

**MY BROTHER’S KEEPER FELLOWS PROGRAM (MBKFP)**

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

**2018**

**ANNOUNCEMENT OF FUNDING OPPORTUNITY**

<b>Purpose of Grant</b>	The purpose of the Fellows grant is to provide 11 <sup>th</sup> grade high school students, with an emphasis on boys and young men of color, with opportunities to gain authentic leadership experience(s) and develop service projects beneficial to the schools they attend and the communities they live in.
<b>Grant Term</b>	<b>July 1, 2018 – December 31, 2018</b>
<b>Project Description</b>	Through the creation of the NYS MBK Fellows program, consisting of partnerships between a NYSMBK Community Network partner, at least one postsecondary education institution or one local business or community-based organization, high school students, with an emphasis on boys and young men of color, will be provided authentic leadership opportunities in local government and/or education and/or business. Applicants will select two NYSMBK Fellows, who were 11 <sup>th</sup> graders in 2017-18, to participate in the program, which will continue through the fall semester of students’ 12 <sup>th</sup> grade year. Each NYSMBK Fellow will have a mentor currently employed with one of the partners. Each NYSMBK Fellow will have the opportunity to participate in a fellowship with one of the partners. As a result, each NYS MBK Fellow will develop a service project related to one of the New York State MBK Milestones with the partner that would benefit the school and/or community. In addition, the Fellows will serve on a statewide MBK Fellows Workgroup, coordinated by the NYSED Office of Family and Community Engagement, which will provide input on the development and implementation of a statewide MBK Mentoring Network.
<b>Eligible Applicants</b>	Only approved New York State MBK Community Network(s) (NYSMBKCN) who were not previously awarded an MBK Fellows Program grant in 2018 are eligible to apply for this grant opportunity. An approved NYSMBKCN is a partnership between the Office of the Mayor and the School District Superintendent (or the Chancellor in New York City), that have filed supporting documents with the Office of Family and Community Engagement as of November 1, 2017. Additionally, for this grant opportunity, each NYSMBKCN must also secure a Memorandum of Agreement (MOA) with a local postsecondary education institution(s) or a local business(es)/Community-based organization as a partner(s). <b><i>The public-school district partner must serve as the applicant/fiscal agent for this grant program.</i></b>

<b>Student Eligibility</b>	For this grant opportunity, eligible students are those who were in 11 <sup>th</sup> grade in 2017-18, with an emphasis on boys and young men of color, who are enrolled in any one of the NYSMBKCN(s) receiving this grant.
<b>Amount of Funding</b>	Available funding for July 2018 through December 2018 is expected to be \$154,700, subject to legislative appropriation.
<b>Mandatory Application Requirement(s)</b>	<b>Applications must include a Memorandum of Agreement (MOA) signed by all partners (minimum of three, including Mayor or equivalent municipality elected official, Superintendent, and Postsecondary Institution Senior Administrator or local business/community-based organization) to be reviewed for consideration. Applications that do not include a MOA signed by all required partners will not be reviewed for consideration. Letters of support will not be accepted in lieu of a required partner's signature on the MOA.</b>
<b>Application Deadline</b>	Submit one original and two (2) paper copies (both the narrative application and the budget/budget narrative) as well as one electronic copy of the complete application on CD, postmarked by June 22, <b>2018</b> .  New York State Education Department Attention: NYS Fellows Program Application Office of Family and Community Engagement 89 Washington Ave., Rm. EBA 971 Albany, NY 12234
<b>Webinar</b>	Guidance on the process and criteria for selecting the MBK Fellows is provided through a pre-recorded webinar which is posted on the <a href="#">MBK page</a> of the NYSED website.
<b>Q &amp; A</b>	Questions regarding this grant must be e-mailed to <a href="mailto:NYSMBK@nysed.gov">NYSMBK@nysed.gov</a> by 6/8/18. A Q&A Summary will be posted on the <a href="#">MBK page</a> of the NYSED website no later than 6/15/18.
<b>Application Due Date</b>	Applications must be postmarked by <b>June 22, 2018</b> .

**The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of Family and Community Engagement  
89 Washington Avenue/ Room EBA 971  
Albany, NY 12234**

**Guidelines  
for the Submission of Applications for the  
New York State MBK Fellows Program  
For the Period July 1, 2018-December 31, 2018**

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**New York State MBK Fellows Program**  
Guidelines for the Submission of Applications

**I. 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 flash drive, postmarked by **June 22, 2018**.

**Checklist**

Please use the Application Checklist to ensure that you send a complete application package.

