

Webinar on the Request for Proposals for Exemplary School Models and Practices for the New York State My Brother's Keeper Initiative.

Transcript of Presentation

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Welcome to the Webinar on the Request for Proposals for Exemplary School Models and Practices for the New York State *My Brother's Keeper Initiative*.

This is Request For Proposal is number 17-014

Proposals **must** be postmarked by **6/9/2017**.

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Today's Webinar will be led by me, Karen Hymes, of the New York State Education Department's Office of Family and Community Engagement.

I am the associate who will be your NYSED program contact for this grant.

This webinar will touch on the highlights of the RFP, but please read through the RFP carefully as there is more information contained therein.

If you have questions, send an email to: ModelRFP@nysed.gov by May 10.

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Here is a brief overview of our agenda for this webinar.

We will take a look at: important dates, background, goals, key terms, application guidance, institutional eligibility, goals for success, funding, budget, awards, project schedule, the proposal narrative, organizational background, objectives/key strategies, address goals, project staffing and management, MWBE – Minority/Women Business Enterprises, debriefing procedures, the award protest procedure, important dates, the application, and the application checklist.

If you have questions, send an email to: ModelRFP@nysed.gov by May 10.

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Our overall goals of this webinar are:

- to give a detailed review of the RFP,
- to clarify some points of the RFP based on some of the questions we have received thus far,

-and to help generate additional questions so that all eligible applicants are prepared to respond to this RFP.

To accomplish this, please email ModelRFP@nysed.gov if you have questions. You'll notice the email at the bottom of all pages. **Please note: NO responses will be given to individual questions.**

Questions must be received no later than **Wednesday, May 10, 2017** and all

Questions and Answers will be posted by **Friday, May 19, 2017**, at this link, [My Brother's Keeper website](#).

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The following is a summary of the background for this RFP that originated with the National My Brother's Keeper Initiative.

As part of the national initiative launched in February 2014, My Brother's Keeper seeks to close the persistent gaps in educational achievement and opportunity between young minority men and boys and their peers.

Chapter 53 of the laws of 2016: with the adoption of the 2016-2017 New York State Budget, New York became the first, and to date the only, state to accept the President's My Brother's Keeper challenge.

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The ultimate goal of success for the MBK ESMP is school district that employs educational programs and models that build academic identity and social capital for underachieving youths. For the purposes of data reporting and analysis, projects will be deemed as meeting project expectations if they produce:

- Statistically significant improved academic performance for students from low-socioeconomic status (SES) families based on NYS assessments
- A statistically significant reduction in the academic performance gap between boys and young men of color and all other students

- Statistically significant improved graduation rates for boys and young men of color, students eligible for free or reduced lunch, English Language Learners (ELL), and students in special education

Required data reporting will determine whether and to what extent these objectives and expectations are met.

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For the purposes of this RFP, a 'boy or young man of color' includes: male students in NYS public schools who are identified in their school records with race/ethnicity described as **Black or African-American, Hispanic/Latino, Asian, Native Hawaiian or other Pacific Islander, or American Indian, or Alaska Native, or two or more races.**

School districts are required to ensure that the official school record accurately identifies the student in the category that the student has identified and not a category identified by a school or district official.

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Next, I will guide you through the application process.

Required Signature:

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, to SED postmarked by 6/9/2017

If you have questions, send an email to: ModelRFP@nysed.gov by May 10.

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Institutional eligibility –

First of all, you have to be a NYS public school **district, not** a school building.

Next there are **two** paths to eligibility:

- Either a NYS Public school district having one of the following four designations
 - Large City

- New York City
- Rural High Needs, or
- Urban/Suburban High Needs

OR

- A NYS School District contracted to provide educational services to American Indian reservation populations

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Funding

The allocation for 2017-2018 is expected to be \$2,000,000.

The maximum request for any Exemplary School Models and Programs project will be \$140,000 per year.

A minimum 15 percent (15%) match of approved grant contract is required.

The matching requirements may be met through the institution's own resources, private sources, other non-state government sources, and/or in-kind services. Other State funds may be used in this match except for state grant funds from educational opportunity programs, but may not duplicate services provided.

Applicants must submit a FS-10 budget with this application for the initial 12 month project period of September 1, 2017 – August 31, 2018.

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The Budget and the Budget Narrative

The applicant must indicate the proposed expenditures for the project on the RFP Attachment IV: MBK Proposed Budgets for 2017-2018, 2018-2019, 2019-2020. The attachment must provide complete information and indicate all proposed expenditures.

The budgets must be consistent with the scope of services, reasonable, cost effective, and the staffing pattern is appropriate for the services to be offered.

Budget narrative expenditure descriptions must follow the general form of the RFP Attachment IV: MBK Proposed Budget using the same sequence of categories and code numbers.

Budget justifications must be clear and appropriate.

Note: A completed FS-10: Proposed Budget for 2017-2018 for the project will be required with this application

If you have questions, send an email to: ModelRFP@nysed.gov by May 10.

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Every grant has allowable and non-allowable expenses.

Allowable expenses as listed on page 14 of the RFP are:

- Program Administration
- Program Activities and
- Administrative and instructional supplies, materials, and durable goods

Non-Allowable as listed on page 14 of the RFP are:

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

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Method of Determining Award Amounts

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

The proposals will be rated numerically, with a maximum possible score of 100 points: 80 points for the Narrative Application and 20 points for the Budget/Budget Narrative. Scores are recorded to two decimal places.

Awards will be made as follows: two (2) to districts contracting to provide American Indian Educational Services, five (5) to eligible districts in New York City and seven (7) to eligible districts in the rest of the state, for a total of fourteen (14) awards.

In the event that fewer than the designated number of awards are made in a given region, those remaining awards will be made state-wide based on the next highest ranked application score per the scoring method above.

