



Charter Schools Institute
The State University of New York

SUPPLEMENT TO THE 2023 REQUEST FOR PROPOSALS

TO AUTHORIZE NEW CHARTER SCHOOLS

FOR SUBMISSION TO THE STATE UNIVERSITY OF NEW YORK BOARD OF TRUSTEES
PURSUANT TO NEW YORK EDUCATION LAW §§ 2852(9-A) AND 2853(1)(B-1)
RELEASE DATE: JUNE 21, 2023

2023

INTRODUCTION

2023 REQUEST FOR PROPOSALS ROUND 2: TIMELINE, ELIGIBILITY, AND PREFERENCE SCORING

The SUNY Charter Schools Institute (the “Institute”) released the 2023 Request for Proposals (“RFP”) on February 10, 2023. The 2023 RFP states that “SUNY, in its sole discretion, reserves the right to modify the 2023 RFP schedule; hold additional round(s) in the year and/or incorporate any new statutory or regulatory requirements into this RFP.” As a result of additional charters becoming available to grant in the five boroughs of New York City, the Institute will hold an application round for applicant groups proposing to open charter schools in New York City, pursuant to the following timeline:

ACTION	DATE
Release of 2023 RFP Supplement	June 21, 2023
Notify the Institute of Intent to Apply via Email	July 10, 2023
Updated Proposal and Business Plan (<i>if applicable</i>) Materials Due	August 9, 2023, at 12:00 PM
Proposal Review	August-September 2023
Applicant Notification	September 2023
Anticipated Charter Schools Committee Meeting	October 2023
Charter Transmittal Preparation	October 2023
Proposed Charter Transmittal to New York State Board of Regents	November 2023
Board of Regents' Action on Charters Approved by SUNY Trustees	November 2023
Earliest Potential Opening Date for Approved Applicants	Fall 2024

APPLICANT ELIGIBILITY

Applicant groups whose applications were approved by the SUNY Board of Trustees Charter School Committee (the “Committee”) pursuant to the 2019 RFP that have not yet received charters are eligible to apply in this round. No other applicant groups shall be eligible to apply in this round.

APPLICATION REQUIREMENTS

Applicant groups whose applications were approved by the Committee pursuant to the 2019 RFP shall review this RFP supplement document in full and follow its guidance as to which application and business

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plan materials require updated versions, and which previously submitted application and business plan materials from 2019 may be incorporated by reference.

SUNY reserves the right not to review applications that fail to meet minimum eligibility requirements, as defined on page 9 of the 2023 RFP.

LEGISLATIVE REQUIREMENTS

Applications received under the 2023 RFP Supplement are subject to the legislative requirements enumerated on page 6 of the 2023 RFP, as well as the following:

- Education Law § 2852(2)(e) prohibits applications from proposing to open in a location where the total enrollment of students attending charter schools within the community district in which the charter school will be located in the base year exceeds fifty-five percent of the total public school enrollment.

PREFERENCE SCORING

All charter applications reviewed by the Institute shall receive statutorily required Preference Scores. Information about the preference scoring rubric and process may be found in the [2023 RFP](#).

Applications approved pursuant to the 2019 RFP that have not yet received a charter must receive a new preference score pursuant to the criteria in the [2023 RFP](#), and will also receive up to 30 additional preference points in descending order consistent with the scores they received based on the 2019 preference scoring criteria. The final preference ranking for purposes of the 2023 RFP supplement will be determined based on these combined scores. For example, the highest-scoring application based on the 2019 RFP preference scoring criteria will receive 30 additional preference points plus the number of points it receives based on the 2023 RFP preference scoring criteria. The second highest will receive 29 additional preference points plus the number of points it receives based on the 2023 RFP preference scoring criteria, and so on.

GUIDANCE FOR APPLICANT GROUPS WHOSE APPLICATIONS WERE APPROVED PURSUANT TO THE 2019 RFP

SUBMISSION REQUIREMENTS FOR APPLICATIONS PREVIOUSLY APPROVED PURSUANT TO THE 2019 RFP

Note: All of the guidance that follows applies only to applications approved by the Committee pursuant to the 2019 RFP.

Applications approved by the SUNY Board of Trustees Charter School Committee (the “Committee”) pursuant to the 2019 RFP that have not yet received charters must submit certain updates to application materials to the Institute for review.

If there are no material changes to the responses, applicants may respond to some requests by incorporating by reference the applicable documents on file at the Institute from the original responses submitted pursuant to the 2019 RFP. Applications may not incorporate materials by reference from any sources other than responses submitted pursuant to the 2019 RFP.

Applicants should refer to the [2023 RFP](#), pages 21-58, for full descriptions of what must be included in responses to each request.

WHAT CONSTITUTE MATERIAL CHANGES FOR RESPONSES WHICH MAY BE INCORPORATED BY REFERENCE?

