



# New York State EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

## Office of Family and Community Engagement

 Access, Equity and Community Engagement Services

Access, Equity and Community Engagement Services

Family and Community Engagement

Postsecondary Access, Support & Success

Teacher Development Programs

Contact Us

### Family and Community Engagement

Our mission is to establish, support, and expand access to educational and life opportunities for ALL people in New York State.

### Parent Resources

- COVID-19 Resources for Families and Communities
- Bilingual Education & English as a New Language - Parent Engagement
- Early Learning - Parent Resources
- Educational Technology for Families
- Every Student Succeeds Act (ESSA)
  - English Language Learners / Multilingual Learners (ELLs / MLLs)
  - Equitable Services for Nonpublic Schools
  - Fact Sheets
  - New York State ESSA Plan
  - New York State's new school accountability system
  - Parent Dashboard
  - School Accountability Designations

<http://www.nysed.gov/postsecondary-services/family-and-community-engagement>





NEW YORK STATE

# **My Brother's Keeper**

## **FS-10 Packet Tutorial**





NEW YORK STATE


# My Brother's Keeper

| MBK Program Office Liaisons  | MBK Grant Program  |
|--|--|
| Kimberly Arrington<br><a href="mailto:Kimberly.Arrington@nysed.gov">Kimberly.Arrington@nysed.gov</a> | MBK Family and Community Engagement Program<br>MBK Native American Program |
| Sean Brown<br><a href="mailto:Sean.Brown@nysed.gov">Sean.Brown@nysed.gov</a>                         | MBK Challenge  |
| Karen Hymes<br><a href="mailto:Karen.Hymes@nysed.gov">Karen.Hymes@nysed.gov</a>                      | MBK Exemplary School Models & Practices<br>MBK Fellows                     |
| Doris Waiters<br><a href="mailto:Doris.Waiters@nysed.gov">Doris.Waiters@nysed.gov</a>                | MBK Teacher Opportunity Corps II   |




# MBK Program Office Liaison Email


Fellows 2020 FS10 Packet Form to be submitted by 8/31/2020

 Karen Hymes  
To

Retention Policy Deleted Items (2 weeks)

Expires 8/12/2020

 This item will expire in 13 days. To keep this item longer apply a different Retention Policy.

 1MBK 2020 FS10 Packet FormTemp Final\_distributed.pdf  
549 KB

Dear MBK Fellows Colleagues,

Please complete the Fellows 2020 FS10 Packet Form to be submitted by 8/31/2020. You can use Adobe Acrobat or Adobe Acrobat Reader to fill in this form.

Click the attachment to open the form in Adobe Acrobat or Adobe Acrobat Reader. When you are finished, click SUBMIT to return your data to the form author.

Additionally, please complete the attached MWBE documents, FS-10 Excel File, Composite Budget and appropriate signature page and email the attachments to me at [karen.hymes@nysed.gov](mailto:karen.hymes@nysed.gov).

For additional reference on completing the budget documents, please see the reference guide on the MBK Website at Dear MBK Fellows Colleagues,

Please complete the form Fellows 2020 FS10 Packet Form to be submitted by 8/31/2020. You can use Adobe Acrobat or Adobe Acrobat Reader to fill in this form.

Click the attachment to open the form in Adobe Acrobat or Adobe Acrobat Reader. When you are finished, click SUBMIT to return your data to the form author.

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For additional reference on completing the budget documents, please see the reference guide on the MBK Website at <http://www.nysed.gov/mbk>.

Get the free latest version of Adobe Acrobat Reader from:

<<http://www.adobe.com/go/reader>>

Stay safe and well.

Sincerely,  
Karen Hymes.





Office of Family and Community Engagement  
Room 960 Education Building Annex  
Albany, New York 12234

Tel: (518) 474-3719  
Fax: (518) 474-7468  
Email: [NYSMBK@nysed.gov](mailto:NYSMBK@nysed.gov)

July 24, 2020

Dear Native American Program Grant Colleagues:

Please read the following reminders regarding budgets and amendments.

