



NEW YORK STATE

My Brother's Keeper

My Brother's Keeper Fellows Program (MBKFP)

Request for Applications (RFA) Webinar

2022-2026

November 2022



MBKFP RFA Webinar Overview

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

- its core purpose and requirements**
- the components of the MBK Fellows Program application**





- Questions regarding this grant must be e-mailed to NYSMBK@nysed.gov by **November 28, 2022**.
- A Question and Answer Summary will be posted at <http://www.nysed.gov/NYSMBK> no later than **December 1, 2022**.
- Applicants must be an approved New York State MBK Community as of **December 1, 2022**.
- Applications must be postmarked by **December 7, 2022**.



Background/Purpose of Grant

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.

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 Term

December 12, 2022 – June 30, 2026

- Year One – December 12, 2022 – June 30, 2023
- Years Two, Three, and Four – July 1 – June 30



Eligible Applicants

- Only approved New York State MBK Community Network(s) (NYSMBKCN) are eligible to apply for this grant opportunity. Detailed instructions for becoming 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 **December 1, 2022**.
- 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
- Arlington
- Brentwood*
- Buffalo*
- Dunkirk
- East Ramapo
- Elmont
- Greenburgh
- Hudson
- Ithaca
- Lyons
- Monticello
- Mount Pleasant Cottage
- Mt. Vernon
- New Rochelle*
- Newburgh*
- New York City DOE (for the Bronx)*
- New York City DOE (for Brooklyn)*
- New York City DOE (for Manhattan)*
- New York City DOE (for Queens)*
- New York City DOE (for Staten Island)*
- Ossining
- Peekskill
- Poughkeepsie
- Rochester*
- Roosevelt
- Schenectady
- Sewanhaka
- Syracuse*
- Uniondale
- White Plains
- Yonkers*

****Any additional districts who are approved New York State My Brother's Keeper Community Networks by December 1, 2022 are also eligible to apply.**

(* 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.)



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 races/ethnicities.**



Selecting Fellows

- **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 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.**



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 they will 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 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 each spring. Each student will participate in the MBK Fellows induction ceremony.
- Each Fellow and mentor (or school district representative) are required to participate via conference call in at least two (2) virtual masterminds (book studies) 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 6:00 PM.
- Fellows and their mentors, or school district representatives, are required to attend the annual MBK Fellows Retreat.



Program Requirements - Part III

- Each Fellow and mentor(s) are required to participate in the “Stand and Deliver” Workshop and Leadership Presentations.
- 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.



Objectives, Strategies & 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 RFA.

For each component, be sure to address the following:

- Objectives and Strategies
- Activities and Services
- Staff Responsible
- Timeframe
- Measures



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.



Budget and Budget Narrative

- Applicants must submit an FS-10 budget with this application, for the project period of December 12, 2022 – June 30, 2023. **The budget will not be scored because this is a non-competitive application.**
- Budgeted costs on the mandatory FS-10 form 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.



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 RFA-Mandated Events	\$2,325
Participation in Other Events/Purchase of NYSED-approved materials	\$500
Book Study Materials	\$125
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.



Non-Allowable Expenses

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);
- 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; and
- 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.



Payment Schedule

- Please refer to the **FISCAL GUIDELINES FOR FEDERAL AND STATE AIDED GRANTS** at: <http://www.oms.nysed.gov/cafe/guidance/guidelines.html>
- Funds will be provided through a 25% initial payment; then 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/>



Project Schedule

- **Operation Dates:**

December 12, 2022 – June 30, 2026

- Year One – December 12, 2022 – June 30, 2023
- Years Two, Three, and Four – July 1 – June 30
 - Expenses incurred outside of the project period will not be reimbursed.

- **Required Reports:** Each institution receiving a My Brother's Keeper Fellows Program Grant will be required to submit a final report to NYSED's Office of Family and Community Engagement.

- The final reports annually will outline the scheduled activities in the program period identifying tasks, assignments, and specific objectives accomplished within the reporting period.



Application Instructions – Part I

- Interested and eligible school districts must submit one original of the full proposal, the narrative application, the signed FS-10, the budget narrative, and M/WBE documents, postmarked by **December 7, 2022**, as well as one electronic copy of the complete application via email, received on or before **December 7, 2022**.
- **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 December 7, 2022 to:**

New York State Education Department
ATTN: My Brother's Keeper Fellows Program Application
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 **December 7, 2022** or earlier. Private metered postmarks **will not** be accepted as proof of meeting the required deadline.
- Proposals that do not meet the deadline requirement will **not** be considered.



Application Instructions – Part II

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

- A. Application checklist (Attachment V)**
- 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)**
- G. Proposal Narrative (including Attachment II)**
- H. Budget Narrative**
- I. FS-10 Budget (Attachment VI)**
- J. M/WBE Documents (Attachment VII, plus the M/WBE Goal Calculation Worksheet)**



Narrative Format

- The proposal narrative should describe the 2022-2023 proposed activities in full detail, including the overall objectives, planning, implementation, and evaluation of all proposed activities.
- **It may not be more than 15 double-spaced pages in a minimum 10-point font**, and all information requested in this section (excluding resumes, memoranda of agreement, course descriptions and the FS-10) must be contained within the narrative portion of the proposal.
- The narrative should present a cohesive document, with each individual section related to all other sections, and **must** adhere to the format indicated below. The name of the school must appear in the top right corner of each page. A specific format is required for the information requested in Attachment II. This information should be provided on Attachment II and be included in the 15-page limit. Single-spacing may be used on Attachment I provided that the typeface or font is at least 10-point size. Failure to adhere to these guidelines or to include required information will result in an unfavorable review.
 - A. Application Cover Page**
 - B. Executive Summary (1-page max) This section summarizes the proposal's purpose, scope and outcomes.**
 - C. Organizational Background (See slide #22)**
 - D. Program Objectives, Strategies, Activities, Services and Performance**
 - E. Measures/Data Sources**



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
4. Memorandum of Agreements (MOA) (See slide #23)



Memorandum of Agreements (MOA)

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 partnerships **with at least three** such entities/organizations 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.

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 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 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.



Minority Women Business Enterprises M/WBE

Minority and Women-Owned Business Enterprise (M/WBE) Participation Goals Pursuant to Article 15-A of the New York State Executive Law

- The M/WBE requirements apply when an applicant submits an application for grant funding that exceeds \$25,000 for the full grant period.
- **All awards for this four-year grant cycle exceed \$25,000, so all applicants will be subject to M/WBE requirements for the 2022-2026 MBK Fellows grant cycle.**



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





- Questions regarding this grant must be e-mailed to NYSMBK@nysed.gov by **November 28, 2022**.
- A Question and Answer Summary will be posted at <http://www.nysed.gov/NYSMBK> no later than **December 1, 2022**.
- Applicants must be an approved New York State MBK Community as of **December 1, 2022**.
- Applications must be postmarked by **December 7, 2022**.





Send your

QUESTIONS



to: NYSMBK@nysed.gov
by November 28, 2022.





NEW YORK STATE

My Brother's Keeper

Changing the Narrative

THANK YOU

for listening