“Material changes” refers to any significant updates since submission of the original responses in 2019 which would result in modifications to the envisioned academic program, organizational structure and systems, or proposed founding team and/or board members.

As indicated in the chart below on page 5, applicants whose applications were previously approved in 2019 but did not receive charters may respond to some requests by incorporating by reference the applicable documents from the original responses submitted pursuant to the 2019 RFP. The Institute will provide electronic copies of all original 2019 RFP response submission files to applicants to support the incorporation by reference process. Applicants shall complete and submit a template provided by the Institute denoting which materials are incorporated by reference.

Requests as outlined below may be incorporated by reference **if there are no material changes to the original responses, and no other changes to application materials requiring updates that would in turn affect any content within responses which may be incorporated by reference.** For instance, if the updated budget template (which all applicants must submit an updated version of) includes changes to the staffing model since the original 2019 submission, then related responses which would otherwise be permitted for incorporation by reference such as Request 11 and 12 may not be incorporated by reference and must instead be updated to reflect those staffing changes in alignment with the updated proposed budget.

GUIDANCE FOR APPLICANT GROUPS WHOSE APPLICATIONS WERE APPROVED PURSUANT TO THE 2019 RFP

NOTE: If you are uncertain whether any updates constitute a material change and would thus require updated responses, you must contact the Institute at Charter.NewApp@suny.edu. Failure to identify material changes prior to submission of your application updates may delay or prevent the Institute's review of your application.

SUPPLEMENTAL ACADEMIC PROGRAM NARRATIVE

The Institute recognizes that education models across the country have undergone significant changes due to the COVID-19 pandemic. This unprecedented event has restructured education in ways that educators may not fully understand for years to come. It has also underscored the need for high-quality schools that effectively address interrupted instruction caused by the COVID-19 pandemic.

In addition to updates to previously submitted application materials detailed below, all applicant groups must submit a supplemental **academic program narrative** (*not to exceed 10 pages*) which addresses the following questions:

- 1) Explain how the general education academic program will identify gaps caused by interrupted instruction and support students to address those gaps. Please reference any specific sources and/or resources referenced in developing your response. The response should address, at a minimum, the following elements of your proposed academic program:
 - Curriculum selection
 - Assessment systems
 - Instructional methods
 - Instructional leadership systems
- 2) Explain how the at-risk academic program will identify gaps caused by interrupted instruction and support students to address those gaps, specifically for struggling students, students with disabilities, and English Language Learners. Please reference any specific sources and/or resources referenced in developing your response. The response should address, at a minimum, the following elements of your proposed academic program:
 - Curriculum selection
 - Assessment systems
 - Instructional methods
 - Instructional leadership systems

Applicants who are applying to replicate an existing school may discuss practices already in place to address interrupted instruction in responding to the supplemental academic program narrative.

GUIDANCE FOR APPLICANT GROUPS WHOSE APPLICATIONS WERE APPROVED PURSUANT TO THE 2019 RFP

RFP SUBMISSION REQUIREMENTS: WHAT MUST BE UPDATED, AND WHAT MAY BE INCORPORATED BY REFERENCE?

The chart below summarizes which responses may be incorporated by reference, and which responses applicants must update. It also indicates the required electronic file type for each submission.

RFP Request Number		Can applicants approved pursuant to the 2019 RFP incorporate this response by reference?	Required Electronic File Type for Submission
00(a)	Transmittal and Summary Form	No. Applicants must provide an updated response to these requests.	Adobe Acrobat®
00(b)	Statistical Overview Form		MS Excel®
00(c)	Replication Checklist	<u><i>Yes. Applicants may incorporate this response by reference if there are no material changes.</i></u>	MS Excel®
1(a)	Community Description and Need	No. Applicants must provide an updated response to these requests.	MS Word®
1(b)	Programmatic Impact		MS Word®
1(c)	Fiscal Impact		MS Word®
2(a)	Mission	<u><i>Yes. Applicants may incorporate these responses by reference if there are no material changes.</i></u>	MS Word®
2(b)	Key Design Elements		MS Word®
3(a)	Applicant Information		MS Word®
3(b)	Proposal History		MS Word®
3(c)	List of Founding Team Members		MS Word®
3(d)	Withdrawn, Rejected and Concurrent Proposals (SUNY and/or other authorizers)		MS Word®
3(e)	Letter of Justification for Previously Denied Applications		MS Word® or Adobe Acrobat®

