

REQUEST FOR APPLICATION



**The Mississippi Teacher Residency Program in
Elementary Education (K-6) and Special
Education Mild/Moderate**

Submission Deadline Date:
Wednesday, August 13, 2025

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SECTION 1. INTRODUCTION AND PROGRAM OVERVIEW

1.1 Program Purpose and Goals

The Mississippi Department of Education (MDE), the Office of Teaching and Leading (OTL) is seeking written applications from qualified Institutions of Higher Education (IHEs) to provide services implementing the Mississippi Teacher Residency (MTR) in securing initial licensure or a supplemental endorsement in Elementary Education (K-6) or Special Education Mild/Moderate in geographical critical shortage areas as listed at <https://mdek12.org/educatoreffectiveness/slf/> through grant awards issued by the Mississippi Department of Education.

The program will provide grants to Mississippi educator preparation programs to enroll candidates to complete an approved program to obtain their initial license or supplemental endorsement in Elementary (K-6) or Special Education Mild/Moderate in geographical critical shortage areas. The MTR is part of a statewide strategy to expand the teacher pipeline, so that all students have teachers who are well-prepared, appropriately licensed, and can serve as role models.

Mississippi Teachers Residency Goals

- Recruit, prepare, and license an increasing number of academically talented residents from across the State of Mississippi as highly effective elementary education and special education teachers in critical geographical shortage areas;
- Design and implement a teacher residency program for qualified IHEs that culminates in MS teacher certification;
- Design and implement a mentoring and induction program to support the success and retention of program graduates;
- Collaborate with partners including Mississippi public schools and educators, school leaders, teacher education and Arts and Sciences faculty, and community-based organizations (CBOs) to implement and continually improve the teacher residency program;
- Design and implement innovative curricula for the preparation of teacher residents to address the needs presented by students in schools identified as geographical critical shortage areas while enhancing the capacity of EPPs to meet the educational workforce needs of communities;
- Support the professional development of teachers and leaders in partnership schools with the development of job-embedded training;
- Engage stakeholders in a review of the residency program and to identify a framework for sustainability and lessons that can be applied to teacher education programs at MDE; and,
- Conduct research on the impact of teacher residency programs on teacher recruitment, retention, and effectiveness relative to student learning.

Mississippi Teacher Resident Benefits

During the residency program, IHEs, MS school districts, and the MDE contribute to a continuous and seamless cycle of support and participation thus ensuring that all students in Mississippi benefit from day-one ready, licensed educators.

- Benefits to K-12 Students: Numerous studies have shown the correlation between highly effective teachers to student achievement. The MTR program gives students in high-needs school communities access to high-quality, effective instruction proven to increase student growth and meet the expectation that all Mississippi students graduate as career or college ready.
- Benefits to MTR Candidates: Candidates are able to gain access to post-secondary

coursework by removing financial barriers such as tuition, books and supply costs, and licensure fees. Upon completion, candidates will be equipped with the skills necessary for day 1 success in employment. MTR provides candidates with access to a network of support through IHE partners, district partners, and mentors.

- Benefits to IHEs: IHEs are able to increase the number of candidates accepted into educator preparation programs by providing tuition, books, supplies, and mentor stipends for individuals who desire a career in education. Residency programs also provide IHEs an avenue to create individualized programs that will positively affect retention, progression, and graduation rates of accepted candidates.
- Benefits to MS School Districts: For MS school districts, the MTR provides an additional teacher recruitment option leading to gainful employment upon satisfactory completion of program requirements. The MTR affords districts the opportunity to strategically place residents in critical need areas supported by coursework, mentors, and professional development to reduce the attrition rate of new teachers, particularly in Elementary Education (K-6) and Special Education Mild/Moderate positions.
- Benefits to MDE: The State Board of Education outlines in its strategic plan Goal 4 stating “every school has effective teachers and leaders.” The MTR is one way in which MDE is meeting this goal and living out the agency’s vision of giving students the knowledge and skills to be successful in college and the workplace by creating a world-class educational system.

A grant agreement will be signed at the discretion of the State Board of Education (SBE). This solicitation and any resulting grant agreement shall be governed by the applicable provisions of *the State Board of Education Grant Policies*. The grant agreement Assurances and Standard Terms and Conditions have been included for your review, acceptance, and signature after an award has been made.

A copy of this solicitation, including all attachments and any subsequent amendments, including the Question-and-Answer amendment, if issued, will be posted on the MDE [website](#) under “RFP/RFQ/RFA/Invitation to Bid” section. It is the sole responsibility of all interested Applicants to monitor the website for updates regarding this solicitation.

1.2 Eligibility Criteria

This solicitation is to provide information required to submit a response to this Request for Application (RFA). Please be aware that changes to previous requirements and/or eligibility solicited may have been made.

Applicants that previously received a subgrant award must be in good standing with the MDE to receive an award through this solicitation. If a previous Subgrantee is not in good standing, the application will be disqualified and will not be considered for an award.

Subgrantees must have previously submitted:

- A State Board of Education-approved initial licensure or supplemental endorsement program in Elementary Education (K-6) or Special Education Mild/Moderate.

The awarded Subgrantee must meet the following criteria to submit an application for these services:

IHE Eligibility

Eligible IHEs include all public and private Mississippi IHEs that have a State Board of Education

(SBE) approved initial licensure or supplemental endorsement program in Elementary (K-6) or Special Education Mild/Moderate. Eligible IHEs will share MDE's vision for preparing effective teachers in geographical critical shortage areas.

