



NEW YORK STATE

My Brother's Keeper

My Brother's Keeper
Fellows Program (MBKFP)
Request for Applications (RFA)
Webinar

October 2019

Welcome to the My Brother's Keeper Fellows Program (MBKFP) Requests for Applications (RFA) webinar October 2019

MBKFP RFA Webinar Overview

- The purpose of this webinar is to highlight key aspects of the MBK Fellows Program and recently posted RFA so that eligible applicants understand:
 - its core purpose and requirements
 - the components of the MBK Fellows Program application

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MBK Fellows Program RFA Background/Purpose of Grant

- 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.

Purpose of Grant

- The purpose of the My Brother's Keeper Fellows Program (MBKFP) is to provide rising 12th 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.

Grant Terms

- December 13, 2019 – June 30, 2022 (annually);
 - Year one – December 13, 2019 – June 30, 2020
 - Year two – September 1, 2020 – June 30, 2021
 - Year three – September 1, 2021 – June 30, 2022

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MBKFP RFA - Eligible Applicants

- Only approved New York State MBK Community Network(s) (NYSMBKCN) are eligible to apply for this grant opportunity. Detailed instructions for becoming a New York State MBK Community can be found on the NYSED My Brother's Keeper website www.nysed.gov/mbk/community-network.
- An approved NYSMBKCN is a partnership between the Office of the Mayor or chief municipality officer 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 August 1, 2019.
- 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.***

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The public-school district partner must serve as the applicant/fiscal agent for this grant program.

MBKFP RFA - Institutional Eligibility

- The current list of eligible school districts is listed below:
 - Albany CSD
 - Brentwood UFSD*
 - Buffalo CSD*
 - Dunkirk CSD
 - East Ramapo CSD
 - Greenburgh CSD
 - Hudson CSD
 - Ithaca CSD
 - Lyons CSD
 - Monticello 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
 - Peekskill CSD
 - Poughkeepsie CSD
 - Rochester CSD*
 - Syracuse CSD*
 - White Plains CSD
 - Yonkers CSD*

(* These districts, which serve more than 10,000 students, are eligible for an allocation to serve up to four Fellows during each year in the program period.)

Institutional Eligibility

This current list of eligible schools districts is listed below:

Please note that the districts listed with an asterisk are districts which serve more than 10,000 students and are eligible for an allocation to serve up to four Fellows during each year of the program period.

MBKFP RFA - Student Eligibility

- For this grant opportunity, students eligible to be selected are rising 12th grade students 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 RFA 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.
- While there is no formal criteria in the RFA, MBK Fellows should be selected based on the following criteria:
 - Identified as a leader with demonstrated leadership qualities or leadership potential in their school or immediate community
 - Demonstrates strong work ethic
- MBK Communities that attended the 3rd MBK Symposium had their selected fellows participate in the induction ceremony.
- If you are a newer MBK Community, we would suggest that you allow enough time to select fellows and their mentors in order to begin activities at the start of the program.

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If you are a newer MBK Community, we would suggest that you allow enough time to select fellows and their mentor in order to begin activities at the start of the program.

MBKFP RFA - Program Requirements - Part I

- The Department will fund grants to NYSMBKCN school districts to address the following program components for the MBK Fellows:
 - An authentic leadership experience by participating in a 10-month fellowship in local government and/or education and/or business.
 - Each NYSMBK Fellow will have a mentor currently employed with one of the partners and meet regularly. (Strategies for mentoring are outlined by the [New York State Education Department My Brother's Keeper Guidance Document: Emerging Practices for Schools and Communities.](#))
 - 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

Program Requirements - Part I

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Please note that while the RFA states that the fellowship is a 10-month fellowship, the term of the grant for the first year is 7 months, December 13th, 2019 through June 30, 2020.

- Subsequent years, September 1, 2020 – June 30, 2021 and September 1, 2021 – June 30, 2022 will be 10 months each year.

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MBKFP RFA – Program Requirements– Part II

Fellows and their mentors will participate in a series of events and workshops, including the following:

- Newly selected 11th grade students and their mentors will participate in the annual New York State Education Department (NYSED) My Brother’s Keeper (MBK) Statewide Symposium to be held in Albany, New York on April 23, 2020. Each student will participate in the MBK Fellows induction ceremony.
- Each Fellow and mentor (or school district representative) will participate via conference call in two (2) virtual masterminds (book studies) on the book *Madd Truth* by Dr. Alphonso Wyatt with the NYSED Assistant Commissioner of the Office of Access, Equity, and Community Engagement Services or designee. Conference calls will be held on designated Thursdays at 6:00pm.
- Fellows and their mentors or school district representatives are required to attend the MBK Fellows Retreat expected to be held during the fall of the Fellows’ 12th grade year. During the retreat, each Fellow will receive a copy of *Frederick Douglass: Prophet of Freedom* by David W. Blight. Fellows will participate in three (3) teleconference discussions on the book with the Assistant Commissioner of the Office of Access, Equity and Community Engagement Services or designee.

While the RFA states that the Fellows Retreat will be held in the fall, we plan to hold the retreat in the spring.

