



NEW YORK STATE

# My Brother's Keeper

## Exemplary School Models and Practices (ESMP)

*A New York State My Brother's Keeper Initiative*

Announcement of Funding Opportunity

RFP #GC17-019

Full proposals must be postmarked by **2/7/2018**



# Introduction

- Today's Webinar will be led by me, Karen Hymes, of the New York State Education Department's Office of Family and Community Engagement.
- I am the associate who will be your NYSED program officer for this grant.

PLEASE read the RFP in its entirety, including ALL attachments, before applying.  
Questions? Send an email to: [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov)



# Webinar Agenda

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- Important Dates

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# Important Dates

- Webinar will be available on: **1/17/2018**
- Questions regarding this grant must be e-mailed to [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov) by **1/24/2018**
- A Question and Answers Summary will be posted at: [My Brother's Keeper website](#) no later than **1/31/2018**
- Full proposals must be postmarked by **2/7/2018**

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# Background

- As part of the national initiative launched in February 2014, My Brother's Keeper seeks to close the persistent gaps in educational achievement and opportunity between young minority men and boys and their peers.
- Chapter 53 of the laws of 2016: with the adoption of the 2016-2017 New York State Budget, New York became the first state to accept the President's My Brother's Keeper challenge.

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# Goals

- Improved academic performance for boys and young men of color based on NYS assessments
- A reduction in the academic performance gap for boys and young men of color
- Improved graduation rates for boys and young men of color

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# 'Boy or young man of color'

- For the purposes of this RFP a 'boy or young man of color' includes: male students in NYS public schools who are identified in their school records with race/ethnicity described as **Black or African-American, Hispanic/Latino, Asian, Native Hawaiian or other Pacific Islander, or American Indian, or Alaska Native, or two or more races.**
  - School districts are required to ensure that the official school record accurately identifies the student in the category that the student has identified and not a category identified by a school or district official.

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# Application Guidance

## Required Signature(s)

- The original signature of the District Superintendent (or designee) of the institution must appear on the Statement of Assurances Page in **blue** ink.

## Number of Copies

- Please submit **one original** of the full proposal, as well as one electronic copy of the complete application on CD or USB drive, to SED postmarked by **2/7/2018**.

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# Institutional Eligibility

- **Eligible applicants are NYS public school districts.** For purposes of this grant, charter schools and BOCES are **not** included in the definition of public schools and are not eligible to apply.

Applicants should supply data with their applications demonstrating two or more years of improved outcomes toward project goals. Please complete **Attachment X-a or X-b** to demonstrate these outcomes. The applicant district must have at least one school designated to serve as the demonstration site. **The demonstration site school must NOT be classified as struggling, persistently struggling, or priority school.**

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# Replication Partner

Applicants must partner with a **demographically similar** struggling or persistently struggling school in **another** district within their region to replicate these practices.

There are three regions for this RFP: districts contracting to provide American Indian Educational Services, NYC, and the rest of state.

- Replication or expansion will occur in partnership with, and will be designed to assist in, implementing academic or structural interventions to serve students attending [schools that have been identified as a struggling or persistently struggling school](#).
- Applicants from New York City and rest of state must partner with a demographically similar struggling or persistently struggling school in **another** district within their region.
- Applicants who are districts contracting to provide American Indian Educational Services must partner with a **demographically similar** school in **another** district contracting to provide American Indian Educational Services that is a focus or priority school **OR** a school in which  $\leq 50\%$  of American Indian students have valid NYS test scores.

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# Funding

- The total allocation for 2018 is expected to be \$2,000,000.
- **The maximum request for any ESMP project will be \$250,000 per year**, for the three-year period, with a minimum of 70% of the award ( $> \$175,000$ ) to be spent on the partner school/replication site and a maximum of 30% ( $\leq \$75,000$ ) to be spent on the applicant school/demonstration site each year. (See the examples below)
  - Money spent on travel and release time so that staff from the demonstration site can travel to the partner school/replication site to meet, observe, consult, provide PD, etc. would be charged to the replication site's 70%.
  - Money spent on travel and release time so that staff from the partner school/replication site can travel to the demonstration site to meet, observe, receive PD, etc. would be charged to the replication site's 70%.
  - Durable goods, equipment, and training required to replicate the exemplary programs and practices at the partner school/replication site would be charged to the replication site's 70%.
  - Durable goods, equipment, and training required to expand the exemplary programs and practices at the demonstration site or to replicate the exemplary programs and practices at another school within the applicant district would be charged to the demonstration site's 30%.

