

REQUEST FOR APPLICATION



FY26 Non-Traditional Participation Grant

Submission Deadline Date: September 22, 2025

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SECTION 1. INTRODUCTION AND PROGRAM OVERVIEW

1.1 Program Purpose and Goals

The Mississippi Department of Education (MDE), Office of Career and Technical Education is seeking competitive written applications from qualified Applicants to provide Non-traditional Career and Technical Education (CTE) programs in local public-school districts by implementing the FY26 Non-traditional Participation Grant through grant awards issued by the Mississippi Department of Education.

The purpose of the FY26 Non-traditional Participation Grant is to increase enrollment, opportunities for success in non-traditional CTE programs. The FY26 Non-traditional Participation Grant meets Goal 2 of the Mississippi State Board of Education Strategic Plan.

A grant agreement will be signed. All grant awards are 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.

1. All school districts with approved 2024-2025 Perkins Local Plan Applications are eligible to apply through the Request for Application (RFA) process. A school district is limited to submitting one (1) application per district. The budget amount per school district shall not exceed \$2,000, limiting the total award available per school district to an amount not to exceed \$2,000.

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:

- All required data for the school year 2023-2024 Perkins Performance Measures.
- The signed 2023-2024 Perkins District Summary Report.
- Requests for reimbursement for all FY25 CTE competitive grants awarded.

1.3 Pre-Application Conference

The MDE will host a virtual Pre-Application Conference on **Thursday, September 4, 2025**, at 10:00 am Central Standard Time to assist potential Subgrantees with understanding the program and the application process. There is no cost for the session; however, registration is required. Participation in the pre-application conference is not required to apply but is highly encouraged. The link to the conference will be provided via the Office of Career & Technical Education Listserve on **Wednesday, September 3, 2025**.

SECTION 2. PROGRAM REQUIREMENTS

2.1 Application Criteria

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

1. Applicants must be a Mississippi school district with an approved 2024-2025 Perkins Local Plan Application; and
2. Applicants must have at least one of the non-traditional programs from the list below approved in the CTE Teacher Budget for state funding for school year 2025-2026.

Non-traditional Programs for Females

- Advanced Manufacturing
- AES Science of Agricultural Animals
- AEST Science of Agribusiness
- AEST Science of Agricultural Mechanization
- AEST Science of Agricultural Plants
- Agriculture Power and Machinery
- Agriculture Power and Machinery (Core)
- Aquaculture
- Architecture and Drafting
- Automotive Service Technician
- Business, Marketing, and Finance
- Carpentry
- Collision Repair Technician
- Construction Core
- CSpire Software Development Pathway
- Culinary Arts
- Diesel Service Technician
- Electrical
- Engineering
- Fire Science
- Food Products (Meats)
- Forestry

- Furniture Design and Manufacturing
- Horticulture
- HVAC
- Industrial Maintenance
- Information Technology
- Instrumentation
- Metal Fabrication
- Polymer Science
- Precision Machining
- Transportation and Logistics
- Unmanned Aerial Systems
- Welding

Non-traditional Programs for Males

- Cosmetology
- Early Childhood Education
- Health Information Technology
- Teacher Academy

2.2 Funding Criteria

Application will be scored based on the priorities below and awarded from highest to lowest ranking until funds are depleted.

Total possible priority points: 50

Priority	# of Points
Rural School District (located in a non-metropolitan or micropolitan statistical area per the United States Census Bureau)	10 Points
# of Non-traditional Programs in Grant Project	1-2 Non-traditional Programs (10 Points) 3 or More Non-traditional Programs (20 Points)
Average Targeted Percentage Increase in Enrollment	Up to 10% Increase- 10 Points More than 10% Increase- 20 Points

SECTION 3. GRANT AWARD AND RESPONSIBILITIES

Funds are subject to appropriations by the state/federal government. This grant will be awarded in the amount of \$2,000.00 for a one-year project period contingent on availability of funds. All grants will be awarded contingent upon appropriations, proper implementation of the proposed project, and completion, and submission of all required documentation. **The Mississippi Department of Education reserves the right to negotiate grant award amounts with all potential Subgrantees.**

