



NEW YORK STATE

# My Brother's Keeper

## Exemplary School Models and Practices (ESMP)

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

Announcement of Funding Opportunity

RFP #17-014

Full proposals must be postmarked by 6/9/2017



# Introduction

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

Questions? Send an email to: [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov)



# Webinar Agenda

- Important Dates
- Background
- Goals
- Key Terms
- Application Guidance
- Institutional Eligibility
- Goal for Success
- Funding
- Budget
- Awards
- Project Schedule
- Proposal Narrative
- Organizational Background
- Objectives/Key Strategies
- Address Goals
- Project Staffing and Management
- MWBE
- Debriefing Procedures
- Award Protest Procedure
- Important Dates
- Application
- Application Checklist

Questions? Send an email to: [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov)



# Important Dates

- Webinar will be available on: 5/1/2017
- Questions regarding this grant must be e-mailed to [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov) by 5/10/2017
- A Question and Answers Summary will be posted at: <http://www.nysed.gov/nysmbk> no later than 5/19/2017
- Full proposals must be postmarked by 6/9/2017

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# Background

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

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# Goals

- 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

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# 'Boy or young man of color'

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

Questions? Send an email to: [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov)



# 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, to SED postmarked by **6/9/2017**

Questions? Send an email to: [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov)



# Institutional Eligibility

New York State Public school districts which meet the following criteria may submit applications:

- NYS public school districts designated in the NYSED listing of public school districts as:
  - LARGE CITY
  - NEW YORK CITY
  - RURAL HIGH NEEDS, or
  - URBAN/SURBURBAN HIGH NEEDS
- OR
- NYS School Districts 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 ESMP 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.

Questions? Send an email to: [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov)

# Budget and Budget Narrative

- 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**

Questions? Send an email to: [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov)

# Allowable/Non-allowable Expenses

- Allowable (see RFP, p.14)
  - Program administration
  - Program activities
  - Administrative and instructional supplies, materials, and durable goods
- Non-Allowable (see RFP, p.14)
  - Funds may not be used for indirect costs.
  - Funds may not be used for construction or renovation of classroom or office space.
  - Funds may not be used for equipment (items with a per-unit cost of \$5000 or more).
  - Funds are not available for rental of office or meeting space, storage facilities, equipment, fixtures or communication cost (phone, postage, and/or electronic communication cost).
  - Funds cannot be used for items which previously had been assumed by the institution. The purpose of a MBK award is to supplement rather than supplant monies previously or presently allocated to MBK related activities.
  - MBK funds are intended to establish new efforts or to enrich or expand existing ones. They may not be used to supplant funding of other existing efforts.
  - MBK funds cannot be used to pay for the salary or stipend of the MBK ESMP Program Director's Supervisor or someone designated as a Principal Investigator for the grant.
  - Funds may not be used for purposes other than those described in the approved grant contract.
  - MBK funds cannot be used for organizational dues or items not specifically allowed under the categories identified above.

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# Methods of Determining Award Amounts

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

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

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

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# Organizational Background

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

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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.



# Project Staffing and Management

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

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# MWBE

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

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# Debriefing Procedure

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

Questions? Send an email to: [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov)

# Award Protest Procedures

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

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

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# Important Dates

- Webinar will be available on: 5/1/2017
- Questions regarding this grant must be e-mailed to [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov) by 5/10/2017
- A Question and Answers Summary will be posted at: <http://www.nysed.gov/mbk/schools/my-brothers-keeper> no later than 5/19/2017
- Full proposals must be postmarked by 6/9/2017

Questions? Send an email to: [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov)



# 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

Questions? Send an email to: [ModelRFP@nysed.gov](mailto:ModelRFP@nysed.gov)

# 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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