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# Funding continued

- A minimum 15 percent (15%) match of approved grant contract is required.
  - The matching requirements may be met through the institution's own resources, private sources, other non-state government sources, and/or in-kind services. Other State funds may be used in this match except for state grant funds from educational opportunity programs, but may not duplicate services provided.
- Applicants must submit a FS-10 budget with this application for the initial project period of April 20, 2018– August 31, 2018.

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# Budget and Budget Narrative

- Indicate the proposed expenditures for the project on the RFP Attachment IV: MBK Proposed Budgets for 2018, 2018-2019, 2019-2020. The attachment must provide complete information and indicate all proposed expenditures.
- The budgets must be consistent with the scope of services, reasonable, cost effective, and the staffing pattern is appropriate for the services to be offered.
- Budget narrative expenditure descriptions must follow the general form of the RFP Attachment IV: MBK Proposed Budget using the same sequence of categories and code numbers.
- Budget justifications must be clear and appropriate.

**Note: A completed FS-10: Proposed Budget for 2018 for the project will be required with this application**

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# Allowable/Non-allowable Expenses

- Allowable (see RFP, p.13)
  - Program administration
  - Program activities
  - Administrative and instructional supplies, materials, and durable goods
- Non-Allowable (see RFP, p.13)
  - Funds may not be used for indirect costs.
  - Funds may not be used for construction or renovation of classroom or office space.
  - Funds may not be used for equipment (items with a per-unit cost of \$5000 or more).
  - Funds are not available for rental of office or meeting space, storage facilities, equipment, fixtures or communication cost (phone, postage, and/or electronic communication cost).
  - Funds cannot be used for items which previously had been assumed by the institution. The purpose of a MBK award is to supplement rather than supplant monies previously or presently allocated to MBK related activities.
  - MBK funds are intended to establish new efforts or to enrich or expand existing ones. They may not be used to supplant funding of other existing efforts.
  - MBK funds cannot be used to pay for the salary or stipend of the MBK ESMP Program Director's Supervisor or someone designated as a Principal Investigator for the grant.
  - Funds may not be used for purposes other than those described in the approved grant contract.
  - MBK funds cannot be used for organizational dues or items not specifically allowed under the categories identified above.

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# Methods of Determining Award Amounts

The funds in the appropriation will be distributed to successful applicants according to the process indicated below.

- The proposals will be rated numerically, with a maximum possible score of 100 points: 80 points for the Narrative Application and 20 points for the Budget/Budget Narrative. Scores are recorded to two decimal places.
- Awards will be made as follows: one (1) to a district contracting to provide American Indian Educational Services, three (3) to eligible districts in New York City and four (4) to eligible districts in the rest of the state, for a total of eight (8) awards.
- In the event that fewer than the designated number of awards are made in a given region, those remaining awards will be made state-wide based on the next highest ranked application score per the scoring method above.

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# Project Schedule

- For year one, projects may begin as early as April 20, 2018, but must be completed by August 31, 2018
- For year one, expenses incurred prior to April 20, 2018 or after August 31, 2018 will not be reimbursed.
- Consistent funding is expected to continue the project annually through August 31, 2020.
  - The subsequent two years will be funded at the same level as was awarded for year one, subject to the continuation of the State Appropriation and the successful performance of the district.

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# Proposal Narrative

- It should not be more than 15 double-spaced pages in a minimum 10 point font, and all information requested in this section (excluding resumes and the FS-10) should be contained within the narrative portion of the proposal.
  - Application Cover Page
  - Executive Summary (1 page max)
  - Organizational Background
  - Program Objectives, Strategies, Activities, Services and Performance Measures/Data Sources
  - Project Staffing and Management
  - Budget Narrative

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# Organizational Background

This section should include:

- An overview and brief description of the applicant school, district, and administrative structure
- Districts must describe their existing collaborative work with P-12 schools, institutions of higher education (IHE), and community based programs (CBP) to identify best practice models that are research based, outcome focused and promote partnerships among schools, community colleges, public four-year institutions, community support services and community-based organizations that provide high-quality comprehensive and coordinated supports, services, and opportunities for students placed at risk with an emphasis on boys and young men of color.
- A brief history, accomplishments, qualifications, and educational experience in serving the needs of at risk populations.
- Applicant's partner for demonstration and replication must be a school within another district with similar demographics, within the applicant's region (school providing American Indian Educational Services, NYC, or rest of state), be a struggling or persistently struggling school, (except for school providing American Indian Educational Services) and must be identified in the application.
- Internal Program Relationships

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# Objectives and Key Strategies

- The primary objects of this program are to: **identify** exemplary high-quality college and career readiness school model(s), program(s) and practice(s) that demonstrates cultural and linguistic responsiveness, that emphasize the needs of boys and young men of color; and to investigate and **replicate** those educational programs, practices and models that build academic identity and social capital for underachieving youths.
- List specific objectives to be accomplished. Objectives must support the MBK ESMP goals and key strategies and should be measurable. Each of the MBK ESMP goals listed should be addressed.

