringe benefits, staff travel, etc.;
2. Stipends for students participating in approved STEP-supervised research opportunities and internships (the maximum stipend must be consistent with the average for similar activities at the institution or in the region);
3. Program activities, such as field trips, student conference-related expenses, (with priority given to the STEP student development activities), program achievement/awards, and related fees/charges, including charges for recreational facilities and activities, standardized tests/instruction fees, etc.;

4. Expenses related to program attendance such as participant transportation, including tokens or bus passes;
5. Student classroom supplies, including laboratory supplies, calculators, etc.
6. Administrative and instructional supplies, materials, and equipment (including instructional or administrative computer software and computers, lab equipment, etc.) When equipment is purchased with STEP funds, it is the responsibility of the institution to ensure that the STEP Equipment Inventory Form Appendix VII is completed and that a copy is submitted to the PCPPU. If a program closes, any equipment purchased with STEP-SED funds must be released for transfer to another STEP program so that equipment continues to support STEP students. STEP-SED staff will assist in arranging the transfer of such equipment.

Note: Those items with a unit value of \$5,000 or more and having a useful life of more than one year must be reported in the equipment category.

7. Evaluation materials and activities;
8. Staff development/training with priority given to STEP professional development activities
9. Program brochures/materials and promotional activities.
10. Subcontracts for program services can be made. However, the allowed maximum for all sub-contracts is 30% of the award.

C. Indirect Expenses

1. Funds for indirect expenses provided by the STEP award may not exceed eight percent of total STEP grant expenditures. Indirect costs cannot be charged on the following items:
 - Equipment purchases
 - Alterations and renovations
 - Stipends/honoraria
 - Tuition
 - The amount exceeding \$25,000 of an individual contract
2. Funds for indirect expenses provided by the institution may not exceed 20 percent of the matching funds contributed by the institution and/or other sources.

D. Fringe Benefits

The rate for fringe benefits cannot exceed the actual rate paid by the institution. For SUNY institutions, the maximum rate that will be considered is the rate allowed by the New York State Comptroller's Office (OSC). In no case shall the fringe benefits rate exceed 40.31 percent.

E. Transfer of Funds

1. Budget transfers of more than \$1,000 or 10 percent, whichever is greater must be submitted as formal contract amendments. Form FS-10-A: Proposed Amendment for a Federal or State Project must be used to request contract amendments and must be submitted to PCPPU for approval. All FS-10-A's must be submitted by May 31st of the program year
2. Funds up to \$1,000 or 10 percent, whichever is greater, may be transferred between approved line categories without prior written approval. However, SED/PCPPU must be informed in writing of all amendments made to an approved budget within 30 days of each occurrence, but no later than May 31st of the program year.

Note: Failure to follow the procedures outlined above may result in the disallowance of all expenditures not previously approved by SED/PCPPU.

F. Institutional Funds

1. Matching Funds

A minimum 25 percent match of the STEP grant is required. The matching requirement may be met through the institution's own resources, private sources, other governmental sources, and in-kind services. All matching contributions must be used for activities related exclusively to the STEP project, and institutional accounts must be structured to reflect this contribution by appropriate line item.

2. Program Support

The institution must provide sufficient space and resources for the effective operation of the program.

3. Institutional Obligation

Institutions approved for funding will have an obligation to honor the institutional amount committed in support of the program in each budget category. This obligation will be reflected in the approved budget agreed to by SED/PCPPU and the institution. The budget may be amended only upon the written agreement of both parties, as stated in Section IX. Budget, E. Transfer of Funds.

G. STEP Payment Schedule

Non-Profit Institutions: Funds will be distributed using the SED grant contract payment process. The first payment of 20% will be generated upon the execution of the grant contract. Thereafter, additional payments (up to 90 percent of the grant amount) are generated only by the submission of an FS-25: Request for Funds for a Federal or State Project form. An FS-25 should be filed quarterly by institutions awarded \$100,000 or less and monthly by institutions awarded more than \$100,000, or as the need for additional funds arises. All FS-25's must be submitted directly to the State Education Department Grants Finance Unit at the address listed on the form for payment.