1. **2020-21 Budgets (FS-10s):**

**The 2020-2021 budgets can be e-mailed now, however are due no later than 8/31/20.**

Remember you must also include all your M/WBE documents. Your budget will not get final approval until you have cleared M/WBE. Please ensure that you have mailed in a hard copy of your FS-10 with original signature (blue ink preferred), if you have been informed by myself that your budget is approvable and ready to be printed, signed and mailed. Once your budget is approved by Grants Finance, you will receive an initial payment of 25% of your annual budget, you may then begin to request reimbursement using the FS-25 form.

**2020-2021 Budget Encumbrances:**

All project encumbrances must be made within the approved funding period from September 1, 2020-August 31, 2021.

**The deadline for Amendments is July 31, 2021.**

**2019-2020 Budget**

All project encumbrances must be made within the approved funding period from December 13, 2019-April 30, 2021.

**The deadline for amendments is March 30, 2021.**

2. **M/WBE:**

Enclosed, please find the M/WBE Compliance Report used to track M/WBE expenditures for grants with an M/WBE Participation Goal. Each grant project with M/WBE Participation Goals, is required to submit an M/WBE Compliance Report (M/WBE 104-G) to demonstrate their compliance. This form is to be used for the tracking of M/WBE expenditures throughout the year in order to ensure that projects are meeting their M/WBE participation goals. The completed form (see attached) should be submitted to the M/WBE Mailbox [MWBEgrants@nysed.gov](mailto:MWBEgrants@nysed.gov), as soon as a program has either met their M/ WBE requirements for the year, or no later than 30 days after the project end date.

Final payments will not be made until the M/WBE Compliance Report is received by the M/WBE office. As a reminder, it is the responsibility of the grantee to maintain M/WBE Compliance. In addition to tracking spending with the M/WBE Compliance Report, please be sure to check in with your NYSED M/WBE Compliance Coordinator should changes to M/WBE occur when budget amendments (FS- 10As) are utilized. Should budget amendments impact M/WBE calculations, compliance, or the approved M/WBE Utilization Plan, a new M/WBE package must be submitted and then reviewed by the M/WBE



Office.

Please feel free to contact the M/WBE Office, [MWBEgrants@nysed.gov](mailto:MWBEgrants@nysed.gov), with any questions.

**4. FS-25s:**

You may submit FS-25s to Grants Finance throughout the program year for reimbursement and are encouraged to do so. Be mindful that

- a) The initial payment of 25% of the annual budget will be made upon execution of the contract.
- b) Subsequent payments will be made following the project submission of a FS-25 form.
- c) The final payment of 10% occurs upon the approval of the Final Program and Expenditure Reports (FS-10F Long Form).

It is a good practice to set up a withdrawal schedule with your budget office. These may be quarterly or monthly depending on your expenses. However, you decide, please make sure that your district is drawing down its funds and does not wait until the end of the year. Once you have developed a schedule in conjunction with your budget office it is a good idea to check with them to ensure funds have been withdrawn. FS-25s can be found at the following website:

<http://www.oms.nysed.gov/cafe/forms/>

**5. FS-10-Fs:**

Your fiscal Report for 2020-2021 is due on September 30, 2021. FS-10-Fs are submitted directly to NYSED's Grants Finance office. A copy is emailed to the program officer. Please note that your final budget must match expenses that were approved in your FS-10 or your most recently approved FS-10-A. Grants Finance does inform the program office if there are unallowable expenses in your FS-10-Fs. FS-10-Fs that do not match the approved expenses are subject to be rejected and will further delay final payment to your district. FS-10-F forms can be found at the following website:

<http://www.oms.nysed.gov/cafe/forms/>

**6. Final Report**

**The final report is due on September 15, 2021.** A separate email with more detail will be sent out. There will be a webinar on August 11, 2021 to help answer any questions regarding the final report.

**7. FS-10-As:**

Budget amendments may be submitted after you have received confirmation from Grants Finance that your FS-10 for the 2020-2021 program year has been approved. Please remember that if you require an amendment, you must first email me and make a request to amend your budget. If your amendment changes your M/WBE goal calculation you must resubmit all M/WBE required documents, which will have to be reviewed and approved of by the MWBE unit. Once you have received email confirmation that your FS-10-A is approvable, then you may print, sign (blue ink preferred), and mail a hard copy to the program office.