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Project Schedule

For year one, projects may begin as early as September 1, 2017 but must be completed by August 31, 2018.

For year one, expenses incurred prior to September 1, 2017 or after August 31, 2018 will not be reimbursed.

Consistent funding is expected to continue the project annually through August 31, 2020.

The subsequent two years will be funded at the same level as was awarded for year one, subject to the continuation of the State Appropriation and the successful performance of the district.

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Keep your proposal narrative concise and on-point.

It should not be more than 15 double-spaced pages in a minimum 10 point font, and all information requested in this section (excluding resumes and the FS-10) should be contained within the narrative portion of the proposal.

- Application Cover Page
- Executive Summary (1 page maximum)
- Organizational Background
- Program Objectives, Strategies, Activities, Services and Performance Measures/Data Sources
- Project Staffing and Management
- Budget Narrative

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Organizational Background

This section should include:

- An overview and brief description of the applicant school, district, and administrative structure
- Districts must describe their existing collaborative work with P-12 schools, institutions of higher education (IHE), and community based programs (CBP) to identify best practice models that are research based, outcome focused and promote partnerships among schools, community colleges, public four-year institutions, community support services and community-based organizations that provide high-quality comprehensive and coordinated supports, services, and opportunities for students placed at risk with an emphasis on boys and young men of color.
- A brief history, accomplishments, qualifications, and educational experience in serving the needs of at risk populations.
- Applicant's partner for demonstration and replication must be a school within another district with similar demographics, within the applicant's region (school providing American Indian Educational Services, NYC, or rest of state), be a struggling or persistently struggling school, and must be identified in the application. Where no demographically similar struggling or persistently struggling partner is available the partner may be a priority or focus school.
- Internal Program Relationships

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Objectives and Key Strategies

The primary objects of this program are to: develop and/or expand an exemplary high quality college and career readiness school model(s), program(s) and practice(s) that demonstrates cultural and linguistic responsiveness, that emphasize the needs of boys and young men of color; and to investigate and replicate those educational programs, practices and models that build academic identity and social capital for underachieving youths.

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

If you have questions, send an email to: ModelRFP@nysed.gov by May 10.

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Addressing Each Goal

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

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

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

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

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

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

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Project Staffing and Management

Describe a management plan that will assure the effective completion of project activities given the fiscal and other resources available.

Provide an organizational chart which indicates the management structure of the program within the district.

Briefly describe all professional staff positions (full-time and part-time, paid and volunteer) that will be assigned directly to the project. Define the role and scope of designated positions.

List the names and titles of all full-time and part-time professional and instructional staff for the project. Provide current resumes for all professionals in the project.

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MWBE – Minority Women Business Enterprises

The M/WBE participation goal for this grant is 30% of each applicant's total discretionary non-personal service budget over the entire term of the grant.

Discretionary non-personal service budget is defined as total budget, excluding the sum of funds budgeted for: direct personal services (i.e., professional and support staff salaries) and fringe benefits; and rent, lease, utilities and indirect costs, if these items are allowable expenditures.

Methods of compliance

Full Participation - This is the preferred method of compliance. Full participation is achieved when an applicant meets or exceeds the participation goals for this grant.

Partial Participation - Partial Request for Waiver - This is acceptable only if good faith efforts to achieve full participation are made and documented, but full participation is not possible.

No Participation - Request for Complete Waiver - This is acceptable only if good faith efforts to achieve full or partial participation are made and documented, but do not result in any participation by M/WBE firm(s).

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Debriefing Procedure

All unsuccessful applicants may request a debriefing within fifteen (15) calendar days of receiving notice from NYSED. Bidders may request a debriefing letter on the selection process regarding this RFP by submitting a written request to the Fiscal Contact person at:

NYS Education Department
Contract Administration Unit
89 Washington Avenue
Room 510W EB
Albany, NY 12234

The Fiscal Contact person will make arrangements with program staff to provide a written summary of the proposal's strengths and weaknesses, as well as recommendations for improvement. Within ten (10) business days, the program staff will issue a written debriefing letter to the bidder.

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Award Protest Procedures

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

The protest must be in writing and must contain specific factual and/or legal allegations setting forth the basis on which the protesting party challenges the contract award by NYSED.

The protest must be filed within ten (10) business days of receipt of a debriefing or disqualification letter. The protest letter must be filed with:

NYS Education Department
Attn: Jessica Hartjen
Room 501W EB

Contract Administration Unit
89 Washington Avenue
Albany, NY 12234

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Once again, let me remind you of the important dates with regard to this RFP.

Questions must be received no later than **Wednesday, May 10, 2017** and all

Questions and Answers will be posted by **Friday, May 19, 2017**, at this link, [My Brother's Keeper website](#), listed on this slide.

Full proposals **must** be postmarked by **6/9/2017**.

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Applications

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

Applications for funding must be postmarked on or before 6/9/2017 to:

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

If you have questions, send an email to: ModelRFP@nysed.gov by May 10.

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Application Checklist

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

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

- Application checklist (Attachment V)
- Application Cover Page with Original Signature of Chief Executive/Administrative Officer (Attachment I)
- Statement of Assurances with Original Signature of Chief Executive/Administrative Officer (Attachment III)
- Proposed Budget (Attachment IV)
- Payee Information Form (if applicable)
- Proposal Narrative (including Attachment II)
- Budget Narrative
- FS-10 Budget
- Worker's Compensation Documentation
- Disability Benefits Documentation
- M/WBE Documents Package (original signatures required) (Attachment VIII)

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Most important: Full proposals **must** be postmarked by **6/9/2017**.

Thank you for listening.

Finally, if you have questions, send an email to: ModelRFP@nysed.gov by May 10.