For-Profit Institutions: Funds will be distributed using the SED grant contract process. However, "For-profit" institutions will not be advanced any payment until some work or service has been performed. Thereafter, the applicant can receive interim payments, but only actual expenditures will be reimbursed.

All Institutions: A final payment for the balance of the grant will be made after an FS-10-F: Final Expenditure Report for a State or Federal Project is submitted to the Grants Finance Unit and approved. The FS-10-F is due in the Grants Finance Unit by July 30.

Attachment V New Payee Information (PI-1 Form) must be completed and returned with original signature to PCPPU as part of the grant application.

Note: The Grant Contract is fully executed when it has been signed by the institution's Chief Executive Officer, the New York State Education Department, the Office of New York State Attorney General and the New York State Office of the State Comptroller.

X. PROJECT SCHEDULE

A. Operation Dates

Projects may begin as early as July 1, 2006, but must be completed by June 30, 2007. Expenses incurred prior to July 1, 2006, or after June 30, 2007, will not be reimbursed. The July 1st through June 30th operational dates also apply for subsequent years in this proposal funding cycle.

B. Required Reports

Each institution receiving a STEP award will be required to submit a mid-year assessment and a final report to the Pre-Collegiate Preparation Programs Unit. For the first year the mid-year assessment will be due January 23, 2007 and the final report on all project operations, expenditures, and project accomplishments will be due September 22, 2006. Failure to meet these deadlines could jeopardize future funding. The formats for the mid-year assessment and the final report will be provided.

XI. APPLICATION FOR FUNDING

Interested public and independent institutions must submit one original and three copies of the Application for Funding. The original must be clearly identified.

A complete Application for Funding consists of the following items in the order indicated:

- A. Application for Funding (Attachment I), with the original signature of the CEO or designee.
- B. Table of Contents (including page numbers).
- C. Statement of Assurances (Attachment II), with the original signature of the CEO or designee
- D. Narrative that covers, in order, the information requested in Section XII: Narrative Format. Reviewers will adhere to the criteria established for the proposal ranking process described in Section XIII: Proposal Rating. Clarity, conciseness, completeness, and quality of writing will be evaluated in the proposal review and rating process. Proposals that are presented in the requested format will facilitate the review process. Applications for Funding that do not follow the format described in this document or that fail to include all attachments or information requested under each major category will lose points.
- E. Science and Technology Entry Program (STEP) 2006-2007 Proposed Budget (Attachment III) and a budget narrative that justifies all proposed expenditures, that includes details clarifying their nature, and that indicates the basis of calculation for each cost.
- F. For Non-Profit, and For-Profit Institutions
Proposed Budget for a Federal or State Project (FS-10).
Website: <http://www.oms.nysed.gov/cafef/forms.html>
- G. New Payee Information form

H. Grant Application Checklist (Attachment VI)

Submit applications as follows:

Non-Profit Institutions: The completed application for funding must be postmarked on or before February 27, 2006 in:

New York State Education Department
Pre-Collegiate Preparation Programs Unit
Science and Technology Entry Program
89 Washington Avenue
Education Building Addition, Room 965
Albany, NY 12234

For-Profit Institutions: The completed application must be received by February 27, 2006 in:

New York State Education Department
The Office of Contract Administration
89 Washington Avenue
Education Building, Room 409
Albany, NY 12234

Submit in a sealed envelope labeled "Bid Proposal - GC #06-006 Do Not Open".

Submit Budget/Budget Narrative in a separate sealed envelope (with a cost per student indicated on the cover of this document) labeled "Budget/Budget Narrative – GC #05-007 Do Not Open".

XII. NARRATIVE FORMAT

The proposal narrative should describe the 2006-2010 proposed activities in detail, including the overall objectives, strategies, planning, implementation, and evaluation of all proposed activities. The proposal is limited to a maximum of 20 double-spaced pages, and all of the information requested must be contained within the narrative portion of the proposal. (This excludes resumes, memoranda of agreement (MOAs), letters of support, course descriptions, the Science and Technology Entry Program 2006-2007 Proposed Budget, and the FS-10.) The narrative should present a cohesive document with each individual section related to all other sections and must adhere to the format indicated below. The name of the institution must appear in the top right corner of each page. All pages must be numbered. A specific format (Attachment IV) is required for Section C. Program Objectives, Activities, Services and Evaluation. The information requested in Section C should be provided on Attachment IV and is included in the 20-page limit. Single-spacing may be used in Section C only, provided that the typeface or font is at least 10 point size.