3.1 Use of Funds

Funds for this grant may only be used for the following:

- The purchase of signage to display information for Non-traditional Programs
- The purchase of brochures to provide information on Non-traditional Programs

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. As the official Subgrantee, all awards must be adopted by the Local Board of Education for LEAs.
2. Administer the subgrant from award to closeout in accordance with all applicable laws and regulations.
3. Serve as the Subgrantee representative and point-of-contact for all business management aspects of the award agreement.
4. 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.
5. Assemble appropriate staff resources and communicate all compliance requirements and resources of the subgrant.
6. Keep abreast of changes in policies, procedures or requirements and continue to advise program staff of subgrant requirements.
7. Request any further “prior approvals” when identified.

8. Submit subgrant reimbursement requests no later than November 30, 2026 with liquidations by December 31, 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. Review 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 1996 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, and 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
August 22 , 2025	RFA Issued – Email and Post to MDE's Website/Newspaper
September 4, 2025	Pre-Application Conference
September 9, 2025	Deadline for submitting questions
September 12, 2025	Questions will be posted to the MDE website
September 22, 2025	Applications deadline by 2:00 PM CST
October 2, 2025	Review of applications
NA	State Board of Education approval
October 15, 2025	Notification of awards and non-awards
March 31, 2026	To ensure adequate time to expend grant funds, grantees are only allowed two Budget Revisions. The deadline for submission of Budget Revisions is March 31, 2026.
Upon Budget Approval	Grantees are authorized to expend grant funds upon notification of budget approval.

SECTION 5. APPLICATION REQUIREMENTS

1. Signed Cover Page (Form 1) - *Required Signature(s)*
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*
6. Application

7. Budget Forms A, B, & C – Complete
8. Verification of the registration of the active Unique Entity ID (UEI) must be submitted with the application (e.g., www.sam.gov correspondence indicating the status and expiration date, UEI letter, etc.) prior approval required for usage of this template with federal funds.

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 **Monday, September 22, 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: FY26 CTE Non-traditional Participation Grant RFA/Name of School District

OR

Shipping instructions are provided below:

An original signed application packet shall be shipped/mailed and received in a sealed envelope at the MDE no later than **Monday, September 22, 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
FY26 Non-traditional Participation Grant RFA
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 reviewed.
- The application packet was attached as a “link” in response to the solicitation.
- In person delivery.

5.5 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 rests 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: sgandy@mdek12.org.

The deadline for submitting written questions by email is **Tuesday, September 9, 2025, at 5:00 p.m. Central Standard Times (CST)**. The answers to the questions will be provided to the general public on **Friday, September 12, 2025** on the MDE's website www.mdek12.org under the "MDE Bid Announcements" section. **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. It is the sole responsibility of all interested Applicants to monitor the website for updates regarding this procurement.

Form 1 Cover Page

FY26 Non-traditional Participation Grant Program

FY26 (School Year 2025-2026) APPLICATION PACKAGE

Name of School District/Applicant:	Address:	City, State:
Phone:	Fax:	E-mail:
Amount Requested Fund Year 25-26 \$ _____		UEI# (Required)

Cater chart below to program needs

NAME OF EACH SCHOOL(S):	ADDRESS OF EACH SCHOOL:	NUMBER OF STUDENTS TO BE SERVED BY GRANT:	GRADE LEVELS TO BE SERVED:

Required signatures:

Superintendent Date

Project Coordinator Date

Type Information Below:

Name of Project Coordinator: _____

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: _____

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 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.

Superintendent

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.*

Superintendent

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.

Superintendent

Date

Title of Authorized Person

Form 5
ACKNOWLEDGEMENT OF AMENDMENTS

The Question-and-Answer amendment shall be signed, if issued. The Question-and-Answer amendment will be posted on the MDE [website](#) under “MDE Bid Announcements” section. It is the sole responsibility of all interested applicants to monitor the MDE website for updates regarding any amendments to the solicitations.



