

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: GRANTS/SUBGRANTS
EMPLOYEE PROCEDURES MANUAL	<u>SECTION 18.0</u> <span style="float: right;"><u>PAGE 1 OF 5</u></span>
	<u>EFFECTIVE DATE:</u> <span style="float: right;"><u>MAY 1, 2000</u></span>
	<u>REVISION #2:</u> <span style="float: right;"><u>JULY 1, 2011</u></span>

## GRANTS/SUBGRANTS

The Mississippi Department of Education (Department) Grants/Subgrants Policy set forth herein applies to the awarding of all grants and subgrants by the Department. Violation of this policy shall carry such penalties as may be applicable under state and federal laws. The awarding office shall be responsible for compliance with the rules and regulations governing the awarding of such grants and subgrants. The awarding of grant funds shall be governed by all applicable rules and regulations promulgated by the grantor, state and federal regulations, and policies approved by the Mississippi Board of Education (Board).

Formula grants are awarded to eligible grantees on a non-competitive basis based upon a pre-determined formula. Competitive grants are awarded to eligible grantees on the basis of a competitive review process. Discretionary grants are awarded to eligible grantees based upon the requirements of the grantor.

Prior to the awarding of any grant, the Board shall approve the methodology to be utilized in awarding the grants. In addition, any competitive or discretionary grant award resulting in one or more entities receiving an amount of \$50,000 or greater shall require Board approval.

These procedures are to be followed whenever an awarding office of the Department is awarding competitive or discretionary grants to local school districts and other appropriate entities. The scope of these procedures includes grant awards from all funding sources including, but not limited to, state and federal funds. It is the responsibility of each awarding office to ensure these policies are followed.

### Awarding Grants on a Discretionary or Competitive Basis

Methodologies for discretionary or competitive grants shall be submitted to the Office of Procurement (Procurement) along with the Request for Proposals (RFP)/Request for Applications (RFA)/Invitations for Bids (IFB) form prior to submission to the Board. Upon approval of the proposed methodology by the Director of Procurement, the requesting office shall be notified and a copy of the approved form will be returned.

### Grant Availability Notification

For all grant awards, notification of the availability of the grant will be made so that eligible parties may make application. Notification is to be made in accordance with the grantor requirements and these procedures. The notification process includes notifying known interested parties via direct mail and by advertisement in a newspaper with statewide

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: GRANTS/SUBGRANTS
EMPLOYEE PROCEDURES MANUAL	<u>SECTION 18.0</u> <span style="float: right;"><u>PAGE 2 OF 5</u></span>
	<u>EFFECTIVE DATE:</u> <span style="float: right;"><u>MAY 1, 2000</u></span>
	<u>REVISION #2:</u> <span style="float: right;"><u>JULY 1, 2011</u></span>

### Grant Availability Notification (continued)

circulation, Department website, Department publications, or any other appropriate means of advertisements. The notification information must include the application timelines, contact person, address, and other pertinent information.

The awarding office should post the RFP/RFA to the [Department website](#) under the Public Notice section. The awarding office should also have the RFP/RFA removed subsequent to the application deadline.

### Grant Request for Proposals (RFP) and Request for Applications (RFA)

To be eligible to receive a grant, an interested party must have made formal application for available grant(s), regardless of the funding source. The information included in the application must conform to the requirements of the entity providing the funds to the Department (e.g. USDE, UDOL, USDA). For non-discretionary or non-competitive grants, the proposal/application must be in sufficient detail to enable the Department to make a determination for the award. For competitive grants the awarding office shall issue an RFP or RFA to solicit proposals for evaluation and award of funds.

The RFP/RFA shall be reviewed by the Director of Procurement prior to release. At a minimum, the RFP/RFA shall contain:

- Statement of Work.
- An estimate of when and how long the services will be provided.
- Budget information (narrative and summary).
- The date by which proposals/applications for the performance of the services shall be submitted and the format and procedures for delivery of proposals/applications.
- A statement that the proposals/applications shall be in writing.
- Standard terms and conditions.
- A statement of the minimum information that the proposal shall contain:
  - A plan giving as much detail as is practical explaining how the services will be provided.
  - Assurance that the offeror shall agree and comply with standard terms and conditions.
- Reporting requirements.
- Evaluation factors.

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: GRANTS/SUBGRANTS
EMPLOYEE PROCEDURES MANUAL	<u>SECTION 18.0</u> <span style="float: right;"><u>PAGE 3 OF 5</u></span>
	<u>EFFECTIVE DATE:</u> <span style="float: right;"><u>MAY 1, 2000</u></span>
	<u>REVISION #2:</u> <span style="float: right;"><u>JULY 1, 2011</u></span>

### Grant Application Review

For discretionary or competitive grants, an evaluation committee(s) comprised of a minimum of five (5) individuals must be formed. The program office responsible for awarding the grant is responsible for selection of the evaluation committee using qualified internal staff or external evaluators who have knowledge or expertise of the grant requirements. This committee will evaluate the grant proposals/applications and make the recommendations for funding awards. Each evaluator must sign a Conflict of Interest form and a Statement of Confidentiality form. The awarding program office is responsible for assuring a conflict of interest does not exist with each evaluator.