**8. PDF FS-10 Packet**

For your convenience and additional reference, we have enclosed a fillable PDF FS-10 Packet. This packet contains all required attachments which are embedded to this document. It is also available on the [MBK Website](#).

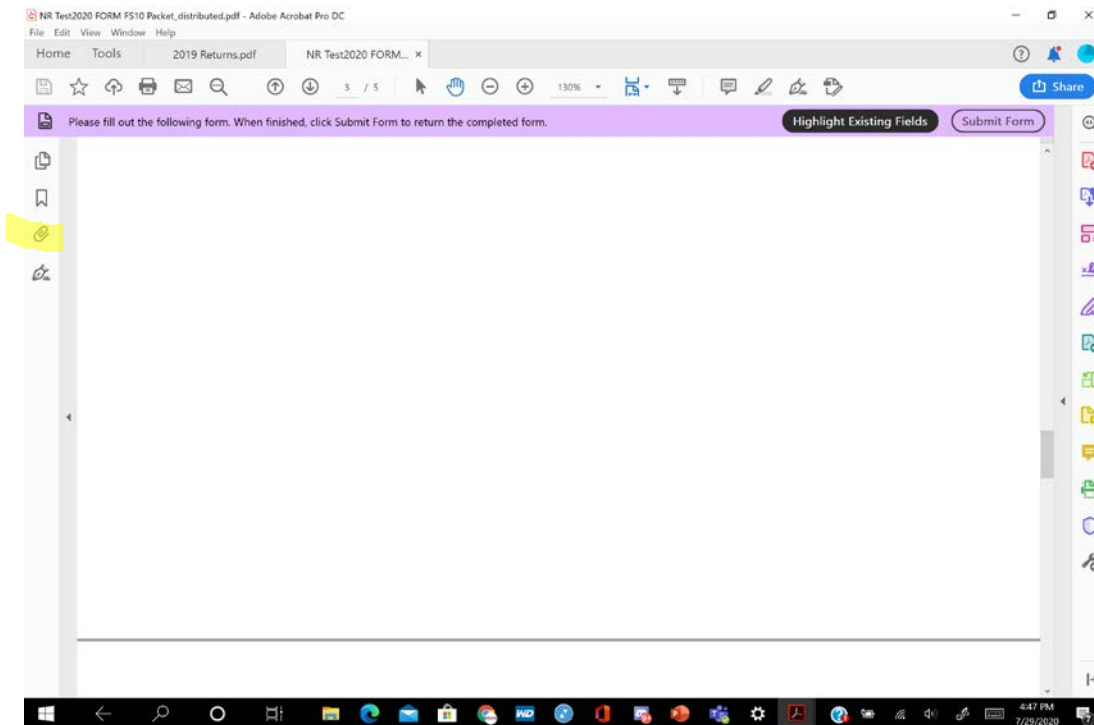
Sincerely,

Kimberly Arrington-Hardaway

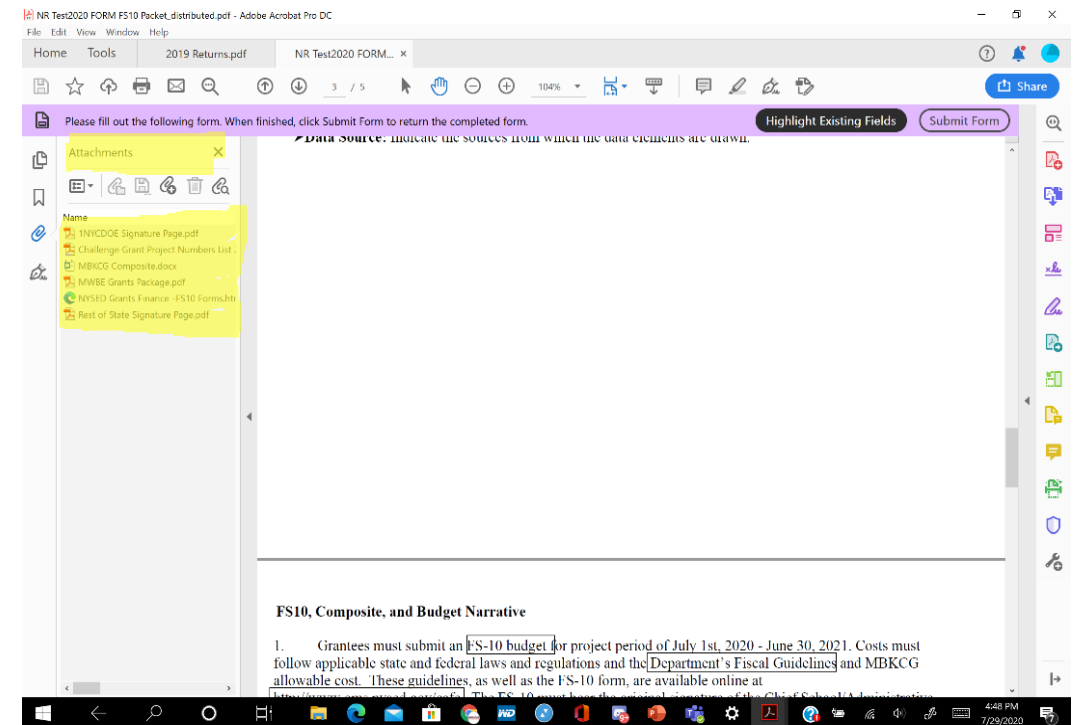