Student Eligibility

Candidates must meet the applicable admittance requirements of the approved initial licensure or supplemental endorsement program.

SECTION 2. PROGRAM REQUIREMENTS

2.1 Application Criteria

The awarded Subgrantee must meet the following criteria to submit an application for these services:

1. The Institution of Higher Education (IHE) must offer a State Board of Education (SBE) approved program leading to initial licensure or supplemental endorsement in Elementary Education (K-6) or Special Education Mild/Moderate.
2. The IHE must agree to identify and assign relevant responsibilities to a grant manager and/or program coordinator.
3. The IHE must use grant funds to cover allowable costs for MTR candidates, including but not limited to tuition, textbooks, fees, licensure exam preparation, licensure exam costs, incentives for licensure test passage, mentor and MTR candidate stipends, and other related costs.
4. The IHE must agree to submit grant reports to the MDE on or before the following dates: December 1, 2025, March 1, 2026, and June 1, 2026. Reports must include:
 - Candidate enrollment counts;
 - Mentor/mentee contact hour logs;
 - Course completion and pass rate; and
 - Number of licensure test attempts and tests passed.

SECTION 3. GRANT AWARD AND RESPONSIBILITIES

Funds are subject to appropriations by the state/federal government. All eligible IHEs with a complete, qualifying application will be awarded on a per pupil rate of up to \$14,000 per candidate for up to ten (10) candidates in a round 1 review. If funds remain for additional candidates, IHEs will be ranked from highest to lowest out of the total number of applications requesting more than ten (10) candidates until funding is exhausted, using the following basis in a round 2 review:

- Projected Candidate Completion
- Licensure Data and Testing Support
- Partnerships and Wraparound Services

This grant is for an approved project period up to 1 year contingent upon availability of funds. All grants may be considered for renewal contingent upon appropriations, proper implementation of the proposed project implementation, completion, and submission of all required documentation. Renewals are not to exceed four (4) one-year renewals. Funding to eligible Applicants is subject to the SBE approval. **The Mississippi Department of**

Education reserves the right to negotiate grant award amounts with all potential Subgrantees.

3.1 Use of Funds

Funds are used for program implementation, as well as for operating expenses such as:

The IHE must use grant funds to cover allowable costs for MTR candidates, including but not limited to tuition, textbooks, fees, licensure exam preparation, licensure exam costs, incentives for licensure test passage, mentor and MTR candidate stipends, and other related costs.

Applicants should be aware that funds must be used in a manner consistent with all requirements of the statute and must be used only to supplement, not supplant, any federal, state, local, or non-federal funds available to support activities.

3.2 Responsibilities of A Fiscal Agent

The following are some of the expectations, roles, and responsibilities of a fiscal agent:

1. Administer the subgrant from award to closeout in accordance with all applicable laws and regulations.
2. Serve as the Subgrantee representative and point-of-contact for all business management aspects of the award agreement.
3. Apply appropriate management controls using management systems, checklists, and records, including, but not limited to:
 - **Internal Controls**
 - Safeguard assets; ensure reliability of accounting data and subgrant terms and conditions
 - **Operating Controls**
 - Fiduciary procedural manuals; budgetary control
 - **Accounting Controls**
 - Implement controls to ensure reliability of recorded financial data;
 - Maintain appropriate level of transaction review and authorization;
 - Develop and implement proper procurement procedures and cash management procedures that are well defined; and
 - Develop procedures that facilitate timely review and audit of financial activity.
 - **Compliance Controls**
 - Consider mechanisms to monitor and review compliance with subgrant terms (i.e., ensure grant funds are disbursed only to eligible Subgrantees);
 - Ensure **all** expenditures and disbursements are consistent with the objectives of the subgrant award and comply with applicable federal, state, and local laws and regulations governing the program and use of funds.
 - **Document Control System**
 - Develop written documentation of adequate internal operating and accounting controls that demonstrate evidence of controls related to grant compliance.
4. Assemble appropriate staff resources and communicate all compliance requirements and resources of the subgrant.

5. Keep abreast of changes in policies, procedures or requirements and continue to advise program staff of subgrant requirements.
6. Request any further “prior approvals” when identified.
7. Submit subgrant reimbursement requests no later than the 5th of each month through the grant ending period of June 30, 2026 with liquidations by July 12, 2026.
 - **Eligibility of Expenditures**
 - Adhere to the list of eligible activities for which funds under the program may be spent, as well as allowable cost objectives in applicable cost principles; and
 - Ensure that transactions are made in a reasonable and prudent manner, are allowable and allocable, and avoid double charging and ensure that credits are applied appropriately.
9. Prepare necessary reports:
 - **Source Documentation**
 - Appropriately support transactions entered into the Subgrantee’s system;
 - Documentation tracks each subgrant transaction and supports the validity of financial data reported; and
 - Maintain separate funding lines for funds.
 - **Audit Trail**
 - The lowest level of detail the system should provide is documentation that supports all transactions (e.g., invoices, contracts, purchase orders);
 - The overall recordkeeping system should be able to trace financial statement balances through the Subgrantee’s general ledger, cash books and other journals; and
 - Amounts claimed on financial statements and reports accurately reflect the accounting books and records from which they were prepared.
10. Use feedback from site visits by the MDE to enhance the program, show Subgrantee’s strength and demonstrate commitment to the project.
11. Keep the MDE and the public aware and informed about grant project progress.
12. Evaluate the extent to which measurable project objectives are being met.
13. Liquidate all obligations incurred under the award within the set deadline.
14. Ensure and oversee the performance of final audits and resolution of findings.
15. Establish adequate system for records retention.