GUIDANCE FOR APPLICANT GROUPS WHOSE APPLICATIONS WERE APPROVED PURSUANT TO THE 2019 RFP

RFP Request Number		Can applicants approved pursuant to the 2019 RFP incorporate this response by reference?	Required Electronic File Type for Submission	
3(f)	Founding Team Resumes	<p>No. Applicants must provide an updated response to these requests.</p> <p>Note that Request 3(g) – Probationary Status of Affiliated School(s) is a new request that has been added since the 2019 RFP.</p>	MS Word® or Adobe Acrobat®	
3(g)	Probationary Status of Affiliated School(s)		MS Word® or Adobe Acrobat®	
4(a)	Description and Analysis of Community Outreach Efforts		MS Word®	
4(b)	Description and Analysis of Community Support		MS Word®	
4(c)	Description and Analysis of Student Demand		MS Word®	
4(d)	Evidence of Community Outreach		MS Word® or Adobe Acrobat®	
4(e)	Evidence of Community Support		MS Word® or Adobe Acrobat®	
4(f)	Evidence of Student Demand		MS Word® or Adobe Acrobat®	
5(a)	Enrollment Plan		<p><u><i>Yes. Applicants may incorporate these responses by reference if there are no material changes.</i></u></p>	MS Word®
5(b)	Target Population Enrollment			MS Word®
5(c)	Student Enrollment Table	No. Applicants must provide an updated response to this request.	MS Word®	
5(d)	Admissions Policy	<p><u><i>Yes. Applicants may incorporate this response by reference if there are no material changes.</i></u></p>	MS Word®	
6(a)	Curriculum Selection Processes		MS Word®	
6(b)	Assessment System		MS Word®	
6(c)	Instructional Methods		MS Word®	

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RFP Request Number		Can applicants approved pursuant to the 2019 RFP incorporate this response by reference?	Required Electronic File Type for Submission
6(d)	Course or Subject Overview		MS Word®
6(e)	Promotion and Graduation Policy		MS Word®
6(f)	Programmatic Audits		MS Word®
6(g)	Draft Accountability Plan		MS Word®
7(a)	School Calendar	No. Applicants must provide an updated response to this request.	MS Word® or MS Excel®
7(b)	Sample Student Schedule	<p><i><u>Yes. Applicants may incorporate these responses by reference if there are no material changes.</u></i></p>	MS Word® or MS Excel®
7(c)	Sample Teacher Schedule		MS Word® or MS Excel®
8(a)	Struggling Students		MS Word®
8(b)	Students with Disabilities		MS Word®
8(c)	English Language Learners		MS Word®
8(d)	Gifted and Advanced Students		MS Word®
9(a)	Instructional Leadership Roles		MS Word®
9(b)	Teacher Support and Supervision		MS Word®
9(c)	Professional Development		MS Word®
9(d)	Teacher Evaluation and Accountability		MS Word®
10(a)	School Culture		MS Word®
10(b)	Discipline Policy		MS Word®

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RFP Request Number		Can applicants approved pursuant to the 2019 RFP incorporate this response by reference?	Required Electronic File Type for Submission
10(c)	Special Education Discipline Policy	<p><i><u>Yes. Applicants may incorporate these responses by reference if there are no material changes.</u></i></p>	MS Word®
10(d)	Dress Code Policy		MS Word®
11(a)	Organizational Chart		MS Word®
11(b)	School Leadership and Management Structure		MS Word®
12(a)	Staffing Chart and Rationale		MS Word®
12(b)	Qualifications and Responsibilities		MS Word®
12(c)	Staff Recruitment and Retention		MS Word®
12(d)	Personnel Policies		MS Word®
13(a)	Partner Information		MS Word®
13(b)	Partner Commitment		MS Word® or Adobe Acrobat®
14(a)	Board Members		MS Word®
14(b)	EdCorp Board Roles & Responsibilities		MS Word®
14(c)	Education Corporation Board Design		MS Word®
14(d)	Stakeholder Participation		MS Word®
14(e)	By-laws		MS Word®
14(f)	Code of Ethics		MS Word®
14(g)	Complaint Policy		MS Word®

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RFP Request Number		Can applicants approved pursuant to the 2019 RFP incorporate this response by reference?	Required Electronic File Type for Submission
14(h)	Board Member Resumes	No. Applicants must provide an updated response to these requests.	MS Word® or Adobe Acrobat®
14(i)	Board Member Request for Information Forms		
15(a)	Relationship Strategies	<u><i>Yes. Applicants may incorporate these responses by reference if there are no material changes.</i></u>	MS Word®
15(b)	School Partnerships		MS Word®
16(a)	Facility Needs	No. Applicants must provide an updated response to these requests.	MS Word®
16(b)	Facility Selection		MS Word®
16(c)	Facility Related Conflicts of Interest		MS Word®
16(d)	Additional Facility Information		MS Word® or Adobe Acrobat®
17	Food Services	<u><i>Yes. Applicants may incorporate these responses by reference if there are no material changes.</i></u>	MS Word®
18	Health Services		MS Word®
19	Transportation		MS Word®
20	Insurance	No. Applicants must provide an updated response to these requests.	MS Word®
21(a)	Budget Narrative		MS Word®
21(b)	Financial Planning		MS Word®
21(c)	Fiscal Audits	<u><i>Yes. Applicants may incorporate these responses by reference if there are no material changes.</i></u>	MS Word®
21(d)	Dissolution Procedures		MS Word®
21(e)	Budget Template		MS Excel®

