



NEW YORK STATE

My Brother's Keeper

**My Brother's Keeper
Fellows Program (MBKFP)
2018**

ANNOUNCEMENT OF FUNDING OPPORTUNITY

Full proposals must be postmarked by 2/16/18

Introduction/Background

- The New York State MBK Fellows program is one of the initiatives established by the Board of Regents to increase the academic achievement and college and career readiness of disadvantaged youth, particularly boys and young men of color.
- The purpose of the Fellows grant is to provide 11th 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.

Eligible Applicants

- Only approved New York State MBK Community Network(s) (NYSMBKCN) 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.
- 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).
- The public-school district partner must serve as the applicant/fiscal agent for this grant program.

Institutional Eligibility

- The current list of eligible school districts is listed below:
 - Albany CSD
 - Buffalo CSD
 - Dunkirk CSD
 - East Ramapo CSD
 - Greenburgh CSD
 - Hudson CSD
 - Ithaca CSD
 - Lyons CSD
 - Mt. Vernon CSD
 - Newburgh Enlarged CSD
 - New Rochelle CSD
 - New York City DOE (for Brooklyn)
 - New York City DOE (for the Bronx)
 - New York City DOE (for Manhattan)
 - New York City DOE (for Queens)
 - New York City DOE (for Staten Island)
 - Ossining Union Free CSD
 - Poughkeepsie CSD
 - Rochester CSD
 - White Plains CSD
 - Yonkers CSD

Student Eligibility

- Students in 11th grade with an emphasis on boys and young men of color, who are enrolled in any one of the NYSMBKCN(s) receiving this grant.
- 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.

Program Goals

- The MBK Fellows Program has three goals:
 1. 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.
 2. 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 service, 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. 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.

Program Components- Part 1

- The Department will fund grants to NYSMBKCN school districts to address the following program components for two MBK Fellows:
 - An authentic leadership opportunity in local government and/or education and/or business.
 - Each NYSMBK Fellow will have a mentor currently employed with one of the partners. NYSED will assist Districts in identifying and assigning mentors to work with their Fellows. 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.
 - Each NYSMBK Fellow will have the opportunity to participate in a ten month fellowship with one of the partners.
 - 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.
 - Fellows and their mentors will participate in the NYSED MBK Statewide Symposium to be held in Albany, New York, April 27, 2018.

Program Components- Part II

- 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
- Participation in a monthly teleconference/videoconference meeting with the Office of Family and Community Engagement is another component of this program. The purpose of the monthly meeting is for the Fellows to participate in the design of a statewide MBK Mentor Network.
- During the program period, each Fellow will be provided opportunities to build communication and advocacy skills in preparation for becoming an MBK Program Ambassador.

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 covered on pages 7-8 of the RFP.
- For each component, be sure to address the following:
 - **Objectives and Strategies**
 - **Activities and Services**
 - **Staff Responsible**
 - **Timeframe**
 - **Measures**

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
 - Fellows and mentor(s) participation in the NYS MBK Symposium held in Albany, NY

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:
 - 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.
 - 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.

Budget and Budget Narrative

- Applicants must submit a FS-10 budget with this application, for the initial project period of March 1, 2018– December 31, 2018. The budget will not be scored because this is a non-competitive application.
- 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 website: <http://www.oms.nysed.gov/cafe>. The FS-10 must bear the original signature of the Chief School/Administrative Officer.
- 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.
- 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 the following website: <http://www.oms.nysed.gov/cafe/guidance/guidelines.html>.
- The budget should be reasonable and appropriate to cover program expenses.

Use of Funds/Allowable Costs

- Activities funded under a MBKFP award will be administered according to a written agreement between the State Education Department and the participating school district.
- 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.
- 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 Albany for the Annual NYSMBK Symposium.

Non-Allowable Costs

- Funds may not be used for the following items listed below:
 - Indirect costs.
 - Construction or renovation of classroom or office space.
 - Equipment (items with a per-unit cost of \$5000 or more).
 - Rental of office or meeting space, storage facilities, equipment, fixtures or communication cost (phone, postage, and/or electronic communication cost).
 - 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.
 - 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.
 - To pay for the salary or stipend of an MBK Director or someone designated as a Principal Investigator for the grant.
 - For purposes other than those described in the approved grant contract.
 - For organizational dues or items not specifically allowed under the categories identified above.

MBKFP Payment Schedule

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

Project Schedule

- Operation Dates: For year one, projects may begin as early as March 1, 2018 but must be completed by December 31, 2018. Expenses incurred outside of this period will not be reimbursed.
- 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.

Application Instructions- Part I

- 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 2/16/2018 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 2/16/2018 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 2/16/2018.

Application Instructions- Part II

- 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 below:
 - 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)
 - F. Proposal Narrative (including Attachment II)
 - G. Budget Narrative
 - H. FS-10 Budget

Narrative Format

- 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 and at least one
 - 4. Memorandum of Agreement (MOA)

Narrative Format- Part II

- **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:

Narrative Format- Part III

- 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

Narrative Format- Part IV

- **Use the forms provided in Attachment II: Program Objectives, Strategies, Activities, Services and Performance Measures/Data Sources**
 - Concrete plans on how mentoring activities will take place.
 - Plans on how the Fellow will be assisted in developing a service project in their local community.
 - Plan for attendance at monthly NYSED teleconference planning sessions for the NYSMBK Mentoring Network.
 - Plan for attendance at NYS MBK Symposium
 - Plan to sustain future Fellows after the expiration of this funding.

Minority and Women-Owned Business Enterprise (M/WBE) Participation

- M/WBE participation is not required for this grant because the maximum award of \$11,900 falls below the \$25,000 required threshold for M/WBE participation.

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.