**Page Limits and Standards:**

You must limit the project narrative to no more than **15 double-spaced pages in a minimum 10-point font** and all information requested in this section (excluding resumes, memoranda of agreement and course descriptions) must be contained within the narrative portion of the proposal. The narrative should present a cohesive document with each individual section related to all other sections. The name of the institution must appear in the top right corner of each page.

A specific format is required for the information requested in **Attachment II**. This information should be provided on Attachment II and be included in the 15-page limit. Single-spacing may be used on Attachment I provided the typeface or font is at least 10-point size. **The Budget Narrative will be subject to the 15-page Project Narrative limit, but the FS-10 will not.**

**Proposed Budget for a Federal or State Project (FS-10)**

The application must include a budget and budget narrative for each category of expenditure that is required for the grant (Professional Salaries, Support Staff Salaries, Purchased Services, Travel Expenses, Employee Benefits, BOCES Services) and a Proposed Budget for a Federal or State project (FS-10). The necessary and appropriate narrative should include sufficient detail to allow reviewers to understand what the funds will be used for and the relationship between the proposed expenditure and project activities and goals.

The total from each of the Budget Category Forms must correspond to amounts shown on the Budget Summary Form. Please be sure to check all your calculations for accuracy.

**II. INTRODUCTION**

The New York State MBK Fellows program is one of the initiatives initially established under an initiative of the Board of Regents to increase the academic achievement and college and career readiness of disadvantaged youth, particularly boys and young men 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 another Pacific Islander, or American Indian, or Alaska Native; or two or more. 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.

### **III. PURPOSE, PROGRAM COMPONENTS, AND MBK MILESTONES**

The purpose of the Fellows grant is to provide 11<sup>th</sup> grade high school students, with an emphasis on boys and young men of color, with opportunities to gain authentic leadership experience(s) and develop service projects beneficial to the schools they attend and the communities they live in. The Department will fund grants to NYSMBKCN school districts to address the following program components for **two MBK Fellows**:

- A. An authentic leadership opportunity in local government and/or education and/or business.
- B. Each NYSMBK Fellow will have a mentor currently employed with one of the partners.
- C. Each NYSMBK Fellow will have the opportunity to participate in one 4 to 6-month fellowship with one of the partners.
- D. Each Fellow will serve on a statewide MBK Fellows Workgroup, coordinated by the NYSED Office of Family and Community Engagement, which will provide input on the development and implementation of a statewide MBK Mentoring Network. The workgroup will meet approximately once each month.
- E. Each NYS MBK Fellow will develop a service project related to one of the New York State MBK Milestones with the partner that would benefit the school and/or community. The six NYS MBK Milestones are:
  - 1. Ensuring equitable access to high quality schools and programs;
  - 2. Expanding prevention, early warning, and intervention services;
  - 3. Using differentiated approaches based on need and culture;
  - 4. Responding to structural and institutional racism;
  - 5. Making comprehensive and coordinated support services widely available; and
  - 6. Engaging families and communities in a trusted and respectful way

- F. All MBK Fellows and Mentors are expected to participate in a monthly teleconference/videoconference meeting with the Office of Family and Community Engagement. The purpose of the monthly meeting is for the Fellows to participate in the design of a statewide MBK Mentor Network. To form the MBK Mentor Network, NYSED will recruit college students from various statewide opportunity programs such as the Higher Education Opportunity Program (HEOP), the Educational Opportunity Program (EOP), the College Discovery Program (CD), the Search for Education, Elevation and Knowledge (SEEK) and the City University of New York Black Male Initiative (CUNY BMI). The college students will work with MBK high school students as group mentors. The group mentoring will focus on ensuring that students who apply and are accepted to college follow through and actually enroll in the Fall, 2018.

NYSED will assist Districts in identifying and assigning mentors to work with their Fellows. Each participating District will receive an allocation of \$4,900 to provide stipends to seven college students at \$700 each. The college students are expected to provide group mentoring to at least 4 students (with an emphasis on boys and young men of color) who have been accepted to a college from the participating District. If 28 graduating students cannot be identified, the college mentors can be allowed to mentor students from neighboring districts that have received MBK funding from the NYSED.

Additional details on the implementation of the mentoring component will be shared with all parties (MBK Fellows, MBK Fellow mentors and the awarded school districts) as this component is developed with input from the Fellows and the participating Districts.

- G. During the program period, each Fellow will be provided opportunities to build communication and advocacy skills in preparation for becoming an MBK Program Ambassador. (Background: Upon successfully completing the program, each NYS MBK Fellow will become an MBK Program Ambassador, joining a statewide network of former Fellows who will engage as leaders in their local communities and provide input and feedback to state education department administrators, legislators, the NYS Board of Regents, municipal elected officials and their peers, based on their Fellowship experiences.)