# Embedded Attachments

## Hidden Attachment Columns

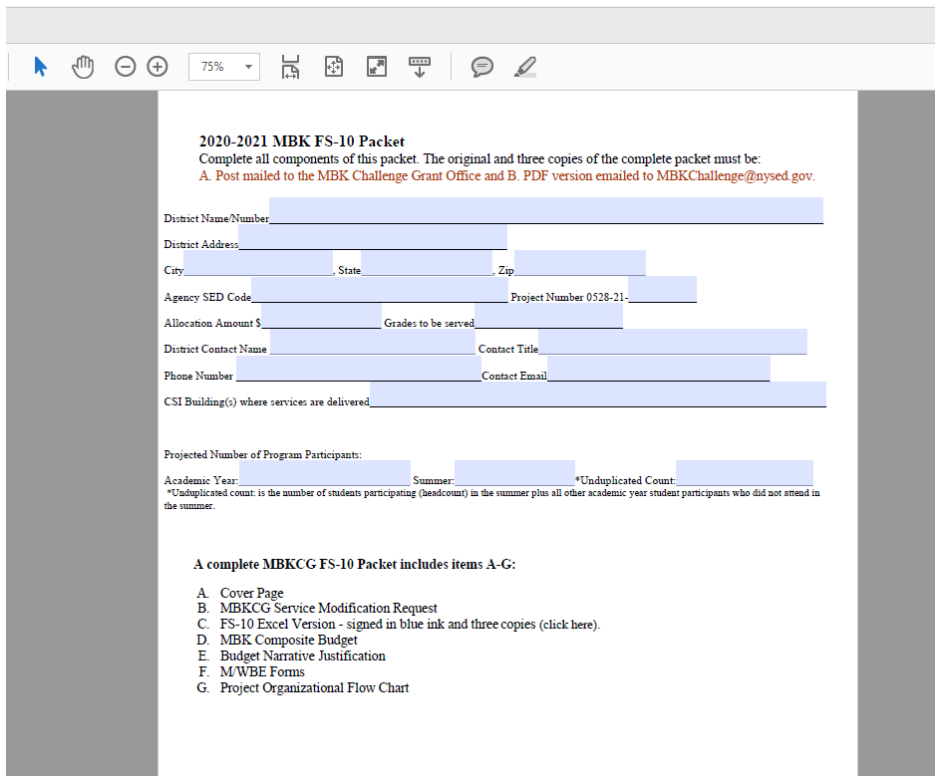


## Unhidden Attachment Columns



# Fillable Fields

## Fillable Form Page 4



2020-2021 MBK FS-10 Packet  
Complete all components of this packet. The original and three copies of the complete packet must be:  
A. Post mailed to the MBK Challenge Grant Office and B. PDF version emailed to [MBKChallenge@nysed.gov](mailto:MBKChallenge@nysed.gov).