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RFP Request Number		Can applicants approved pursuant to the 2019 RFP incorporate this response by reference?	Required Electronic File Type for Submission
21(f)	Letters of Commitment	No. Applicants must provide an updated response to these requests.	MS Word® or Adobe Acrobat®
21(g)	Non-SUNY Financials		MS Word® or Adobe Acrobat®
22	Action Plan		MS Excel®
23(a)	Supplemental Narrative	<u><i>Yes. Applicants may incorporate these responses by reference if there are no material changes.</i></u>	MS Word®
23(b)	Supplemental Attachments		MS Word® or Adobe Acrobat®
24	Full Merged Application	<u>Applicants do not need to submit a full merged application.</u>	Adobe Acrobat® (.pdf)
	Supplemental Academic Program Narrative	No. This is a specific additional request for which all applicants must provide a response.	MS Word®

REQUIREMENTS FOR UPDATED BUSINESS PLAN SUBMISSIONS (IF APPLICABLE)

Applicant groups who were required to include a Business Plan pursuant to the 2019 RFP must provide updated responses to the following Business Plan Requests:

- 1 BPA S08c – Consolidated Financial Reports
- 2 BPA S08d – Audited Financial Statements
- 3 BPA S08e – Forms 990
- 4 BPA S09e – Litigation

Applicants will submit updated versions of the four business plan requirements listed above via Epicenter. Please see the [2023 Business Plan Guidance](#) for full descriptions of these requests.

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If there are other significant material changes to Business Plan requests submitted pursuant to the 2019 RFP, please provide updated versions accordingly. Otherwise, the Institute will consider all other Business Plan requests as automatically incorporated by reference, with the exception of the four listed above.

FORMATTING AND SUBMITTING PROPOSALS AND BUSINESS PLANS

DOCUMENT FORMATTING

Applicants should follow formatting guidance

- Applicants must use the electronic file conventions included in both the RFP and the Business Plan Requirements.
- Each submitted file should include a heading on the first page indicating the request and number the response pertains to (e.g., "R02ab - Addressing Need").
- Responses should include page numbers at the bottom of the page. The notation should be the response number followed by the page number for that response. For example, the 4th page of the 11th RFP request would be numbered "Response 11-4."
- The Institute does not have specific text formatting requirements. The Institute recommends but does not require an 11 or 12-point sans-serif font (e.g., Calibri, Arial, etc.).

NOTE: For requests containing templates provided on the Institute's website, such as the budget template, applicants must use the most current version available on the website as of the RFP year. The Institute will not accept submissions using outdated templates.

FILE STRUCTURE

- The Institute will assign applicants all relevant requests in Epicenter. Applicants must organize files as follows:
 - Do not upload multiple files to a single submission in Epicenter. If your submission for a particular request has multiple files, combine them into a single document or file before submitting.
 - For each response, use the file name and file type indicated in the Proposal Electronic File Conventions table. Acceptable electronic formats for the files are MS Word®, MS Excel®, or Adobe Acrobat®.

GUIDANCE FOR APPLICANT GROUPS WHOSE APPLICATIONS WERE APPROVED PURSUANT TO THE 2019 RFP

- MS Word® files should contain no track changes and the track changes setting must be off prior to submission.
- MS Excel® print settings must enable printing to letter-sized paper.
- Please optimize scanned Adobe Acrobat® files to minimize the file size.

NOTE: The Institute will not accept edited or updated application materials after the application deadline. Applicants must ensure that all materials reflect accurate information at the time of submission.

HOW TO ADDRESS REQUESTS INCORPORATED BY REFERENCE

Applicants must submit a response to every request including those that are being incorporated by reference. Applicants wishing to incorporate materials by reference should submit an appropriately formatted file for the request that includes:

- A statement indicating that the materials are incorporated by reference;
- The specific document from which the request is incorporated (e.g., “<School Name> 2019 Request for Proposals”);
- The specific file name of the original document submitted to the Institute (e.g., “Response R-05d - Admissions Policy”); and,
- The month, day, and year on which the applicant submitted the document to the Institute.

The Institute will consider incomplete any application that does not appropriately identify requests incorporated by reference.

HOW TO ADDRESS REQUESTS THAT DO NOT REQUIRE A DIRECT RESPONSE

Applicants must submit a file responding to every request, including those that are not applicable. If the request does not apply, applicants should submit an appropriately formatted file for the request that states, “The request is not applicable.” The Institute will consider any application that does not include a response to every request incomplete.