#### **IV. RATIONALE AND GOALS**

New York State, through actions by the Board of Regents, the Governor and Legislature, is the first in the nation to adopt a statewide version of My Brother's Keeper, an initiative from President Obama to boost the educational futures of disadvantaged youth, particularly young minority men and boys. As part of the national initiative launched in February 2014, My Brother's Keeper seeks to close the persistent gap in educational achievement and opportunity between disadvantaged youth, particularly young minority men and boys and their peers. The MBK Fellows Program has three goals:

1. An overarching goal is to encourage and support young men in making good choices, becoming more resilient, overcoming educational and community obstacles, and achieving their dreams in life, thereby improving their communities and the state. As far back as 1975, the Board of Regents adopted educational policies which seek to alleviate the achievement gaps of Native American students ([Position Paper #22](#)). The principles included in the Regents' nine directives sit firmly as the foundation for many of the activities which are now ideally to be implemented for all disadvantaged youth, particularly boys and young men of color.
2. While there has been slight improvement on educational measures of academic skills, one of the consistent features of any type of analysis has been and continues to be the significant opportunity gap between minority and non-minority students. The specific goal of the New York State MBK Fellows Program is to address limited career exposure and close opportunity gaps by engaging participants in internships, work experiences, and service projects that build their knowledge and skills. The program's approach is to engage student leaders in meaningful experiences that expose them to the world of

policy-making, legislation, community services, civic engagement, entrepreneurship and other valuable learning experiences. Each New York State MBK Fellow will be partnered with a mentor to provide guidance and support.

3. An ultimate goal for the MBKFP is to create and sustain a statewide network of MBK Program Ambassadors—former Fellows who are engaged as leaders in their local communities and who provide input and feedback to state education department administrators, legislators, the NYS Board of Regents, municipal elected officials and their peers, based on their Fellowship experiences.

## **V. MBKFP OBJECTIVES, STRATEGIES AND ACTIVITIES:**

Through this application process, the eligible school districts must submit plans on how they will partner with either local businesses or community-based organizations or postsecondary institutions to address components listed above in section III. A-H.

For each component, be sure to address the following:

### **Objectives and Strategies**

List specific objectives to be accomplished. Objectives must support the MBK Fellows goals and must be measurable. Objectives should be focused on how the fellowship experience will address one or more of the MBK Milestones, delivering a service project to the school and/or community, and participating in designated statewide Fellow events.

### **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:** For each objective, describe the performance measures sources that will assess its efficacy.

## **VI. INSTITUTIONAL ELIGIBILITY**

**The current list of eligible school districts is listed below.**

1. Albany CSD
2. Dunkirk CSD
3. Greenburgh CSD
4. Ithaca CSD
5. New Rochelle CSD

6. New York City DOE (for Brooklyn)
7. New York City DOE (for the Bronx)
8. New York City DOE (for Manhattan)
9. New York City DOE (for Queens)
10. New York City DOE (for Staten Island)
11. Poughkeepsie CSD
12. Rochester CSD
13. White Plains CSD

## **VII. NYSED'S RESERVATION OF RIGHTS**

NYSED reserves the right to:

1. Reject any or all proposals received in response to the RFP;
2. Withdraw the RFP at any time, at the agency's sole discretion;
3. Make an award under the RFP in whole or in part;
4. Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
5. Seek clarifications of proposals;
6. Use proposal information obtained through site visits, management interviews and the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
7. Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it may become available;
8. Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
9. Change any of the scheduled dates;
10. Waive any requirements that are not material;
11. Negotiate with the successful bidder within the scope of the RFP in the best interests of the state;
12. Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
13. Utilize any and all ideas submitted in the proposals received;
14. Unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 90 days from the bid opening;
15. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation;
16. Request best and final offers.

## **VIII. PROJECT EXPECTATIONS**

Projects will be deemed as meeting project expectations if they produce:

- Two Fellows who meet regularly with their mentor
- A service project by each Fellow related to one of the New York State MBK initiatives that would benefit the school and or community
- Fellows participation in monthly statewide teleconference meetings convened by the NYS Education Department’s Office of Family and Community Engagement for the purposes of developing a statewide MBK Mentor Network program
- Fellows and mentor(s) participation in an in-person meeting convened by the NYS Education Department’s Office of Family and Community Engagement (date and location to be determined)

**IX. FUNDING LIMITATIONS AND METHOD OF DETERMINING AWARD AMOUNTS**

A funding formula has been developed for the allocation of funds for eligible school districts providing that they respond to all requirements of this RFA in sufficient detail. If all eligible districts are fully funded, the amount of funding available per district is \$11,900.

