

**Fellows Program (FP)  
2022-2026  
A New York State My Brother's Keeper Initiative**

**Questions and Answers**

**UPDATE: Deadline Extended!** The application deadline for this RFA has been extended. All applications must be postmarked by **January 13, 2023**.

The RFP states that: *Only approved New York State My Brother's Keeper 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 has filed supporting documents with the Office of Family and Community Engagement as of December 1, 2022.*

**Question 1:** Can you clarify what documents need to be filed with the Office of the Mayor?

*No documents need to be filed with the mayor. The RFA requires the submission of a Memorandum of Agreement (MOA) as part of the application. The Mayor is one of a minimum of three people who must sign the MOA that must be submitted with the application.*

*"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 an 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."*

*RFA, p.2, Mandatory Application Requirement*

**Question 2:** If we were invited to submit an application, do we still need to file supporting documents?

*Yes. Please see the RFA for number of copies and Application Checklist to ensure that a complete application package is submitted.*

*RFA, p.37, Attachment V, Application Checklist*

*The RFA also requires the submission of a Memorandum of Agreement (MOA) as part of the application.*

*"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 an 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."***

***RFA, p.2, Mandatory Application Requirement***

**Question 3:** Do we need to submit an FS10 for each year within 2022-2026, ie, we will be submitting a total of four FS10's?

***You do not submit all four FS-10s with your application. You only submit the FS-10 for 2022-2023 and accompanying M/WBE documents with your application. Each subsequent year you will submit an FS-10, with accompanying M/WBE documents, for that project year.***

**Question 4:** Do we need to reapply for each year?

***No, you will not reapply each year. You will just submit an FS-10 with accompanying M/WBE documents for the subsequent three years of the grant.***

**Question 5:** Though the RFP notes that missing the MOA components would be detrimental to a submission, given the short timeline before the submission date, is there any consideration given to city school districts with lengthier MOA processes? It is anticipated that securing a signed and fully executed MOA with the City of Rochester may put the application at risk of not making the Dec 7 deadline. Please advise if these are any alternative solutions.

***The RFA requires the submission of a Memorandum of Agreement (MOA) as part of the application.***

***"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 an 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."***

***RFA, p.2, Mandatory Application Requirement***

**Please note that the application deadline has been extended to January 13, 2023.**

**Question 6:** In maintaining the continuity of the program, MBK Fellows (rising seniors) for the 2022-23 year were selected in April 2022. The RFP notes that the fellows are

expected to attend the Annual NYSMBK Statewide Symposium with their mentors— given that these fellows have already been inducted and attended the symposium but without the mentor (contract for NorthStar Rites of Passage now in processing per the RFP), would these fellows still be eligible?

***The MBK Fellows who were inducted virtually on April 28, 2022, (currently seniors), are the Fellows who are participating in programming through June 30, 2023, which includes attending the 2023 MBK Symposium. However, they will not be inducted again in-person. The 2023 Cohort of MBK Fellows (juniors) will be inducted at the 2023 MBK Symposium and will participate in Fellows' programming from July 1, 2023-June 30, 2024.***

**Question 7:** If we do not have a fully executed MOAs are there any other options? Will a commitment letter work while we work on getting the MOAs completed?

- ***The RFA requires the submission of a Memorandum of Agreement (MOA) as part of the application.***
- ***Letters of support or commitment letters will not be accepted in lieu of a required partner's signature on the MOA.***
- ***However, if the partners are the same as they were for your last MOA submission, you may submit that MOA with your application and forward an updated MOA when you get new signatures.***

***“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 an 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.”***

***RFA, p.2, Mandatory Application Requirement***

**Please note that the application deadline has been extended to January 13, 2023.**

**Question 8:** Can an MOA with a mentor for the MBKFP grant be between our district and an individual, or must it be between our district and the organization with which the mentor is associated?

- ***The RFA does not require that mentors sign the MOA that is part of the grant application. If the district chooses to have an MOA with its mentors that is strictly a local decision.***
- ***The MOA that is required as part of the application must be signed by the Superintendent and Mayor or equivalent municipality elected official (the two parties who originally had to partner to form and MBK Community) and at least one of the following organizations: Postsecondary Institution***

**Senior Administrator AND/OR local business/community-based organization.**

***“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 an 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.”***

***RFA, p.2, Mandatory Application Requirement***

***It is this additional partner or partners that the Fellows will do their fellowship with and with whom they will partner for their service projects.***

- A. Each NYSMBK Fellow will gain an authentic leadership experience by participating in one 10-month fellowship in local government and/or education and/or business.***
- B. Each NYSMBK Fellow will have a mentor currently employed with one of the partners. (Strategies for mentoring are outlined by the New York State Education Department My Brother’s Keeper Guidance Document: Emerging Practices for Schools and Communities.)***
- C. Each NYSMBK Fellow will develop a service project that would benefit the school and/or community related to one of the New York State MBK Milestones with the partner.***

***RFA, p.7, PURPOSE, PROGRAM COMPONENTS...***

**Question 9:** For budget year ending June 30, 2023; Is the applicant expected to utilize less than the allotted \$5950 per fellow?

***No, despite the abbreviated project year, the 2022-2023 project year will still be funded at the full \$5,950 per Fellow.***

**Question 10:** The RFP explains the fellowships are for 10 months. For the budget year ending June 30, 2023, is it acceptable for the fellowship to end on June 30, 2023? This would then be a 6-month fellowship not a 10 month as the RFP explains.

***Yes, the Fellowship will be abbreviated to six months for the 2022-2023 project year, ending by June 30, 2023.***

**Question 11:** Is the applicant school district considered to be one of the 3 required agency partners? In other words, is the applicant expected to find 2 or 3 partners in addition to themselves?

***Yes, the applicant school district is one of the required partners.***

***The MOA that is required as part of the application must be signed by the Superintendent and Mayor or equivalent municipality elected official (the two parties who originally had to partner to form and MBK Community) and at least one of the following organizations: Postsecondary Institution Senior Administrator AND/OR local business/community-based organization.***

***“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 an 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.”***

***RFA, p.2, Mandatory Application Requirement***

***The applicant may have more than the three required partners sign the MOA.***

**Question 12:** What are locations for the symposiums and state mandated events? Having this information would best help to plan and budget travel expenses.

***The Stand and Deliver Workshop and the MBK Symposium are always held in Albany.***

***The location of the next Fellows Retreat is yet to be determined, but the retreat has previously been held in Ulster County and will include one or two overnights.***

***The RFA, p.13, Allowable Expenses, includes the budget for travel for each Fellow and his mentor.***

**Question 13:** Does the FS-10 need to be completed for each program year separately?

***Yes, but you do not submit all four FS-10s with your application. You only submit the FS-10 for 2022-2023 and accompanying M/WBE documents with your application. Each subsequent year you will submit an FS-10, with accompanying M/WBE documents, for that project year.***