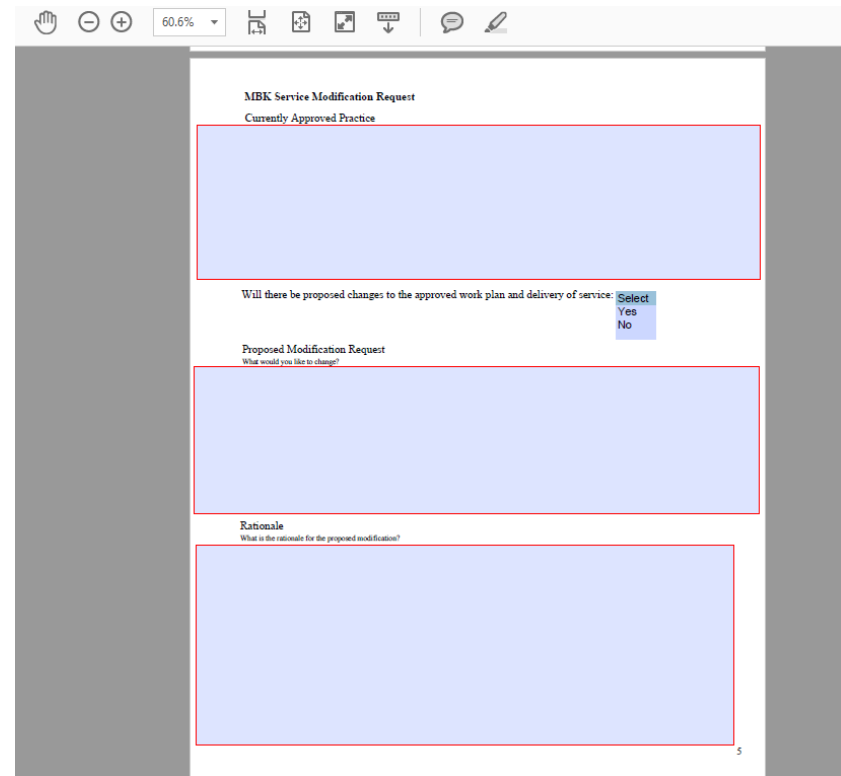
District Name/Number: \_\_\_\_\_  
District Address: \_\_\_\_\_  
City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_  
Agency SED Code: \_\_\_\_\_ Project Number 0528-21-\_\_\_\_\_  
Allocation Amount \$ \_\_\_\_\_ Grades to be served: \_\_\_\_\_  
District Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
CSI Building(s) where services are delivered: \_\_\_\_\_

Projected Number of Program Participants: \_\_\_\_\_  
Academic Year: \_\_\_\_\_ Summer: \_\_\_\_\_ \*Unduplicated Count: \_\_\_\_\_  
\*Unduplicated count: is the number of students participating (headcount) in the summer plus all other academic year student participants who did not attend in the summer.

A complete MBKCG FS-10 Packet includes items A-G:

- A. Cover Page
- B. MBKCG Service Modification Request
- C. FS-10 Excel Version - signed in blue ink and three copies (click here).
- D. MBK Composite Budget
- E. Budget Narrative Justification
- F. M/WBE Forms
- G. Project Organizational Flow Chart

## Fillable Form Page 5



MBK Service Modification Request  
Currently Approved Practice

Will there be proposed changes to the approved work plan and delivery of service:   
Yes  
No

Proposed Modification Request  
What would you like to change?

Rationale  
What is the rationale for the proposed modification?