3.3 Audit

Please note that the Subgrantee is required to, **if applicable**, have the financial and compliance audits conducted in accordance with the Single Audit Act Amendments of 1966 and 2 C.F.R. Part 200 Subpart F – Audit Requirements. Any non-federal entity that expends \$750,000 or more in a year in federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of 2 C.F.R. Part 200 Subpart F. If the non-federal entity did not expend \$750,000 or more in a year in federal awards, a letter **MUST** be provided stating that this

requirement does not apply.

The financial audit shall be conducted by a certified public accountant or by an accountant certified as qualified to audit local government accounts. The audits must be performed in accordance with generally accepted auditing standards (GAAS) and the financial statements must be prepared in conformity with general accepted accounting principles (GAAP).

SECTION 4. TENTATIVE TIMELINE OF ACTIVITIES

A recommendation to the SBE for an approval of awards is anticipated for Applicants based on applications submitted and accepted, a review, and selection process. All new Subgrantees approved for funding by the SBE at that time must attend subsequent mandatory meetings for all Subgrantees. An award or non-award letter will be sent to Applicants confirming the SBE's action. The letter will include specific information on meeting dates and times, if applicable.

Important tentative dates and activities related to this solicitation are listed below.

Important Dates	Activity
July 21, 2025	RFA Issued – Email to IHE Deans and Post to MDE Website (1 st release date)
July 28, 2025	2 nd release date
Due August 4, 2025, by 2:00 PM	Deadline for submitting questions
August 5, 2025	Answers will be emailed to each IHE Dean and posted to the MDE website
Due August 13, 2025, by 2:00 PM	Applications deadline by 2:00 PM CST
August 15, 2025	Review of applications
September 18, 2025	State Board of Education approval
September 19, 2025	Notification of awards and non-awards

SECTION 5. APPLICATION REQUIREMENTS

1. Signed Cover Page (Form 1) - *Required Signature(s)*
2. Application
3. Budget Forms A, B, & C – Complete

5.1 Formatting and Submission Directions

Applicants should submit applications using the following parameters:

- Submitted on 8.5" x 11" white paper using 12-point Arial/ Times New Roman font
- Formatted using 1" margins on all sides

- Portrait setting
- Single-spaced and single-sided (pages must include the Applicant's name and page number within the footer in the lower right-hand corner)
- The complete application including all attachments shall be submitted in a searchable Microsoft Office® format, preferably in Word® or Portable Document Format (PDF) only
- **“Links” received to obtain a response via the RFXS will not be opened and the email will be rejected without further consideration for an award**
- A response received via the RFXS must include ONE response per electronic submission.
- **Duplicate submission** of an electronic or mailed response proposal will result in the **LAST submission** being considered as a modification to the original submission. The previous submissions will be rejected and will not be considered for the review and award. **Any late duplicate copy will disqualify all submissions from the review process for an award.**
- Applicants are encouraged to submit ONE response to prevent duplication. Upon submission of the response a confirmation receipt shall be provided as assurance that the Office of Procurement received the response packet.

This grant competition is highly competitive. Applicants should ensure that all guidelines and requirements are met before submitting applications. Please note that the MDE staff will not grant permission to Applicants to modify or change the criteria established in the application. This includes extending the date and time applications are due.

5.2 Application Submission and Due Date

A signed application packet shall be submitted electronically in a PDF format via [RFXS <rfxs@mdek12.org>](mailto:rfxs@mdek12.org) no later than **August 13, 2025, by 2:00 p.m. Central Standard Time (CST)**. Applicants shall allow at least **72 hours** in advance of the due date to consider unforeseen technical issues. Applications received after the time designated in the solicitation shall be considered late and shall not be considered for an award.

Please NOTE: The email subject line and electronic document shall identify the name of the solicitation and the name of the entity/individual submitting the response. Any deviation from these instructions may result in disqualification of the response proposal and shall not be considered for an award.

Example Format for Subject Line: 21st Century Program by John Blue LLC (DO NOT UNDERSCORE or INSERT SYMBOLS)

OR

Shipping instructions are provided below:

An original signed application packet inclusive of all application attachments and forms shall be shipped/mailed and received in a sealed envelope at the MDE no later than **August 13, 2025, by 2:00 PM Central Standard Time (CST)**.

Please NOTE: The return address label must be visible on the outside of the sealed shipping envelope and shall include the name of the entity/individual submitting

the response. Any deviation from these instructions may result in disqualification of the response proposal and shall not be considered for an award.