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Please note, that while the RFA states the retreat will be held in the fall of the Fellows’ 12th grade, the Fellows retreat will be held in the spring of the

Fellows' 12th grade year.

During the retreat, each Fellow will receive a copy of Frederick Douglass: Prophet of Freedom by David W. Blight. Fellows will participate in three (3) teleconference discussions on the book with the Assistant Commissioner of the Office of Access, Equity and Community Engagement Services or designee.

MBKFP RFA - Program Requirements - Part III

- Each Fellow and mentor(s) will participate in the “Stand and Deliver” Workshop and Leadership Presentations in Albany. “Stand and Deliver” will take place during New York State Association of Black and Puerto Rican Legislators, Inc. annual caucus weekend February 2020.
- MBK Fellows and their mentors will participate in a conference call with the Director of Family of Community Engagement or designee every other month. The dates and times (TBD).
- MBK Fellows and their mentors or a school district representative may be invited to participate in additional activities/opportunities that may arise during this grant period.
- During the program period, each Fellow will be provided opportunities to build communication and advocacy skills in preparation for becoming an MBK Program Ambassador.

Program Requirements - Part III

Each Fellow and mentor(s) will participate in the “Stand and Deliver” Workshop and Leadership Presentations in Albany. “Stand and Deliver” will take place during New York State Association of Black and Puerto Rican Legislators, Inc. annual caucus weekend February 2020.

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During the program period, each Fellow will be provided opportunities to build communication and advocacy skills in preparation for becoming an MBK Program Ambassador.

MBKFP RFA - 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 8-9 of the RFP.
- For each component, be sure to address the following:
 - **Objectives and Strategies**
 - **Activities and Services**
 - **Staff Responsible**
 - **Timeframe**
 - **Measures**

Objectives, Strategies and Activities

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For each component, be sure to address the following:

Objectives and Strategies

Activities and Services

Staff Responsible
Timeframe
Measures

MBKFP RFA – 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. Districts serving less than 10,000 students may select up to **two Fellows** for a maximum funding amount up to \$11,900 and districts serving more than 10,000 students may select up to **four Fellows** for a maximum funding amount up to \$23,800.
- 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.

FUNDING LIMITATIONS AND METHOD OF DETERMINING AWARD AMOUNTS

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MBKFP RFA - Budget and Budget Narrative

- Applicants must submit a FS-10 budget with this application, for the initial project period of December 13, 2019 – June 30, 2020. **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.
- 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.

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

MBKFP RFA - 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

Fellow Stipend	\$1,500
Mentor Stipend	\$1,500
Participation in RFP-Mandated Events	\$2,325
Participation in Other Events	\$500
<u>Book Study Materials</u>	<u>\$125</u>
Total amount per Fellow per year:	\$5,950

- 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 NYSMBK events mandated by this RFA.

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<u>\$125</u>	<u>Book Study Materials</u>
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MBKFP RFA - 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.

Non-Allowable Costs

Listed here are the non-allowable costs for the MBK Fellows Program

MBKFP RFA - 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.
- All fiscal/budgets forms can be found on the NYSED Grants Finance page located at <http://www.oms.nysed.gov/cafe/forms/>

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All fiscal/budgets forms can be found on the NYSED Grants Finance page located at

MBKFP RFA - Project Schedule

- **Operation Dates:** For year one, projects may begin as early as December 13, 2019 but must be completed by June 30, 2020. Expenses incurred outside of this period will not be reimbursed.
 - For year two, activities begin September 1, 2020 and must be completed by June 30, 2021
 - For year three, activities begin September 1, 2021 and must be completed by June 30, 2022
- **Required Reports:** Each institution receiving a MBKFP grant will be required to submit an interim and final report to NYSED's Office of Family and Community Engagement.
- 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.

MBKFP RFA Project Schedule

It is important to note the operation dates for the MBK Fellows Program

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MBKFP RFA - 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 12/6/2019 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 12/6/2019 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 12/6/2019.
- Proposals that do not meet the deadline requirement will **not** be considered.

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MBKFP RFA - Application Instructions - Part II

- 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

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Please be advised

MBKFP RFA - Narrative Format

- **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).

Narrative Format

A key aspect of the MBKFP RFA Narrative Format is the Memorandum of Agreements (MOA)

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MBKFP RFA - Narrative Format- Part II

- 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.

Narrative Format- Part II

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

- M/WBE participation is not required for this grant because the maximum award of \$23,800 falls below the \$25,000 required threshold for M/WBE participation.

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MBKFP RFA - 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.

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The State Education Department reserves the right to reject any application which does not comply with the goals and requirements of this grant opportunity.

MBKFP RFA – Important Dates

- Questions regarding this grant must be e-mailed to NYSMBK@nysed.gov by **October 11, 2019**
- A Question and Answer Summary will be posted at <http://www.nysed.gov/NYSMBK> no later than **October 25, 2019**
- Applications must be postmarked by **December 6, 2019**
- Activities for the program begin **December 13, 2019 (subject to application approval)**

Important Dates

Questions regarding this grant must be e-mailed to

later than **October 25, 2019**

Applications must be postmarked by **December 6, 2019**

Activities for the program begin **December 13, 2019 (subject to application approval)**

This concludes this webinar.

Thank you!

no