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# Addressing Each Goal

For each phase of the project, the applicant will need to address the following:

## Objectives and Strategies

- List specific objectives to be accomplished. Objectives must support the MBK ESMP goals and key strategies and should be measurable. Each of the MBK ESMP goals listed should be addressed.

## Activities and Services

- List and describe each activity and service that supports the achievement of each objective. Include required instructional, support, and advocacy services needed for staff, student, family and community member engagement and growth.

**Staff Responsible:** Indicate staff responsible for the implementation of each activity or service

**Timeframe:** Indicate the start and end dates, the timeframe, and the duration of each activity or service

**Measures/Data Sources:** For each objective, describe the performance measures/data sources that will assess its efficacy. Indicate the populations to be served and the tools, methods, and instruments that will be used.

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# Project Staffing and Management

- Describe a management plan that will assure the effective completion of project activities given the fiscal and other resources available.
- Provide an organizational chart which indicates the management structure of the program within the district
- Briefly describe all professional staff positions (full-time and part-time, paid and volunteer) that will be assigned directly to the project. Define the role and scope of designated positions
- List the names and titles of all full-time and part-time professional and instructional staff for the project. Provide current resumes for all professionals in the project.

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# MWBE

- The M/WBE participation goal for this grant is 30% of each applicant's total discretionary non-personal service budget over the entire term of the grant.
  - Discretionary non-personal service budget is defined as total budget, excluding the sum of funds budgeted for: direct personal services (i.e., professional and support staff salaries) and fringe benefits; and rent, lease, utilities and indirect costs, if these items are allowable expenditures.
- Methods of compliance
  - Full Participation - This is the preferred method of compliance. Full participation is achieved when an applicant meets or exceeds the participation goals for this grant.
  - Partial Participation - Partial Request for Waiver - This is acceptable only if good faith efforts to achieve full participation are made and documented, but full participation is not possible.
  - No Participation - Request for Complete Waiver - This is acceptable only if good faith efforts to achieve full or partial participation are made and documented, but do not result in any participation by M/WBE firm(s).

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# Debriefing Procedure

- All unsuccessful applicants may request a debriefing within fifteen (15) calendar days of receiving notice from NYSED. Bidders may request a debriefing letter on the selection process regarding this RFP by submitting a written request to the Fiscal Contact person at:
  - NYS Education Department  
Contract Administration Unit  
89 Washington Avenue  
Room 510W EB  
Albany, NY 12234
- The Fiscal Contact person will make arrangements with program staff to provide a written summary of the proposal's strengths and weaknesses, as well as recommendations for improvement. Within ten (10) business days, the program staff will issue a written debriefing letter to the bidder.