Ship To:

**MONIQUE CORLEY
Office of Procurement
The Mississippi Department of Education
The Mississippi Teacher Residency in Elementary Education (K-6) and Special
Education Mild/Moderate
359 North West Street
Jackson, Mississippi 39201**

5.3 Restrictions on Communications

At no time shall any Applicant contact or attempt to contact any MDE staff regarding this solicitation. All correspondence shall be sent via email to the assigned contact person within the time specified in the Request for Information Section. **Should it be determined that any Applicant has attempted to communicate or has communicated with any other MDE staff regarding this solicitation, MDE, at its discretion, may disqualify the Applicant from submitting an application in response to the solicitation.**

5.4 Risk of Delivery

Timely submission of the application package is the sole responsibility of the Applicant. It is suggested that if the application is shipped to the MDE, it should be tracked to require an MDE mailroom staff signature and request a return receipt/notice with signature. Any application shipped or mailed **MUST** be verified, date and time stamped, and recorded by an MDE mailroom staff. The time and date of the receipt will be indicated on the sealed application envelope or package by the MDE mailroom staff. The only acceptable evidence to establish the time of receipt at the MDE will be identified by the time and date stamp of the MDE mailroom staff on the application wrapper or other documentary evidence of receipt used by the mailroom.

Packages that are delivered at the MDE in person by the applicant or a representative will NOT be opened. Packages received by shipping/mail without the appropriate acceptance by the MDE mailroom staff or is received and recorded AFTER the submission deadline will NOT be considered for an award.

The MDE will not be responsible for delivery delays or lost packets. All risk of late arrival due to unanticipated delays – whether delivered by shipping or electronic method – is entirely on the Applicant. All Applicants are urged to take the possibility of delay into account when submitting the application and submit the packet electronically via [RFXS](#). **Applicants are encouraged to submit ONE response to prevent duplication. Upon submission of the response a confirmation receipt shall be provided as assurance the Office of Procurement received the response packet.** The Applicant shall be notified if their application was rejected and the reason for such rejection after the applicable State Board of Education session.

Supplemental or revised application information, either from the Applicant or another source, will not be accepted. An application package must contain every element intending to be

submitted. Applicants are encouraged to carefully review the procedures for submitting their materials. No changes or additions to an application will be accepted after the deadline.

5.5 Rejection of Applications

Applications that do not conform to the requirements of the solicitation will be rejected by the Mississippi Department of Education. Applications will be rejected for reasons below:

- The application is received late. Late applications will be maintained unopened in the procurement file.
- The Applicant has previously been cited with major and/or significant deficiencies by the MDE in one or more programs or included on the debarment list.
- Required application and signed cover page are not included in the application.
- Additions, modifications, alterations, or perceived improvements to any portion of the solicitation shall be considered non-responsive and will not be evaluated.
- The application packet was attached as a “link” in response to the solicitation.
- In person delivery.

5.6 Conditions of Solicitation

The MDE reserves the right to accept, reject, or negotiate regarding submitted applications based on the review criteria contained in the solicitation. The final decision to award a grant rest solely with the MDE.

The Applicant should note the following:

1. The MDE will not be liable for any costs associated with the preparation of applications incurred by the Applicant.
2. The selection of an Applicant is contingent upon favorable review of the application; approval of the application by the review panel selected by MDE, approved budget and the State Board of Education approval.
3. The selection of an Applicant is contingent upon successful negotiation of any changes to the application as required by MDE.
4. The MDE also reserves the right to accept any application submitted for grant award, without negotiation. Therefore, Applicants are advised to propose their most favorable terms initially.
5. Applicants will be required to assume full responsibility for meeting all specified requirements stated in the solicitation.

5.7 Acceptance of Applications

The Mississippi Department of Education (MDE) reserves the right, in its sole discretion, to waive minor irregularities in applications. A minor irregularity is a variation of the solicitation that does not affect the application or the competitiveness, give one party an advantage or benefit over other parties, or adversely impacts the interest of the MDE.

5.8 Modification or Withdrawal of an Application

Prior to the application due date, a submitted application may be withdrawn by submitting a written request for its withdrawal to the MDE, signed by the Applicant.

An application may be submitted as an amended application before the due date for receipt of applications. Such amended applications shall be a complete replacement for a previously submitted application and shall be clearly identified as such. The MDE shall not merge, collate, or assemble application materials.

Unless requested by the MDE, no other amendments, revisions, or alterations to applications shall be accepted after the application due date.

Any submitted application shall remain a valid application for one hundred eighty (180) calendar days from the application due date.

5.9 Disposition of Applications

All applications become the property of the state of Mississippi.

5.10 Requests for Information

Written questions concerning the solicitation should be **emailed** to: abrumfield@mdek12.org

The deadline for submitting written questions by email is **August 4, 2025, by 2:00 p.m. Central Standard Time (CST)**. The answers to the questions will be provided to the IHE Dean on **August 5, 2025** via email. **No individual replies will be granted.**

A copy of this solicitation, including all attachments and any subsequent amendments, including the Question-and-Answer amendment, if issued, will be posted on MDE's website under "RFP/RFQ/RFA/Invitation to Bid" section . It is the sole responsibility of all interested Applicants to monitor the website for updates regarding this procurement.

Form 1 Cover Page

The Mississippi Teacher Residency in Elementary Education (K-6) and Special Education Mild/Moderate

FY 26 (School Year 2025-2026) APPLICATION PACKAGE

Name of Institution of Higher Education:	Address:	City, State:
Phone:	Fax:	E-mail:
Amount Requested Round 1 Fund Year FY26 \$ _____		Amount Requested Round 2 (Optional) Fund Year FY26 \$ _____

Required signatures:

IHE Dean or Authorized Designee Date

IHE Fiscal Agent Date

Project Coordinator Date

Type Information Below:

Phone Number for Project Coordinator _____

E-Mail Address for Project Coordinator _____

Mailing Address for Project Coordinator:

For MDE program office use only:

Mississippi Department of Education Approval

List name of 1st Level Approver _____

2nd Level Approver _____

Grants Management Director
(If funding with federal funds) _____

Executive Director _____

Approval Date: _____

Application for The Mississippi Teacher Residency Program in Elementary Education (K-6) and Special Education Mild/Moderate (2025-2026)

Eligibility

Note: Any IHE application that does not meet the following eligibility criteria will be considered incomplete and therefore ineligible for funding.