**For an increase in available funding:**

If all available funds are not allocated, or if new or additional funding becomes available, and NYSED chooses to distribute this funding to eligible entities, NYSED will allocate the funds as follows:

1. First, to new communities who have become a part of the NYS MBK Community Network after the initial funding opportunity, in the order in which they joined the network.
2. Second, to currently funded school districts who increase their number of Fellows.

**For a decrease in available funding:**

A decrease in funding for any subsequent funding year will result in a proportional reduction to all funded districts based on total annual budget.

**X. BUDGET**

**Budget Form (FS-10)**

Applicants must submit a FS-10 budget with this application, for the initial project period of July 1, 2018– December 31, 2018. The budget will be reviewed and scored.

The applicant must complete the FS-10 Budget Form. Budgeted costs must be in compliance with applicable State and federal laws and regulations and the Department’s Fiscal Guidelines. These guidelines, as well as the FS-10 form, are available online at the following URL: <http://www.oms.nysed.gov/cafe>. The FS-10 must bear the original signature of the Chief School/Administrative Officer.

Information about the categories of expenditures and general information on allowable costs, applicable cost principles and administrative regulations are available in the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/guidelines.html>.

The budget should be reasonable and appropriate to cover program expenses.

For more information, visit the website

<http://www.oms.nysed.gov/cafe/guidance/faqs.html>

A. Use of Funds

1. Activities funded under a MBKFP award will be administered according to a written agreement between the State Education Department and the participating school district.
2. Amendments to the proposal during the course of the year that involve changes in the manner in which MBKFP funds are expended must have prior written approval from the MBKFP-SED. Expenses for activities not included in the approved budget will not be reimbursed by the State.

B. Allowable Expenses

Fellows Stipends \$1500 * 2	\$3,000
Travel for Mentors/Fellows	\$1,000
Mentor Stipends \$1500 * 2	\$3,000
<u>Mentor Network Mentors \$700 * 7</u>	<u>\$4,900</u>
TOTAL	\$11,900

The stipend will be paid to the Fellows and mentors through the applicant school district. Travel funds are to support, at minimum, travel for Fellows and mentors to an in-person meeting convened by the NYS Education Department's Office of Family and Community Engagement (date and location to be determined).

C. Non-Allowable Expenses

1. Funds may not be used for indirect costs.
2. Funds may not be used for construction or renovation of classroom or office space.
3. Funds may not be used for equipment (items with a per-unit cost of \$5000 or more).
4. 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).
5. Funds cannot be used for items which previously had been assumed by the institution. The purpose of a MBKFP award is to supplement rather than supplant monies previously or presently allocated to MBKFP related activities.
6. MBKFP 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.
7. MBKFP funds cannot be used to pay for the salary or stipend of an MBK Director or someone designated as a Principal Investigator for the grant.

8. Funds may not be used for purposes other than those described in the approved grant contract.
9. MBKFP funds cannot be used for organizational dues or items not specifically allowed under the categories identified above.

E. Transfer of Funds

1. Budget transfers of more than 10 percent in any category must be submitted as a budget amendment. Form FS-10-A: Proposed Amendment for a Federal or State Project must be used to request a budget amendment and must be submitted to MBKFP-SED for review. All FS-10-A forms must be submitted anytime between the start date of any funding year and July 31<sup>st</sup> of that year. Funds should not be expended until the budget amendment has been approved in writing.
2. Funds up to 10 percent of line categories may be transferred between approved line categories without prior written approval. However, MBKFP-SED must be informed in writing of all amendments made to an approved budget within 30 days of each occurrence, but no later than July 31st of the program year.

F. Institutional Funds

1. Program Support: The district or a partner must provide sufficient space and other resources for the effective operation of the project activities.

G. MBKFP Payment Schedule

Please refer to the **FISCAL GUIDELINES FOR FEDERAL AND STATE AIDED GRANTS** at:

<http://www.oms.nysed.gov/cafe/guidance/guidelines.html>

Funds will be provided through a 25% initial payment within 90 days of start date of grant, up to 90% based upon submitted FS-25 forms as interim payments; the final 10% will be reimbursed upon completion of the required reports and FS-10F.

**XI. PROJECT SCHEDULE**

- A. Operation Dates: For year one, projects may begin as early as July 1, 2018 but must be completed by December 31, 2018. Expenses incurred outside of this period will not be reimbursed.
- B. Required Reports: Each institution receiving a MBKFP grant will be required to submit an interim and final report to MBKFP-SED. The interim and final reports annually will outline the scheduled activities in the program period identifying tasks, assignments, and specific objectives accomplished within the reporting period. A format and reporting schedule for the reports will be provided by MBKFP-SED and will include a monitoring of the educational markers used to measure success.