The program office responsible for awarding the grant will develop criteria for evaluating the proposals/applications and will review the evaluation criteria with the evaluation committee prior to the committee's review of proposals. The program office will also designate a staff member to be accessible to the evaluation committee during the evaluation process, should questions regarding the grant requirements arise. Procurement will designate one staff member to monitor the evaluation process, to ensure that procurement policies and procedures are followed. If the program office while pre-screening the proposals prior to the evaluation process chooses to reject a proposal, the Summary of Proposals Not Evaluated form should be completed. The form should be signed by the program office Bureau Director or above and submitted to Procurement. Procurement will review the form and supporting documentation to confirm if they are in agreement that the proposals should not be evaluated based on the criteria stated in the RFP/RFA.

Proposals should be reviewed and scored by the evaluators. The program office is responsible for tallying the scores and compiling a summary score sheet detailing the results of the evaluation process and the recommendations for award. These documents along with the proposed board item, if required, shall be submitted to Procurement with a Grant Award Justification for review and approval.

### Grant Package

Procurement is responsible for reviewing the grant package and determining compliance with the Board policies prior to awarding of grants. All forms necessary for the completion of the grant package can be found at the [Procurement website](#).

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: GRANTS/SUBGRANTS
EMPLOYEE PROCEDURES MANUAL	<u>SECTION 18.0</u> <span style="float: right;"><u>PAGE 4 OF 5</u></span>
	<u>EFFECTIVE DATE:</u> <span style="float: right;"><u>MAY 1, 2000</u></span>
	<u>REVISION #2:</u> <span style="float: right;"><u>JULY 1, 2011</u></span>

### Grant Package (continued)

The following items should be submitted as part of the grant package:

1. Evaluation score sheets from each evaluator
2. Summary of evaluation scores
3. Summary of Proposals Not Evaluated form
4. Grant Award Justification
5. List detailing amount awarded to all grantees
6. Select and complete appropriate Grant Agreement template:
  - Short Grant Agreement – use for basic grants
  - Long Grant Agreement – use for complex grants, e.g. RFP/RFA
  - Grant Agreement for Institutions of Higher Learning
  - Grant Agreement for ARRA Awards – use for grants using ARRA funds; must include Exhibit 1 that includes all required terms and conditions. Exhibit 2 should be included if grant is awarded to a local educational agency (LEA)
7. Board item, if required

### Grant Modification

The following items should be submitted as part of the grant package:

1. Grant Award Modification Justification
2. Grant Modification Signature Sheet and Grant Budget Summary form
3. Board item, if required

The required standard terms and conditions are included in the grant templates which can be found on the [Procurement website](#). No clauses should be added, deleted, or altered without the approval of Procurement.

If federal funds are utilized, complete the Department Grant Number, CFDA Number, Title of Federal Program, and Federal Award Number section of the template.

### Grant Awards

A Grant Agreement is required for all awards of grants to local school districts and other appropriate entities. Payment shall not be processed without a grant agreement.

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: GRANTS/SUBGRANTS
EMPLOYEE PROCEDURES MANUAL	<u>SECTION 18.0</u> <span style="float: right;"><u>PAGE 5 OF 5</u></span>
	<u>EFFECTIVE DATE:</u> <span style="float: right;"><u>MAY 1, 2000</u></span>
	<u>REVISION #2:</u> <span style="float: right;"><u>JULY 1, 2011</u></span>

### Grant Awards (continued)

The Grant Agreement must include the following information:

1. Grant Signature Sheet
2. Statement of Work
3. Grant Budget Narrative
4. Grant Budget Summary
5. Standard Terms and Conditions
6. Program Reporting, Compensation and Financial Reports

Once the grant packet is approved by Procurement, the requesting office will be notified to obtain final signatures on one original Grant Agreement. The Grant Agreement shall be signed by the grantee, Deputy Superintendent, and the Director of Procurement. The grant award is not valid until it is signed by all parties. Once the Grant Agreement is signed, Procurement will send the original Grant Agreement to the program office. The program office is responsible for distributing the required copy to the Office of Accounting and to the grantee.

### Grant Closeout Procedures

Prior to the final payment, each discretionary or competitive grant will be formally closed out. This closeout will require an accounting, by budget line item, of the expenditures made under provisions of the grant.

This closeout package is to be maintained by the awarding office.

### Modifications

Any necessary changes to the original Grant Agreement must be accomplished through a formal modification. The program office is responsible for completing a Grant Award Modification Justification and submitting it with all required documents in a grant package to Procurement for review and approval. These forms can be found on the [Procurement website](#).