1. The Institution of Higher Education (IHE) must offer a State Board of Education (SBE) approved program leading to initial licensure or supplemental endorsement in Elementary Education (K-6) or Special Education Mild/Moderate.

YES_____ **NO**_____

2. The IHE must agree to identify and assign relevant responsibilities to a grant manager and/or program coordinator.

YES_____ **NO**_____

3. The IHE must use grant funds to cover allowable costs for MTR candidates, including but not limited to tuition, textbooks, fees, licensure exam preparation, licensure exam costs, incentives for licensure test passage, mentor and MTR candidate stipends, and other related costs.

YES_____ **NO**_____

4. The IHE must agree to submit grant reports to the MDE on or before the following dates: December 1, 2025, March 1, 2026, and June 1, 2026. Reports must include:

- Candidate enrollment counts;
- Mentor/mentee contact hour logs;
- Course completion and pass rate; and
- Number of licensure test attempts and tests passed.

YES_____ **NO**_____

If applicant entered “No” to any of the four (4) statements above, the application does not meet the eligibility criteria. Do not proceed.

Projected Candidate Completion

5. The IHE must indicate the anticipated number of candidates it expects to complete an SBE approved program during the grant period.

Projected Completers During Grant Period		
Program Pathway	Licensure Area	Projected Completers by June 2026
Initial Licensure (if applicable)	Elementary Education (K-6)	
Initial Licensure (if applicable)	Special Education Mild/Moderate	
Supplemental Endorsement (if applicable)	Elementary Education (K-6)	
Supplemental Endorsement (if applicable)	Special Education Mild/Moderate	
	Total Projected Completers	

Licensure Data and Testing Support

6. The IHE must provide data from academic years 2022-2023 and 2023-2024, disaggregated by licensure area in the chart below. The data must include the following for Elementary Education (K-6) and/or Special Education Mild/Moderate **only**, as applicable based on approved programs:

Candidate Admittance and Licensure Data					
Program Type	Licensure Area	Year	Number Admitted	Number Licensed	Licensure Rate*
Initial Licensure (if applicable)	Elementary Education (K-6)	2022-2023			
		2023-2024			
Initial Licensure (if applicable)	Special Education: Mild/ Moderate	2022-2023			
		2023-2024			
Supplemental Endorsement (if applicable)	Elementary Education (K-6)	2022-2023			
		2023-2024			
Supplemental Endorsement (if applicable)	Special Education: Mild/ Moderate	2022-2023			
		2023-2024			
			Total Admitted	Total Licensed	Average Licensure Rate

***Note:** Divide the number admitted by the number licensed and convert to a percentage to calculate the licensure rate. The licensure rate only includes admitted and licensed candidates from a given year. It is **not** a cohort measure, therefore candidates from various pathways (e.g. traditional preparation, Master of Arts in Teaching, etc.) may be included in the total admitted and/or licensed.

7. The IHE must provide required Praxis Subject Assessment and Foundations of Reading pass rate data from academic years 2022-2023 and 2023-2024, disaggregated by licensure area in the chart below. The data must include the following for Elementary Education (K-6) and/or Special Education Mild/Moderate **only**, as applicable based on approved programs:

Licensure Test Pass Rate Data				
Licensure Area (Elementary Education K-6 OR Special Education Mild/Moderate)	Required Assessment (List each by name in a separate row)	Year	Number Tested	Pass Rate (Percentage)
Elementary Education (K-6)	Foundations of Reading	2022-2023		
		2023-2024		
Elementary Education (K-6)	Praxis Subject Assessments	2022-2023		
		2023-2024		
Special Education Mild/Moderate	Foundations of Reading	2022-2023		
		2023-2024		
Special Education Mild/Moderate	Praxis Subject Assessments	2022-2023		
		2023-2024		
			Total Tested	Average Pass Rate

8. The IHE must list licensure test supports (both current and projected) for candidates in securing Elementary (K-6) or Special Education Mild/Moderate initial licensure or supplemental endorsements.

List of Licensure Test Supports		
Number	Description	Rationale
1		
2		
3		
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***Note:** IHEs must complete the table by providing a description of and rationale for **each** licensure testing support. The table offers twenty (20) rows to ensure adequate space but does **not** indicate a required number of licensure test supports.

Partnerships and Wraparound Services

9. The IHE must form partnerships and submit formal letters of support from Superintendents in districts designated as geographical critical shortage areas, as designated by the Mississippi Department of Education (MDE). Letters should be attached to the submitted application.

List of Letters of Support Signed by Local School District Superintendents			
Number	District Name	Geographical Critical Shortage District (Yes/No)	Superintendent Confirms Intent to Partner with IHE and Support MTR Candidates (Yes/No)
1			
2			
3			
4			
5			
6			
7			
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***Note:** IHEs must complete the table by listing the District Name and Yes or No as applicable. The table offers twenty (20) rows to ensure adequate space but does **not** indicate a required number of district partners.