**XII. APPLICATION INSTRUCTIONS**

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 flash drive. **The original must be clearly identified and signed in blue ink.** An application for funding requires the original signature of the District Superintendent (or designee) of the district on the Application Cover Page and Statement of Assurances (Attachment III). **Applications for funding must be postmarked on or before June 22, 2018 to:**

ATTN: MBK Fellows Program Application  
New York State Education Department  
Office of Access, Equity, and Community Engagement Services  
89 Washington Avenue, EBA 971  
Albany, New York 12234

An application for funding meets the deadline requirement if it has a legible postmark, shipping label, invoice or receipt from the U.S. Postal Service or a commercial carrier bearing the date of **June 22, 2018** or earlier. Private metered postmarks **will not** be accepted as proof of meeting the required deadline. Hand delivered applications must be received at the MBKFP-SED office by 5:00 p.m. on or before **June 22, 2018.**

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

A complete application for funding consists of the following items in the order indicated:

- A. Application checklist
- B. Application Cover Page with Original Signature of Chief Executive/Administrative Officer (Attachment I)
- C. Statement of Assurances with Original Signature of Chief Executive/Administrative Officer (Attachment III)
- D. Proposed Budget (Attachment IV)
- E. Payee Information Form (if applicable)
- G. Proposal Narrative (including Attachment II)
- H. Budget Narrative
- I. FS-10 Budget

### **XIII. NARRATIVE FORMAT**

The proposal narrative should describe the 2018 proposed activities in full detail, including the overall objectives, planning, implementation, and evaluation of all proposed activities. **It may not be more than 15 double-spaced pages in a minimum 10-point font,** and all information requested in this section (excluding resumes, memoranda of agreement, course descriptions and the FS-10) must be contained within the narrative portion of the proposal. 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 school must appear in the top right corner of each page. A specific format is required for the information requested in Attachment II. This information should be provided on Attachment II and be included in the 15-page limit. Single-spacing may be used on Attachment I provided that the typeface or font is at least 10-point size. Failure to adhere to these guidelines or to include required information will result in an unfavorable review.

- A. Application Cover Page

B. Executive Summary (1-page max)

This section summarizes the proposal's purpose, scope and outcomes.

C. Organizational Background

This section should include:

1. An overview and brief description of the applicant school district
2. This section should explain why your district is qualified for a My Brother's Keeper Fellows Program award (MBKFP)
3. A brief history, accomplishments, qualifications, and educational experience in serving the needs of underrepresented and at-risk populations
4. Memorandum of Agreements (MOA)

**MEMORANDUM OF AGREEMENTS (MOA) ARE MANDATORY AS PART OF THE APPLICATION.** In order to encourage support from, and collaboration with, the applicant school district, the office of the Mayor or chief municipality official, postsecondary institutions, community-based organizations and/or local businesses in communities with high populations of low-achieving boys and young men of color; the eligible applicant must include in their application identified partnership(s) **with at least three** such entities/organization(s). In order to be a qualifying partnership, the partnership must meet the following requirements:

- The partnership must be evidenced by a signed memorandum of agreement (MOA) agreement signed by all parties to the agreement. Specify all of the services each of the partners is required to provide and when they are expected to do it. Please ensure that the partnership agreement is signed by all of the parties to the agreement when the application is submitted. The Partnership Agreement must be submitted with the application.
- While up to 40% of the total funds may be sub-contracted amongst the partnership organizations, the primary relationship of the partnership is not that of sub-contractors or consultants; but is one of collaboration toward alleviating the opportunity gap.

D. Program Objectives, Strategies, Activities, Services and Performance

E. Measures/Data Sources

**Use the forms provided in Attachment II: Program Objectives, Strategies, Activities, Services and Performance Measures/Data Sources**

1. Concrete plans on how mentoring activities will take place.
2. Plans on how the Fellow will be assisted in developing a service project in their local community.
3. Plan for attendance at monthly NYSED teleconference planning sessions for the NYSMBK Mentoring Network.
4. Plan to sustain future Fellows after the expiration of this funding.

For each component, be sure to address the following:

## **Objectives and Strategies**

List the specific objectives to be accomplished. Objectives must support the MBKFP goals and must be measurable. Objectives should be focused on improving student learning, and increasing the number of disadvantaged youth, primarily boys and young men of color, who are prepared for college and/or careers. Each of the MBKFP components 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:** For each objective, describe the performance measures that will assess its efficacy. Indicate the populations to be served and the tools, methods, and instruments that will be used.