The point scale is at the end of Section XII. Proposals will be ranked based on their total score.

A. Prior STEP Success

Please summarize the results of your currently or previously funded STEP project. A narrative description of program results (no more than one page) may be included in an appendix. Program outcomes should be quantified. See Appendix V: Performance Measures for STEP for specific examples of acceptable program outcomes.

B. Cooperative Relationships

Provide a brief description of the roles and responsibilities of each academic department, professional association, and others who will participate in the proposed project. Specify how each participating party will contribute to the project. Documents that support collaborations must be attached.

1. Describe the level and extent of the involvement of secondary schools/school districts and other educational agencies in the planning, implementation, and evaluation of the proposed project.
2. Describe services and activities designed to serve students in Schools Under Registration review (SURR) and/or schools in need of corrective action. (priority)
3. Describe how other collaborating partners (businesses, community-based organizations, etc.) and Collegiate Science and Technology Entry Programs (CSTEP) at your institutions are involved in the planning, implementation, and assessment of the proposed project.

4. Describe how the project collaborates with the Collegiate Science and Technology Entry Program at other higher education institutions, professional organizations, and/or other agencies that will be involved in the project. (priority)
5. Describe the project's relationship with licensed professional associations.
6. Provide signed evidence of formal collaborations (i.e. MOA, MOU, Letter of Support) for each cooperating partner discussed above. Evidence of collaboration must be attached for each primary partner. Collaborations must be documented, substantive and specify how each participating party will contribute to the project, including the roles and responsibilities of each participating partner.

C. Program Objectives, Activities, Services, and Performance Measures/Data

Complete Attachment IV, pages 1-7, that include the STEP priorities and proposed activities summary, the STEP operation summary, and the STEP Objectives, and Activities matrix. Attachment IV lists the following statewide objectives:

- Provide program activities to assist students in acquiring the skills and attitude necessary to pursue postsecondary education leading to careers in scientific, technical, health-related fields, or the licensed professions.
- Provide program services to enhance and increase students' mathematical skills, experiences in laboratory science, and understanding of fundamental concepts in mathematics and science. Note: As a priority, describe services to improve student eighth grade mathematics and science test scores.
- Provide evidence of formal collaborations between the proposing institution and local education agencies, such as local school or school districts, professional organizations, and/or other agencies that will be involved in the project.
- Implement a parent component with clearly defined roles, responsibilities and activities. Outline the relationship between the parents and the program.

Note: Include course descriptions and an appendix for each course/seminar to be offered. Course descriptions should indicate the number of college credits to be earned, as well as any prerequisites for enrollment in the course(s).

D. Recruitment

Describe all strategies and activities that will be used to recruit and select participants.

1. Describe recruitment strategies that will encourage full participation by the targeted populations: African-American, Hispanic/Latino, or Native American Indian/Alaskan Native, or economically disadvantaged individuals (defined in Appendix I). Program enrollment should reflect a demographic profile consistent with the local community.
2. List the criteria that must be met by each participant in order to enroll in the program. Do not include ethnic or economic criteria. Include criteria for all special program components, such as internships, etc.
3. Describe services and activities designed to improve the recruitment and retention of historically underrepresented male participants. (priority)
4. Describe services and activities designed to improve the recruitment and retention of Hispanic/Latino participants. (priority)

E. Project Staffing and Management

1. Briefly describe all professional positions (full-time and part-time) that will be assigned directly to the project. Do not identify individuals, but do define role and scope of designated positions.
2. List the names in this section and attach an appendix containing the current resumes for all full-time and part-time professionals, including instructional staff, to be assigned to the project. Include resumes for professionals volunteering their services to the project.
3. Describe a management plan that will assure the effective completion of project activities, given the fiscal and other resources available.
4. Provide an organization chart for the project which indicates the reporting line for the project director and all other staff.
5. Provide an organization chart that indicates the management structure of the program within the institution.
6. Consortium applicants only: The management plan of the project must delineate the organizational relationships between headquarters or the lead institution and each member institution.
 - a. Provide an organization chart of the consortial arrangement.
 - b. Provide an organization chart of the program at each site which indicates the reporting line for the program director and other staff.