10. The IHE must implement a Mentor and Induction program regardless of candidate enrollment in an initial licensure or supplemental endorsement pathway. The IHE must provide a list of individual resources from the MDE's Mentoring and Induction Toolkit that it intends to use. The Mentor and Induction program must include a minimum of 30 documented contact hours per candidate. Content-aligned mentors must be assigned to all candidates regardless of pathway or time of admittance.

MDE Mentoring and Induction Toolkit:

<https://mdek12.org/educatoreffectiveness/mentoring-and-induction/>

List of MDE's Mentoring and Induction Toolkit Resources for Program Implementation		
Number	Description	Rationale
1		
2		
3		
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***Note:** IHEs must complete the table by providing a description of and rationale for **each** resource from MDE's Mentoring and Induction Toolkit that will be used for program implementation. The table offers twenty (20) rows to ensure adequate space but does **not** indicate a required number of resources.

Budget Forms

Budget Overview, Narrative, and Summary

All applicants must submit a ***Budget Overview and Budget*** and a ***Budget Summary***. When determining the amount to be requested for school districts, please consider the need and the number of students to be served. All Applicants must submit a budget and sustainability plan, if applicable.

Allowable Expenses

Project funds must be used for activities that directly support the accomplishment of the project purpose, priorities, and expected outcomes. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance.

Applicants must list all budgetary costs based upon the narrative components and program design and ensure that the budget includes a line-item description for every allowable cost necessary to carry out the goals and objectives of the proposed program. It is advisable to consult with the financial office of the applying agency prior to submitting the application.

Successful Subgrantees may use grant funds for allowable costs only during the grant award period. **Any costs occurring outside the grant award period are solely the responsibility of the Subgrantee and will not be reimbursed by the MDE.**

Instructions for Budget Forms:

GENERAL INSTRUCTIONS

Pay attention to applicable program specific instructions given in the solicitation.

BUDGET OVERVIEW

Budget Overview Form A (REQUIRED)

All Applicants must complete Form A and provide an overview to support the budget that is presented as part of this solicitation. This overview must address all components listed, if applicable.

BUDGET SUMMARY

Budget Summary Form B (REQUIRED)

Applicant must complete **Form B** and provide a breakdown by the applicable budget categories shown.

BUDGET NARRATIVE

Budget Narrative Form C for Year One Only (REQUIRED)

Please pay attention to applicable program specific instructions and allowable expenditures.

1. Provide an itemized budget breakdown for each applicable budget category listed in the budget summary pages.
2. Provide the rate and base on which fringe benefits are calculated.
3. Provide other explanations or comments you deem necessary.
4. Administrative rates for non-profits are to be handled according to Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards and in accordance with the governing authority of that specific non-profit.
5. There is a 20% cap on administrative costs.

Form A

Budget Overview

Provide a brief and concise narrative on the following:

- a. How the items within the budget support the goals of the program;**

- b. How the requested funds will be allocated for accomplishing tasks and activities described in the application;**

- c. How the major costs indicated on the Budget Summary will be reasonable and necessary in relation to the number of participants to be served, to the scope of the project, and its anticipated outcomes;**

- d. How the positions and salaries will be reasonable and necessary, consistent with the demographic area, and adhere to the Applicant organization's policies and procedures on salary determination.**

		<p align="center">FORM B</p> <p align="center">Mississippi Department of Education</p> <p align="center">BUDGET SUMMARY PAGE</p> <p align="center">The Mississippi Teacher Residency Program in Elementary Education (K-6) and Special Education Mild/Moderate</p>	
Name of Institution/Applicant:		Applicants requesting funding for Round 1 up to ten (10) candidates and Optional Round 2 for additional candidates should complete all applicable columns. Please read all instructions before completing the form.	
BUDGET SUMMARY –FORM B			
Budget Categories	Round 1 Budget for up to 10 candidates for up to \$14,000 per candidate.	(Optional) Round 2 Budget for additional candidates for up to \$14,000 per candidate, if funds remain from Round 1.	
1. Personnel (Non-Administrative)			
2. Administration (Not more than 20% of allocation)			
3. Fringe Benefits			
4. Travel			
5. Equipment			
6. Supplies			
7. Contractual			

8. Other (Specify)		
9. Total Direct Costs (lines 1-8)		
10. Total Cost (lines 9-10)		

FORM C

ROUND 1 BUDGET NARRATIVE

Use the Budget Narrative form to provide a complete budget narrative **for Round 1 of the project for up to 10 candidates for up to \$14,000 per candidate**. On this page, please provide a **brief** but **detailed** budget narrative that explains the following, if applicable: (1) the basis for estimating the costs of professional personnel salaries, administrative costs, benefits, project staff travel, materials and supplies, consultants, and any projected expenditures and (2) how the major cost items relate to the proposed activities and how these activities will help students achieve higher standards. This information should include a **detailed** description of the costs included, sufficient to document the **necessity and reasonableness** of **all** costs, and a **clear and concise description** of the computations used to arrive at the total amounts indicated. This page may be reproduced as needed.