5





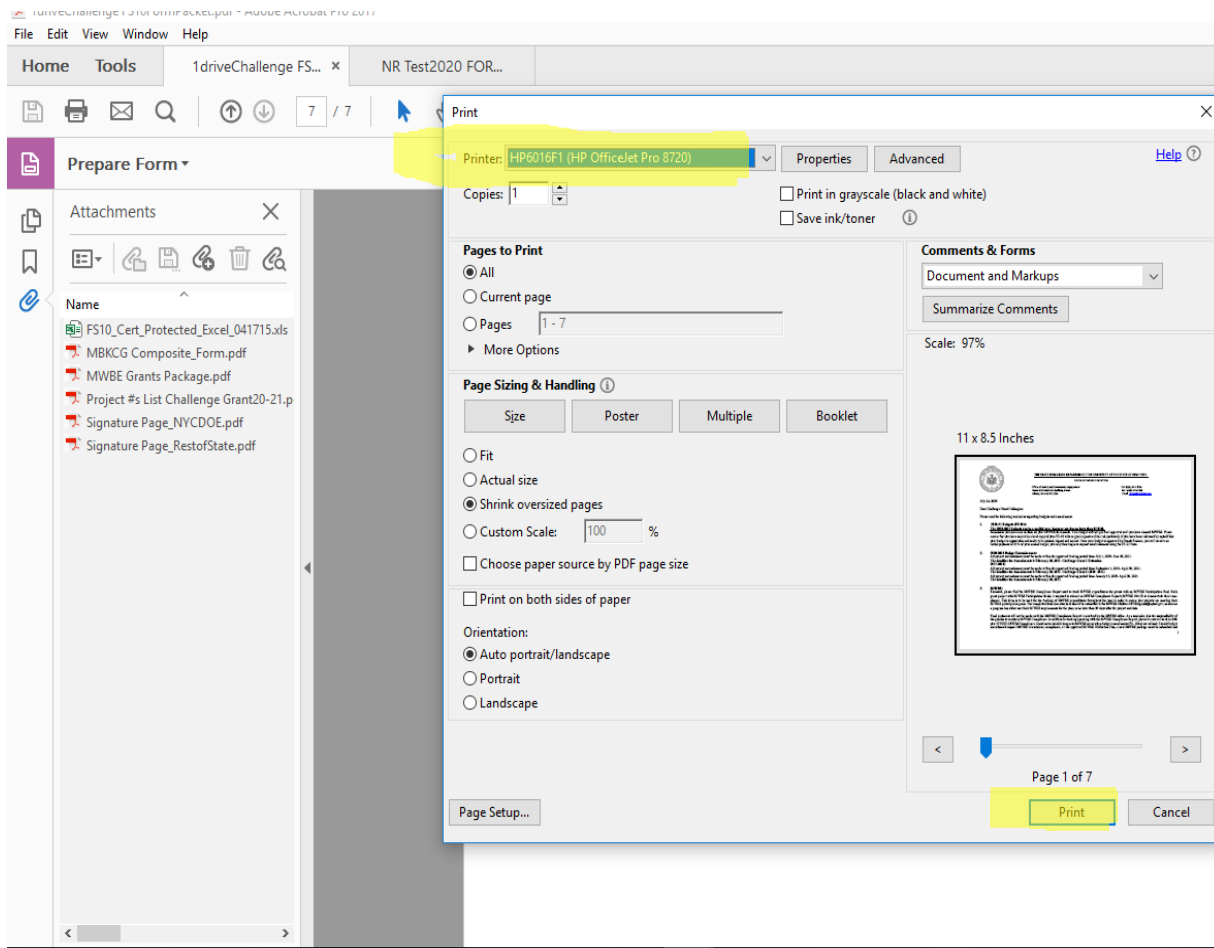
## Additional Guidance

This packet contains all required attachments which are embedded in this document. Please refer to the Budget Reference Guide on the MBK website when completing the FS-10.