Note: The administrative operation of the consortium lead institution or administrative operation headquarters must include the following functions:

- Administrative coordination of program activities
- Coordination and maintenance of all reports and student records;
- Coordination of all fiscal transactions; and
- Programmatic oversight of each site.

F. Budget/Budget Narrative

1. Complete an FS-10 that shows all expenses requested from STEP funds.
2. Indicate the proposed expenditures for the project on Attachment III: STEP 2006-2007 Proposed Budget. The attachment must provide complete information and indicate all proposed expenditures from STEP, institutional, and other sources for the operation of the project. **All projects must present at least a 25% match in institutional and/or other fund sources.**
3. Provide a budget narrative that justifies all proposed expenditures and indicates the basis of calculation for each cost. The budget narrative expenditure descriptions (including descriptions of institutional and other source contributions) should follow the general format of Attachment III: STEP 2006-2007 Proposed Budget, using the same sequence of categories and code numbers. For each item, provide the information in a manner that will allow reviewers to clearly understand the basis of calculation for each proposed expenditure.
 - a) Under Code(s) 15 and 16
Identify each salaried position by the position title, the anticipated salary, and the time contribution. Any other related expenditure information should also be provided.
 - b) Under Code 80
Indicate the actual institutional percentage rate for each category of fringe benefits.
 - c) Under Code 40
For each consultant identified under the Purchased Services category, indicate the per diem or hourly rate. For services and all other items, the unit rate or estimated average rate must also be provided.

Note: A completed FS-10: Proposed Budget for a Federal or State Project must be submitted at the time of application.

G. Narrative Point Scale

Maximum number of points for each section of the narrative.

Section	Points
A. Prior STEP success	10
1. Efforts of currently or previously funded STEP project	10
B. Cooperative Relationships	10
1. Schools	(2)
2. SURR Schools (priority)	(2)
3. Other partners and on-campus CSTEP Business, CBOs	(2)
4. CSTEP at other institutions (priority)	(1)
5. Collaborative relationship with licensed professional associations	(2)
6. Signed evidence	(1)
C. Program Objectives, Strategies, Activities, Services and Performance Measures/Data	50
1. Activities and services supporting objectives	(36)
2. Services to improve students eighth grade mathematics and science scores (priority)	(2)
3. Staff responsible	(1)
4. Timeframe	(1)
5. Evaluation	(10)
D. Recruitment	5
1. Strategies for geography diversity	(1)
2. Participation Criteria	(2)
3. Recruitment/retention of male students (priority)	(1)
4. Recruitment/retention of Latino/Hispanic students (priority)	(1)
E. Project Staffing & Management	5
1. Description of positions and list of staff and Resumes	(1)
2. Management plan	(1)
3. Project organization chart	(1)
4. Individual project organization chart showing program in institution (OR)	(2)
5. Consortium organization chart	
a. Consortial arrangement chart	(2)
b. Chart of each site in institution	
F. Budget (For Non-Profits only; For-Profits see Section XIII. below)	20
1. Complete FS-10	(1)
2. STEP proposed budget form, including # of participants	(1)
3. Budget narrative	(3)
4. Cost per student	(15)
TOTAL	100

XIII. PROPOSAL RATING

Each proposal will be reviewed by two qualified and trained reviewers. Using rating criteria aligned with STEP purposes and priorities as described in this document, reviewers will evaluate proposal narratives for evidence that the proposed project adheres to given guidelines and includes strategies and activities that indicate the probability of achieving outcomes consistent with STEP goals and purposes. The proposals will be rated numerically with a maximum possible score of 100. The score used to rank a proposal will be the average of the two scores given by the two reviewers.

If, however, the two scores show a discrepancy of more than 20 points, the proposal will be evaluated by a third reviewer. All three scores will be averaged and used to rank the application.

Proposals with an average score of 65 or higher will be eligible to receive funding. SED reserves the right to lower the minimum score for funding eligibility, if there are not sufficient successful applications to utilize the available funding.