FY26 CTE Non-traditional Participation Grant Application

School District Name: _____

1. List the County of the School District: _____

2. Complete the Chart below for the non-traditional programs for which the funding will be used.

List the Non-traditional Program for which funds will be used (the Non-traditional program must be receiving State Funds in the CTE Teacher Budget)	2024-2025 enrollment for the CTE non-traditional program listed	Provide the targeted increase in Enrollment for this CTE Non-traditional program as a result of this funding (must be numeric)

3. Check the requested use of funds (check all that apply):

- _____The purchase of signage to display information for Non-traditional Programs
_____The purchase of brochures to provide information on Non-traditional Programs

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.

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

You may request an amount equal to or less than the first year for additional years, if applicable. Pay attention to applicable program specific instructions given in the solicitation.

BUDGET OVERVIEW FORM

Budget Overview Form A (REQUIRED)

All Applicants must complete **Budget 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. Budget Form A must be concise and clear and address the activities listed in the budget.

BUDGET SUMMARY FORM

Budget Summary Form B (REQUIRED)

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

- Budget Form B must only include the allowable budget category.
- Applicants must not add budget categories to Budget Form B.

BUDGET NARRATIVE FORM

Budget Narrative Form C for Year One Only (REQUIRED)

Budget Form C must meet the following requirements.

1. Applicants must not add budget categories to Budget Form C.
2. Budget Form C must be itemized in accordance with the attached CTE Grant Budget Instruction Guide.
3. Budget Form C must only include allowable uses of funds listed in this RFA.



FY26 CTE Non-traditional Participation Grant Application CTE Grant Budget Instruction Guide

The Uses of Funds Section of the Grant RFA must be reviewed to identify the actual allowable costs. This document provides instructions for preparing the budget for the FY26 **CTE Non-traditional Participation Grant Application**. The budget must contain sufficient information for staff to determine if proposed costs are allowable. The budget must be detailed and cannot contain the word “etc.,” or phrases such as “including but not limited to.” This language will not allow MDE to determine if proposed items are allowable. Budgets submitted for CTE Grants must contain the information outlined below on Budget Form C. These guidelines apply to both grant applications/proposals and budget revisions.

1. Other- Brochures; Signage

Provide the following information on Budget Form C:

- a. How the costs were estimated for signage and/or brochures
- b. The name of the item to be purchased (brochure and/or signage)
- c. Unit costs and quantity
- d. The total requested for the *Other* budget category
- e. The overall total amount of grant funds requested

BUDGET FORM A
Budget Overview
FY26 Non-traditional Participation Grant Application

School District Name: _____

Provide a brief and concise narrative on the following. Information must provide clarity and be void of wordiness and ambiguity.

- 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;**

BUDGET FORM B Mississippi Department of Education BUDGET SUMMARY PAGE FY26 CTE Non-traditional Participation Grant Application		FY 2026 Projected Budget Summaries Fund Number: #2712
Name of Institution/Applicant:		Applicants requesting funding for multi-year grants should complete all applicable columns, if applicable. Please read all instructions before completing form.
BUDGET SUMMARY – FORM B		
Budget Categories	Project Year 2025-2026	
1. Other		
Total Grant Funds Requested		

BUDGET FORM C
BUDGET NARRATIVE
FY26 CTE Non-traditional Participation Grant Application

Use Budget Narrative Form C to provide a complete budget narrative **for a one-year project period**. On Budget Form C, provide the following: 1) a brief description that explains how the costs were estimated for signage and/or brochures; (2) name of the items to be purchased; 3) the unit costs of the items; 4) the quantity to be purchased; 5) the total for the budget category; and 5) the overall total amount of grant funds being requested. This information is required to determine the **necessity and reasonableness** of **all** costs. See the CTE Grant Budget Instruction Guide for additional instructions for completing Budget Form C. Budget Form C may be reproduced as needed. Please do not add budget categories to Budget Form C.

Applicant Name: _____

CATEGORY/ACTIVITY	AMOUNT	GENERAL DESCRIPTION
1. Other (Specify)		
TOTAL AMOUNT OF GRANT FUNDS REQUESTED:		

END OF DOCUMENT