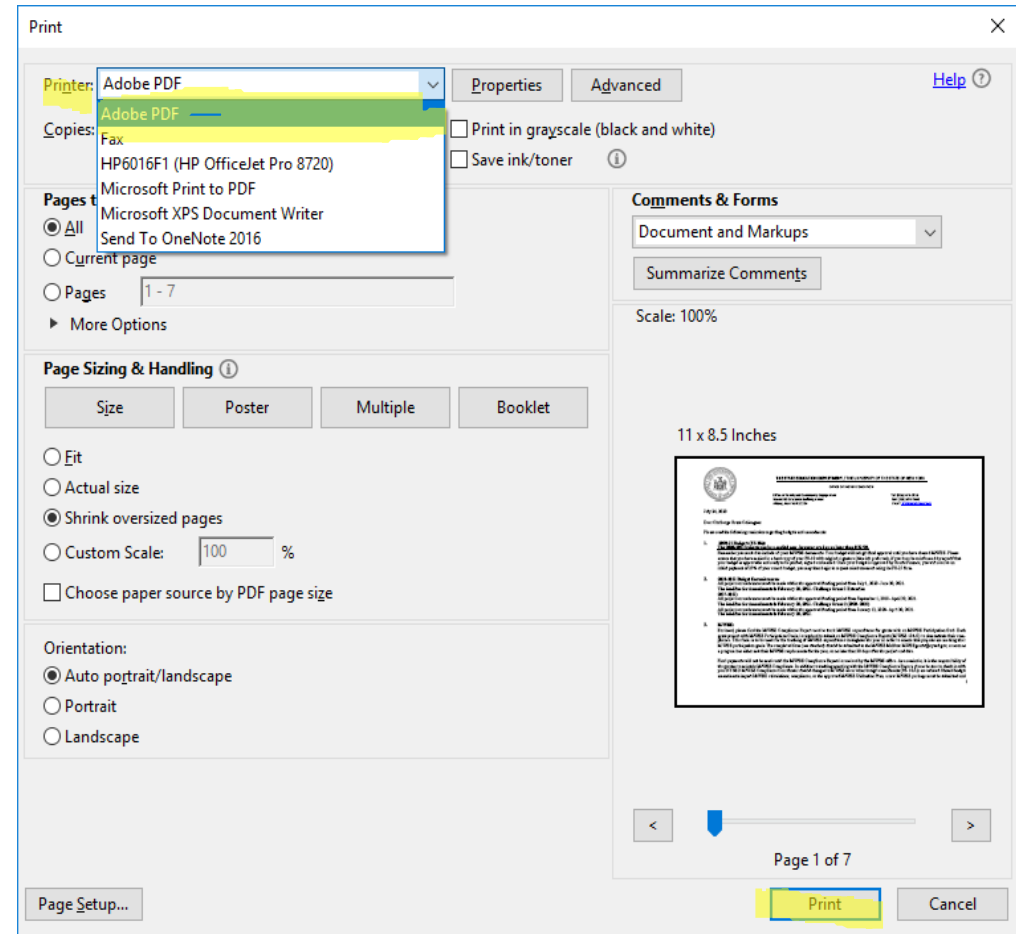


# Print and Save

## To Print



## To Save



# Submit

**Budget Narrative Justification**  
Budget Narrative Justification expenditures description (including descriptions of school, district, and other source contributions) must follow the general format of the MBK Composite and FS-10 Proposed Budget using the same sequence of categories and code numbers. The budget narrative justification must be clear and appropriate for each item of the budget.  
  
Each salaried position is identified by title, anticipated salary amount, and the time contribution to the MBK Project. Indicate the per diem or hourly rate for each consultant identified under the Purchased Services Category. Provide the unit rate or estimate for all services or supplies.  
  
[Please complete and upload the completed Budget Narrative to your email submission.](#)

**M/WBE Grants Packet original signatures required on PDF versions. The M/WBE Grants Packet is located in the Attachments window to the left of this PDF.**  
  
[Please upload the completed Budget Narrative to your email submission.](#)

**[Submission Details](#)**  
Complete all components of this Packet. The original with signatures and three copies of the complete packet must be:

A. Post Mailed  
  
NYSED  
My Brother's Keeper Challenge Grant  
Office of Access, Equity and Community Engagement Services  
New York State Education Department  
89 Washington Avenue, 960 EBA  
Albany, NY 12234

B. PDF version with signatures emailed to the [MBKChallenge@nysed.gov](mailto:MBKChallenge@nysed.gov).  
  
The Subject line of the email submission must detail district name/number and program year.

PRINT

SUBMIT



# The Full FS-10 Packet

- A. Cover Page
- B. MBKCG Service Modification Request
- C. FS-10 Excel Version - signed in blue ink and three copies
- D. MBK Composite Budget
- E. Budget Narrative Justification
- F. M/WBE Forms Packet
- G. Project Organizational Flow Chart (Reference page 4 for specific component requirements )



# Final Submission



## Submission Details

**Complete all components of this Packet. The original with signatures and three copies of the complete packet must be:**

A. Post Mailed

NYSED  
My Brother's Keeper Challenge Grant  
Office of Access, Equity and Community Engagement Services  
New York State Education Department  
89 Washington Avenue, 960 EBA  
Albany, NY 12234

B. PDF version with signatures emailed to the [MBKChallenge@nysed.gov](mailto:MBKChallenge@nysed.gov).

**The Subject line of the email submission must detail district name/number and program year.**



**THANK YOU**