## **E. Budget and Budget Narrative**

1. Indicate the proposed expenditures for the project on Attachment IV: MBKFP 2018 Proposed Budget. The attachment must provide complete information and indicate all proposed expenditures from MBKFP, school, district, and other optional matching funds. The budget must be consistent with the scope of services, reasonable, cost effective, and the staffing pattern is appropriate for the services to be offered.
2. Budget narrative expenditures description (including descriptions of school, district, and other optional source contributions) must follow the general format of Attachment IV: MBKFP 2018 Proposed Budget using the same sequence of categories and code numbers. The budget justifications must be clear and appropriate.

**Note: A completed FS-10: Proposed Budget for the State Project will be required with this application.**

## **XIV. PROPOSAL REVIEW**

### **Proposal Review**

Proposals will be reviewed by professional staff of the Office of Family and Community Engagement (OFCE) and staff will reach out to each applicant eligible school district to work with the district on the implementation of the components identified by the school district in their plan. Because funds are allocated by formula, there is no scoring process, and the role of the OFCE staff is to provide technical assistance and guidance, ensure that state funds are used for allowable

activities, and to provide oversight on the implementation of the award. The State Education Department reserves the right to reject any application which does not comply with the goals and requirements of this grant opportunity.

**XV. CORRESPONDENCE**

All correspondence, requests for information, and questions concerning this grant should be addressed to:

ATTN: MBK Fellows Program  
New York State Education Department  
Office of Access, Equity, and Community Engagement Services  
89 Washington Avenue, EBA 971  
Albany, New York 12234  
[NYSMBKnysed.gov](http://NYSMBKnysed.gov)

**XVI. PUBLICITY**

All materials developed in whole or in part with the support of MBKFP funds, including publicity releases and program announcements, will include the following statement:

Support for the development and production of this material was provided by a grant under the My Brother's Keeper Initiative of the New York State Education Department.

**ATTACHMENT I**

**Application Cover Page  
My Brother's Keeper Fellows Program Award**

Name of School District: \_\_\_\_\_

District Address: \_\_\_\_\_

\_\_\_\_\_

Name of Program Director: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Person Submitting Proposal (name/title): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

*I certify that the information contained in this application is, to the best of my knowledge, complete and accurate and any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws, application guidelines and instructions, Assurances, Certifications, Appendices A, A1-G and that the requested budget amounts are necessary for the implementation of this program. I understand that this application constitutes an offer and, if accepted by the NYSED or renegotiated to acceptance, will form a binding agreement. I also agree that immediate written notice will be provided to NYSED if at any time I learn that this certification was erroneous when submitted, or has become erroneous by reason of changed circumstances.*

Signature of District Chief Administrator (or designee) \_\_\_\_\_

Title: \_\_\_\_\_

## ATTACHMENT II

### Instructions for Completing Program Objectives, Strategies, Activities, Services and Performance Measures

1. Make as many copies of the forms as needed to address all program components (section III A-G). An example of one form is attached. Copy for the additional components.
2. Provide all the information requested in each column of the Objectives, Strategies, Activities Matrix (1-5).
3. Definitions:
  - **Strategies:** Describe the process or method MBKFP project will use to implement the MBKFP component indicated on the form (how).
  - **Activities/Services:** Indicate what MBKFP project will do to implement the MBKFP component indicated on the form (action/work).
  - **Staff Responsible:** Indicate the staff members who will be responsible. Use the title(s) for individuals listed.
  - **Performance Measure:** Indicate measurable elements that will indicate accomplishment of the MBKFP component listed on the form.
  - **Timeframe:** Indicate the timeframe(s) for each item listed.

<b>Component:</b>				
Strategies	Activities/Services	Staff Responsible	Timeframe	Performance Measures

**ATTACHMENT III**

(MBKFP)  
STATEMENT OF ASSURANCES

Institution Name: \_\_\_\_\_

Program: \_\_\_\_\_

1. The recipient will, if funded, operate a My Brother’s Keeper Fellows Program (MBKFP) within the letter and spirit of all pertinent legislation and policies, including the appropriate Guidelines.
2. Funds from this source will supplement, not supplant, local expenditures and will not duplicate expenditures from other sources.
3. All activities supported by grant funds will, to the extent possible, be accessible by persons with disabilities.
4. Upon request, the recipient will provide the State Education Department access to its records and other sources of information concerning the operation of the MBKFP program.
5. All materials developed in whole or in part with the support of MBKFP funds, including publicity releases and program announcements, will include the following statement:  
*Support for the development and production of this material was provided by a grant under the My Brother’s Keeper Fellows Program administered by the New York State Education Department.*

**CHIEF EXECUTIVE OFFICER CERTIFICATION**

I hereby certify that the information in this application is correct and in total compliance with appropriate State laws and regulations and that the program design will be carried out as described in the application.