Institution/Applicant Name _____

CATEGORY/ACTIVITY	AMOUNT	GENERAL DESCRIPTION
1. Personnel (Non-Administrative)		
2. Administration		
3. Fringe Benefits		
4. Travel		
5. Equipment		
6. Supplies		
7. Contractual		

8. Other (Specify)		
Subtotal for Each Page		
GRANT TOTAL		

OPTIONAL FORM C

ROUND 2 BUDGET NARRATIVE

Use the Budget Narrative form to provide a complete budget narrative **for Round 2 of the project for additional candidates for up to \$14,000 per candidate, if funds remain from Round 1** On this page, please provide a **brief** but **detailed** budget narrative that explains the following, if applicable: (1) the basis for estimating the costs of professional personnel salaries, administrative costs, benefits, project staff travel, materials and supplies, consultants, indirect costs, and any projected expenditures and (2) how the major cost items relate to the proposed activities and how these activities will help students achieve higher standards. This information should include a **detailed** description of the costs included, sufficient to document the **necessity and reasonableness** of **all** costs, and a **clear and concise description** of the computations used to arrive at the total amounts indicated. This page may be reproduced as needed.

Institution/Applicant Name _____

CATEGORY/ACTIVITY	AMOUNT	GENERAL DESCRIPTION
1. Personnel (Non-Administrative)		
2. Administration		
3. Fringe Benefits		
4. Travel		
5. Equipment		
6. Supplies		

7. Contractual		
8. Other (Specify)		
Subtotal for Each Page		
GRANT TOTAL		

REQUIRED ATTACHMENTS TO INCLUDE WITH APPLICATION PACKET

Each of the forms below must be completed.

1. Signed Formal Letters of Support from Partner K-12 Districts (Page 20)
2. Signed Assurances (Form 2) - *Required Signature(s)*
3. Signed Standard Terms and Conditions (Form 3) - *Required Signature*
4. Signed Conflict of Interest (Form 4) - *Required Signature*
5. Sign Acknowledgement of Amendments (Form 5) - *Required Signature*

Form 2
ASSURANCES
(Please read carefully before signing)

The Applicant hereby assures that as a Subgrantee, in accordance with the statute, the Applicant submitting this application shall comply with the following:

Certain terms and conditions are required for receiving grants from the Mississippi Department of Education (MDE); therefore, the Subgrantee will agree to the items that follow.

- A. The Subgrantee shall be an equal opportunity employer and shall perform to all other applicable requirements; accordingly, the Subgrantee shall neither discriminate nor permit discrimination in its operation or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, disability, or sex in any manner prohibited by law. Further, the Subgrantee agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the No Child Left Behind Act of 2001.
- B. The Subgrantee agrees that the MDE, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records of Subgrantee related to Subgrantee charges and performance under this agreement. The Subgrantee shall keep such records for a period of five years after final payment under this agreement, unless the MDE authorizes their earlier disposition. Subgrantee agrees to refund to the MDE any overpayments disclosed by any such audit. However, if any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the five-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.
- C. The Subgrantee assures that it possesses legal authority to apply for and to receive funds under this agreement.
- D. The Subgrantee certifies they have not been barred from contracting or otherwise doing business with the State or Federal Governments.
- E. This agreement shall not be modified, altered, or changed except by mutual agreement by representative(s) of each party to this agreement, and must be confirmed in writing through MDE grant modification procedures.
- F. The Subgrantee shall perform all services as an independent grantee and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by the Subgrantee with respect to third parties shall be binding on the MDE.
- G. The MDE, by written notice, may terminate the grant, in whole or in part, if funds supporting the grant are reduced or withdrawn. To the extent that the grant is for services, and if so terminated, the MDE shall be liable only for payment in accordance with payment provisions of the grant for services rendered prior to the effective date of termination. The MDE, by written notice, may terminate the application for nonperformance of the applicant at any time during the term of the program. The Subgrantee agrees that work, data, etc. created under the auspices of the program shall be turned over to the MDE upon such termination. The MDE, in whole or in part, may terminate the program for cause by written notification. Furthermore, the MDE and the Subgrantee may terminate the agreement, in whole or in part, upon mutual agreement. Either

the Mississippi Department of Education or the awardee may terminate this agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof. The Subgrantee shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the contractor covered by the agreement, less payments of compensation previously made.

- H. This agreement, and all matters or issues collateral to it, shall be governed by, and constructed in accordance with, the laws of the State of Mississippi.
- I. Subgrantee shall not assign or sub-grant in whole or in part, its rights or obligations under this agreement without prior written consent of MDE. Any attempted assignments without said consent shall be void and of no effect.

By signing this statement, the Subgrantee hereby certifies and assures that the school district/entity submitting this document shall comply with MDE Assurances and Certifications in accordance with state and federal regulations requirements, and MDE policy and requirements pertaining to this program. The Subgrantee certifies further that the information submitted on this is true and correct.

IHE Dean or Authorized Designee

Date

IHE Fiscal Agent

Date

Form 3

STANDARD TERMS AND CONDITIONS

Certain terms and conditions are required for contracting. Therefore, the Applicant shall assure agreement and compliance with the following standard terms and conditions.

1. AVAILABILITY OF FUNDS

It is expressly understood and agreed that the obligation of MDE to proceed under this agreement is conditioned upon the congressional appropriation of funds and the receipt of federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to MDE, MDE shall have the right upon ten (10) working days written notice to the Subgrantee, to reduce the amount of funds payable to the Subgrantee or to terminate this agreement without damage, penalty, cost or expenses to MDE of any kind whatsoever. The effective date of reduction or termination shall be as specified in the notice of reduction or termination.

2. CHANGES

This agreement shall not be modified, altered, or changed, except by mutual agreement by an authorized representative(s) of each party to this agreement, and must be confirmed in writing through MDE grant modification procedures.

