



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

OFFICE OF HIGHER EDUCATION

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To: My Brother's Keeper Grant-Funded Districts Superintendents and Community Leaders,
Teacher Opportunity Corps II Directors

From: Anael Alston, Assistant Commissioner *AA*

Re: My Brother's Keeper (MBK) Grant Draw Downs (FS-25's)

Date: March 16, 2021

As you know, we were able to extend the fiscal cycle for the 2019/2020 MBK grant funded programs until July 31, 2021. We sincerely hope that this eases any burdens you may have encountered. If you would like to review that memorandum, you may access it by clicking [HERE](#).

The purpose of this memo is to inform you of an important action that we encourage MBK grant funded projects to take by April 15, 2021. As you know, MBK grants are primarily reimbursement grants. After the initial payment by SED, grantees have an allocation of funds that are approved for you to spend and you are reimbursed by submitting FS-25's. To keep us closer to the realities in the field, and to best inform us on how to effectively plan and monitor grant usage and need, we are encouraging all MBK grant funded programs to submit an FS-25 for ***eligible and approved expenses*** by April 15, 2021. This includes grant funds for the 2019/2020 school year (extended through July 31, 2021) as well as grant funds for the 2020/2021 school year (ending as scheduled in the initial Grant Award Notice). The FS-25 may only include actual expenditures to date plus, where allowed, anticipated expenditures for the next month. You may submit another FS-25 for ***eligible and approved expenses*** as needed before the fiscal cycle ends.

Remember, if you have an MBK grant for the 2020/2021-school year, the expectation is that those grant funds are to be spent (***on eligible and approved expenses***) by the end of the funding cycle.

Thank you for your support in this historic initiative.

Cc: Dr. Betty Rosa, Commissioner
Ms. Sharon Cates-Williams, Executive Deputy Commissioner
Dr. John D'Agati, Senior Deputy Commissioner
Ms. Phyllis Morris, Chief Financial Officer
Dr. Lester Young, Chancellor