Signed\* \_\_\_\_\_ Date \_\_\_\_\_  
(District Superintendent)

Print name and title \_\_\_\_\_

\*Original signature of District Superintendent is required.

**ATTACHMENT IV**

**Number of Students Served:**

<b>MBKFP 2018 PROPOSED BUDGET</b>
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ROUND CENTS TO THE NEAREST DOLLAR

Line No.	Expenditure Category	Code	MBKCG (1)	Institution (2)	Other Sources (3)	TOTAL (4)
1	<b>Salaries for Professional Personnel</b>	15				
2	<b>Salaries for Non-Professional Personnel</b>	16				
	a. Clerical/Secretarial					
	b. Student Assistants					
	c. Other					
3	<b>Purchased Services</b>	40				
4	<b>Supplies &amp; Materials</b>	45				
	a. Instructional					
	b. Other					
5	<b>Travel Expenses</b>	46				
	a. Student/Programmatic					
	b. Staff/Administrative					
6	<b>Employee Benefits</b>	80				
	a. Professional__%					
	b. Clerical/Secretarial__%					
	c. Student Assistants__%					
	d. Other__%					
7	<b>SUBTOTAL of Lines 1-6</b>					
8	<b>Indirect Cost*</b>	90	XXXXXXXX			
9	<b>Equipment</b>	20	XXXXXXXX			
10	<b>GRAND TOTAL (Lines 7 - 9)</b>					

ROUND CENTS TO THE NEAREST DOLLAR.

**ATTACHMENT V**

**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.

<b>Required Documents</b>	<b>Checked-Applicant</b>	<b>Checked –SED</b>
Application Checklist (Attachment V)	<input type="checkbox"/>	<input type="checkbox"/>
Application Cover Page with Original Signature of Chief Executive/Administrative Officer (Attachment I)	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Assurances with Original Signature of Chief Executive/Administrative Officer (Attachment III)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Budget (Attachment IV)	<input type="checkbox"/>	<input type="checkbox"/>
Payee Information Form (if applicable) <a href="http://www.oms.nysed.gov/cafe/forms/PIform.pdf">http://www.oms.nysed.gov/cafe/forms/PIform.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>
Proposal Narrative (15-page maximum – including Attachment II)	<input type="checkbox"/>	<input type="checkbox"/>
Budget Narrative (included in 15-page maximum)	<input type="checkbox"/>	<input type="checkbox"/>
FS-10 Budget EXCEL Version (signature required) (Attachment VI)	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>SED Comments:</b></p> <p>Has the applicant complied with the application instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SED Reviewer: _____ Date: _____</p>		

**ATTACHMENT VI**  
**Budget Form (FS-10)**

Applicants must submit a FS-10 budget with this application, for the project period of July 1, 2018 – December 31, 2018. The budget will be reviewed and scored.

The applicant must complete the FS-10 Budget Form. Budgeted costs must be in compliance with applicable State and federal laws and regulations and the Department's Fiscal Guidelines. These guidelines, as well as the FS-10 form, are available online at the following URL: <http://www.oms.nysed.gov/cafe>. The FS-10 must bear the original signature of the Chief School/Administrative Officer.

Information about the categories of expenditures and general information on allowable costs, applicable cost principles and administrative regulations are available in the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/guidelines.html>.

The budget should be reasonable and appropriate to cover program expenses.

**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 bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

**3. COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$10,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law Section 163.6-a). However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or for a purchase order or other transaction issued under such centralized contract.

**4. WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

**5. NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is

subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

**8. INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2NYCRR 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

**10. RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

**11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.** (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the

sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

**12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.** In accordance with Section 312 of the Executive Law and 5 NYCRR 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a", "b", and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law

and if such 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 to the extent required by law.

**16. NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

**17. SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

**18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

**19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

**20. OMNIBUS PROCUREMENT ACT OF 1992.** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business

Albany, New York 12245  
Telephone: 518-292-5100  
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:

NYS Department of Economic Development  
Division of Minority and Women's Business Development  
633 Third Avenue  
New York, NY 10017  
212-803-2414  
email: [mwbecertification@esd.ny.gov](mailto:mwbecertification@esd.ny.gov)  
[NYS M/WBE Directory](#)

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

- (a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;
- (b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;
- (c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and
- (d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

**21. RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

**22. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.** If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4-g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

**24. PROCUREMENT LOBBYING.** To the extent this agreement is a "procurement contract" as defined by

State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.**

To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the contractor fails to make the certification required by Tax Law Section 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. **IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law §165-a that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012” (“[Prohibited Entities List](#)”).