3. INDEPENDENT SUBGRANTEE

The Subgrantee shall perform all services as an independent Subgrantee and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by Subgrantee with respect to third parties shall be binding on the MDE.

4. TERMINATION

The MDE, by written notice, may terminate this grant, in whole or in part, if funds supporting this grant are reduced or withdrawn. To the extent that this grant is for services, and if so terminated, the MDE shall be liable only for payment in accordance with payment provisions of this grant for services rendered prior to the effective date of termination.

The MDE, in whole or in part, may terminate this grant for cause by written notification. Furthermore, the MDE and the Subgrantee may terminate this grant, in whole or in part, upon mutual agreement.

Either the MDE or the Subgrantee may terminate this agreement at any time by giving 30 days written notice to the other party of such termination and specifying the effective date thereof. The Subgrantee shall be paid an amount which bears the same ratio to the total compensation as the services actually performed to the total services of the Subgrantee covered by the agreement, less payments of compensation previously made.

5. ACCESS TO RECORDS

The Subgrantee agrees that the MDE, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit and examine any pertinent books, documents, papers, and records of Subgrantee related to Subgrantee's charges and performance under this agreement. Such records shall be kept by Subgrantee for a period of five (5) years after final payment under this agreement, unless the MDE authorized their earlier

disposition. Subgrantee agrees to refund to the MDE any overpayments disclosed by any such audit. However, if any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 5-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it.

6. LAWS

This agreement, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Mississippi.

7. LEGAL AUTHORITY

The Subgrantee assures that it possesses legal authority to apply for and receive funds under this agreement.

8. EQUAL OPPORTUNITY EMPLOYER

The Subgrantee shall be an equal opportunity employer and shall perform to applicable requirements; accordingly, Subgrantee shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, disability, or sex in any manner prohibited by law.

9. COPYRIGHTS

The Subgrantee: (i) agrees that the MDE shall determine the disposition to title to and the rights under any copyright by Subgrantee or employees on copyrightable material first produced or composed under this agreement; and, (ii) hereby grants to the MDE a royalty free, nonexclusive, irrevocable license to reproduce, translate, publish, use and dispose of, to authorize others to do so, all copyrighted or copyrightable work not first produced or composed by Subgrantee in the performance of this agreement, but which is incorporated in the material furnished under the agreement, provided that such license shall be only to the extent Subgrantee now has, or prior to the completion or full final settlements of agreement may acquire, the right to grant such license without becoming liable to pay compensation to other solely because of such grant.

Subgrantee further agrees that all material produced and/or delivered under this grant will not, to the best of the Subgrantee's knowledge, infringe upon the copyright or any other proprietary rights of any third party. Should any aspect of the materials become, or in the Subgrantee's opinion be likely to become, the subject of an infringement claim or suite, the Subgrantee shall procure the rights to such material or replace or modify the material to make it non-infringing.

10. PERSONNEL

Subgrantee agrees that, at all times, the employees of Subgrantee furnishing or performing any of the services specified under this agreement shall do so in a proper, workmanlike and dignified manner.

11. SURRENDER OF EQUIPMENT

Subgrantee and MDE shall jointly conduct a closing inventory and Subgrantee shall replace or repair all equipment lost, damaged, or destroyed to make up any deficiency between the opening and closing inventories. Subgrantee shall transfer all equipment per MDE's guidance and written instructions.

12. ASSIGNMENT

Subgrantee shall not assign or subgrant in whole or in part, its rights or obligations under this agreement without prior written consent of the MDE. Any attempted assignment without said consent shall be void and of no effect.

13. MISSISSIPPI ETHICS

It is the responsibility of the Subgrantee to ensure that subcontractors comply with the Mississippi Ethics Law in regard to any conflict of interest. A statement attesting to said compliance shall be on file by the Subgrantee.

I have **read** and **agree** to comply with the Standard Terms and Conditions. I certify that the contents of this application, if funded, will be followed for the implementation of the grant award described herein. *Signatures of the Superintendent, Executive Director, Agency Head, and/or Fiscal Agent on this page must match the signatures on the cover page. A representative from each partnering agency must sign the assurances. Failure to sign the above assurances will result in the rejection of the application.*

IHE Dean or Authorized Designee

Date

IHE Fiscal Agent

Date

Form 4
CONFLICT OF INTEREST DISCLOSURE FORM

Mississippi Department of Education

Each Applicant must disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. The purpose of this form is to help MDE identify the actual or potential conflict and ensure the avoidance where necessary. Please complete and sign the form below as it relates to a conflict of interest within the program activities.

☐ I have no conflict of interest to report.

☐ I have the following conflict of interest(s) to report. Please describe any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I certify that the information set forth above is true and complete to the best of my knowledge. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify MDE immediately.

IHE Dean or Authorized Designee

Date

IHE Fiscal Agent

Date

Form 5
ACKNOWLEDGEMENT OF AMENDMENTS

The Question-and-Answer amendment shall be signed, if issued. The Question-and-Answer amendment will be emailed directly to the IHE Deans and posted to the MDE website under “RFP/RFQ/RFA/Invitation to Bid” section. It is the sole responsibility of all interested applicants to monitor their email for updates regarding any amendments to the solicitations.

IHE Dean or Authorized Designee

Date

IHE Fiscal Agent

Date

END OF DOCUMENT