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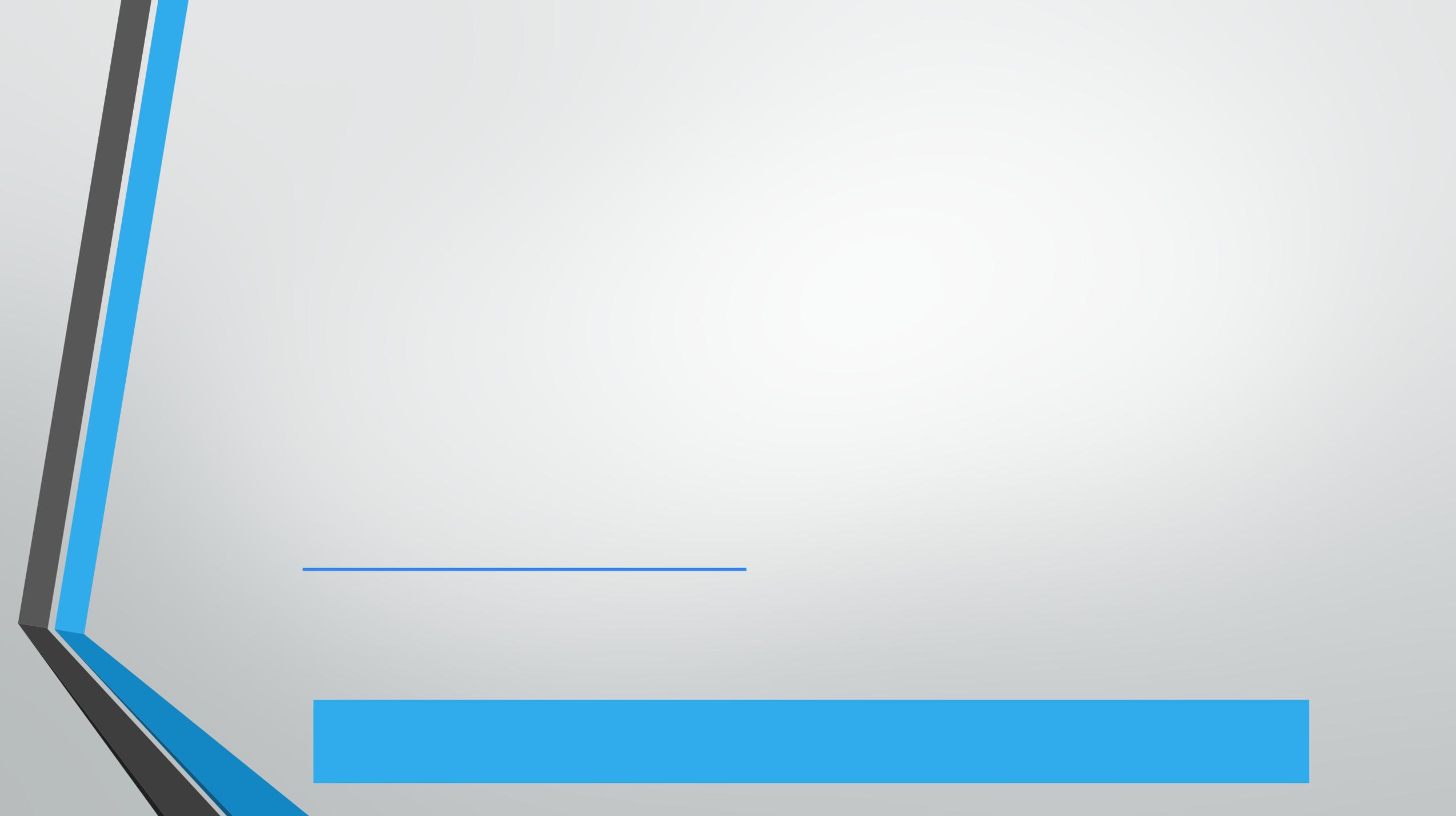
# Award Protest Procedures

Applicants who receive a notice of non-award or disqualification may protest the NYSED award decision subject to the following:

- The protest must be in writing and must contain specific factual and/or legal allegations setting forth the basis on which the protesting party challenges the contract award by NYSED.
- The protest must be filed within ten (10) business days of receipt of a debriefing or disqualification letter. The protest letter must be filed with:
  - NYS Education Department  
Contract Administration Unit  
Attn: Jessica Hartjen  
89 Washington Avenue  
Room 501W EB  
Albany, NY 12234

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# Applications

Interested and eligible school districts must submit one original of the application for funding as well as one electronic copy of the complete application on CD or USB drive. The original must be clearly identified and signed. An application for funding requires the original signature of the Superintendent (or designee) of the district on the Application Cover Page and Statement of Assurances (Attachment II).

**Applications for funding must be postmarked on or before 2/7/2018 to:**

New York State Education Department  
Office of Access, Equity, and Community Engagement Services  
89 Washington Avenue, EBA 960  
Albany, NY 12234

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# Application Checklist

Proposals that do not meet the application deadline requirement will not be considered.

- A completed application for funding consists of the following items in the order indicated:
  - Application checklist (Attachment V)
  - Application Cover Page with Original Signatures of Chief Executive/Administrative Officer of both the applicant and partner districts (Attachment I)
  - Statement of Assurances with Original Signature of Chief Executive/Administrative Officer (Attachment III)
  - Proposed Budget (Attachment IV)
  - Payee Information Form (if applicable)
  - Proposal Narrative (including Attachment II)
  - Budget Narrative
  - FS-10 Budget
  - Improved Outcomes Worksheet (Attachment X-a OR X-b)
  - Worker's Compensation Documentation
  - Disability Benefits Documentation
  - M/WBE Documents Package (original signatures required) (Attachment VIII)

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