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

(January 2014)

## APPENDIX A-1 G

### General

- A. In the event that the Contractor shall receive, from any source whatsoever, sums the payment of which is in consideration for the same costs and services provided to the State, the monetary obligation of the State hereunder shall be reduced by an equivalent amount provided, however, that nothing contained herein shall require such reimbursement where additional similar services are provided and no duplicative payments are received.
- B. This agreement is subject to applicable Federal and State Laws and regulations and the policies and procedures stipulated in the NYS Education Department Fiscal Guidelines found at <http://www.nysed.gov/cafe/>.
- C. For each individual for whom costs are claimed under this agreement, the contractor warrants that the individual has been classified as an employee or as an independent contractor in accordance with 2 NYCRR 315 and all applicable laws including, but not limited to, the Internal Revenue Code, the New York Retirement and Social Security Law, the New York Education Law, the New York Labor Law, and the New York Tax Law. Furthermore, the contractor warrants that all project funds allocated to the proposed budget for Employee Benefits, represent costs for employees of the contractor only and that such funds will not be expended on any individual classified as an independent contractor.
- D. Any modification to this Agreement that will result in a transfer of funds among program activities or budget cost categories, but does not affect the amount, consideration, scope or other terms of this Agreement must be approved by the Commissioner of Education and the Office of the State Comptroller when:
  - a. The amount of the modification is equal to or greater than ten percent of the total value of the contract for contracts of less than five million dollars; or
  - b. The amount of the modification is equal to or greater than five percent of the total value of the contract for contracts of more than five million dollars.
- E. Funds provided by this contract may not be used to pay any expenses of the State Education Department or any of its employees.

### Terminations

- A. The State may terminate this Agreement without cause by thirty (30) days prior written notice. In the event of such termination, the parties will adjust the accounts due and the Contractor will undertake no additional expenditures not already required. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder.

### Responsibility Provisions

- A. **General Responsibility Language**

The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of Education or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.
- B. **Suspension of Work (for Non-Responsibility)**

The Commissioner of Education or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of Education or his or her designee issues a written notice authorizing a resumption of performance under the Contract.

C. Termination (for Non-Responsibility)

Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate SED officials or staff, the Contract may be terminated by the Commissioner of Education or his or her designee at the Contractor's expense where the Contractor is determined by the Commissioner of Education or his or her designee to be non-responsible. In such event, the Commissioner or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

Safeguards for Services and Confidentiality

- A. Any copyrightable work produced pursuant to said agreement shall be the sole and exclusive property of the New York State Education Department. The material prepared under the terms of this agreement by the Contractor shall be prepared by the Contractor in a form so that it will be ready for copyright in the name of the New York State Education Department. Should the Contractor use the services of consultants or other organizations or individuals who are not regular employees of the Contractor, the Contractor and such organization or individual shall, prior to the performance of any work pursuant to this agreement, enter into a written agreement, duly executed, which shall set forth the services to be provided by such organization or individual and the consideration therefor. Such agreement shall provide that any copyrightable work produced pursuant to said agreement shall be the sole and exclusive property of the New York State Education Department and that such work shall be prepared in a form ready for copyright by the New York State Education Department. A copy of such agreement shall be provided to the State.
- B. All reports of research, studies, publications, workshops, announcements, and other activities funded as a result of this proposal will acknowledge the support provided by the State of New York.
- C. This agreement cannot be modified, amended, or otherwise changed except by a written agreement signed by all parties to this contract.
- D. No failure to assert any rights or remedies available to the State under this agreement shall be considered a waiver of such right or remedy or any other right or remedy unless such waiver is contained in a writing signed by the party alleged to have waived its right or remedy.
- E. Expenses for travel, lodging, and subsistence shall be reimbursed in accordance with the policies stipulated in the aforementioned Fiscal guidelines.
- F. No fees shall be charged by the Contractor for training provided under this agreement.
- G. Nothing herein shall require the State to adopt the curriculum developed pursuant to this agreement.
- H. All inquiries, requests, and notifications regarding this agreement shall be directed to the Program Contact or Fiscal Contact shown on the Grant Award included as part of this agreement.
- I. This agreement, including all appendices, is, upon signature of the parties and the approval of the Attorney General and the State Comptroller, a legally enforceable contract. Therefore, a signature on behalf of the Contractor will bind the Contractor to all the terms and conditions stated therein.
- J. The parties to this agreement intend the foregoing writing to be the final, complete, and exclusive expression of all the terms of their agreement.