“For-Profit” Institutions only: The Budget section will be evaluated by the New York State Education Department Contract Administration Unit. The submitted budget will be awarded points pursuant to a formula, which awards the highest score of twenty (20) points to the budget that reflects the lowest cost per student. The remaining budgets will be awarded points based on a calculation that computes the relative difference of each proposal against the lowest cost per student submitted. The resulting percentage is then applied to the maximum point value of twenty (20) points.

XIV. METHOD OF DETERMINING AWARD

Awards will be determined based on the following considerations:

- A. Once the State Budget appropriation for STEP has been determined, awards will be made based upon the review and ranking of the proposed projects. (See Section XII: Narrative Format and Section XIII: Proposal Ranking).
- B. The Budget Summary and the initial FS-10 budget form will be reviewed. Budgets will be adjusted to eliminate any unallowable or inappropriate expenditure.
- C. Proposals with a minimum score of 65 will be placed in order of final average scores from highest to lowest. Awards will be made in the full amount of the adjusted budget in rank order of score until funds are insufficient to fund the next ranked proposal in full.
- D. SED reserves the right to lower the minimum score, if there are not enough successful applications to utilize the available funding.

E. In the event that more than one application receives the same score, the applications will be ranked according to the point scores received on the following section(s) of the Program Narrative in the following order:

1. Section C. Program Objectives, Activities, Services, and Performance Measures/Data
2. Section A. Prior STEP Success.

XV. APPEALS PROCESS

Applicants not recommended for funding may request in writing a summary of the reviewers' comments. Within ten (working) days of the receipt of the reviewers' comment, the applicant should examine the comments and send a letter responding to the comments, identifying any areas that the applicant wishes to appeal.

The appeal and any documentation should be sent to:

Johanna Duncan-Poitier, Deputy Commissioner
Office of Higher Education
New York State Education Department
89 Washington Avenue
2 Mezzanine Education Building
Albany, NY 12234

1. A copy of the appeal and any documentation must be sent to the Pre-Collegiate Preparation Programs Unit.
2. The Deputy Commissioner will act on the appeal and make a determination ten business days after receipt of the appeal. The decision of the Deputy Commissioner is final.

XVI. BIDDERS CONFERENCE, QUESTIONS AND CORRESPONDENCE

A STEP Bidders Conference (attendance optional) will be conducted on January 27, 2006 from 11:00 AM to 1:00 PM in Room 217 Education Building, Albany, New York.

All questions concerning the STEP application process must be submitted by February 6, 2006 and emailed to:

STEPRFP@mail.nysed.gov

Answers to submitted questions will be posted on the STEP website as of February 13, 2006.

All other correspondence and requests for information concerning STEP should be submitted to:

Geneva M. Lewis
Pre-Collegiate Preparation Programs Unit
New York State Education Department
Science and Technology Entry Program
89 Washington Avenue
Education Building Addition, Room 965
Albany, New York 12234
Telephone: (518) 486-5202
E-mail: kiap@mail.nysed.gov

XVII. PUBLIC RELATIONS/ATTRIBUTIONS OF FUNDING

In order to ensure the continued support and the commitment of resources to State-funded Science and Technology Entry Program projects, there must be public awareness of the program's positive impact on the lives of project participants and their families, schools, and communities. Positive publicity and community awareness also help to ensure that those who are eligible and who could benefit from participation are informed of the project's existence.

To facilitate public awareness, all funded Science and Technology Entry Program projects are required to ensure that all public relations materials and activities, such as project brochures and award ceremonies, acknowledge that the project and its activities are supported, in whole or in part, by a grant from the New York State Education Department. In addition, when local, statewide, or national media report on the project's success or on honors received by students or staff, New York State Education Department funding must be acknowledged.

In addition, the project director should submit copies of all local, statewide, or national media stories about the project and/or the project participants and staff to the State Education Department at the following address:

New York State Education Department
Pre-Collegiate Preparation Programs Unit
Science and Technology Entry Program
89 Washington Avenue
Education Building Addition, Room 965
Albany, New York 12234

Questions about this policy may be directed to the appropriate project liaison.

**Note: The 2006-2010 STEP Guidelines are available on the web at:
www.highered.nysed.gov/kiap/step/step.htm**