

REQUEST FOR APPLICATION



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Office of Child Nutrition
Mississippi (MS) Farm to School (F2S) Mini Grant Round 2

This institution is an equal opportunity provider.

Submission Deadline Date: March 31, 2026

Table of Contents

1.	INTRODUCTION AND PROGRAM OVERVIEW	4
1.1	Program Purpose and Goals	4
2.	ELIGIBILITY CRITERIA.....	4
2.1	Unique Entity ID (UEI) Requirement	5
3.	ACKNOWLEDGEMENTS.....	5
3.1	Letter of Intent	5
3.2	Pre-Application Conference	5
3.3	Acknowledgement of Amendments/Questions and Answers	5
3.4	Restrictions on Communications	5
3.5	Conflict of Interest	6
4.	APPLICATION REQUIREMENTS	6
4.1	Formatting and Submission Directions	6
4.2	Application Submission and Due Date	6
4.3	Risk of Delivery	7
4.4	Rejection of Applications	7
4.5	Conditions of Solicitation	8
4.6	Acceptance of Applications	8
4.7	Modification or Withdrawal of an Application	8
4.8	Disposition of Applications	9
5.	TENTATIVE TIMELINE OF ACTIVITIES	9
6.	GRANT AWARD AND RESPONSIBILITIES	9
	Cover Page	11
	Application.....	12
	ASSURANCES.....	15
	STANDARD TERMS AND CONDITIONS.....	17
	AUTHORIZED SIGNATURE PAGE	20
	ACKNOWLEDGEMENT OF AMENDMENTS	21
	NOTICE OF INTENT TO APPLY.....	22
	REQUIRED ATTACHMENTS AFTER NOTICE OF AWARD.....	23

1. INTRODUCTION AND PROGRAM OVERVIEW

1.1 Program Purpose and Goals

The Mississippi Department of Education (MDE), Office of Child Nutrition (OCN), is seeking competitive written applications from qualified Applicants to provide funding for implementing and/or expanding the Mississippi (MS) Farm to School (F2S) Mini Grant Round 2 program through grant awards issued by the MDE.

The purpose of this grant is to support state agency efforts to implement and expand farm to school activities among institutions participating in Child Nutrition programs.

The objectives for this funding include the following:

- 1) Building and increasing the capacity of participating institutions to procure and use local food in program meals; and/or
- 2) Providing agricultural education opportunities for participating students.

The grants will assist Nutrition Directors throughout the state in enhancing Mississippi's agricultural economy by conducting farm to school activities, purchasing local food products, and providing educational resources to the children within the school. To learn more about the United States Department of Agriculture (USDA) Farm to School Program, click here: <https://www.fns.usda.gov/f2s/fact-sheets>

The OCN expects to achieve and demonstrate the following goals:

- Economic and health benefits
- Access to locally procured foods
- Long term project/program sustainability
- Schools develop increased capacity to integrate local products and school gardens into their farm to school program.

Technical Assistance (TA)

The technical assistance component of the MS Farm to School Mini Grant is designed to build strong and lasting F2S programs. Therefore, the OCN will provide technical assistance to help schools implement and/or expand their F2S programs. Recipients of this grant shall:

- Increase the use of local foods.
- Help teachers, administrators, CTE instructors, and child nutrition staff promote healthy eating habits.
- Strengthen connections between schools and the Mississippi agricultural community.
- Increase the number of children participating in child nutrition programs.
- Provide educational resources to children and families.

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 appendices and any subsequent amendments, including the Question and Answer amendment, if issued, will be posted on the MDE [website](#) under "Public Notice" RFP/RFQ/RFA/Invitation to Bid section. It is the sole responsibility of all interested parties to monitor the website for updates regarding this procurement.

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.

School Food Authorities (SFAs) K-8 that currently participates in the National School Lunch Program in the state of Mississippi are eligible to apply for the Mississippi Farm to School Mini Grant Round 2. Applications must be submitted by the Subgrantee on behalf of the school site. Districts and/or schools previously awarded in the Mississippi Farm to School Mini Grant RFA, issued January 8, 2024, are eligible.

In order to make the most effective use of the Mississippi Farm to School Mini Grant, Subgrantees must explain how the requested funds will be allocated for accomplishing tasks and activities. To meet the grant requirements, each grantee, working with their Project Team must complete the following set of deliverables:

1. Signed Grant Agreement

Grant agreements will be sent to successful applicants upon notification of their award. A copy of the official, fully executed agreement will be kept on file at OCN.

2. Action Plan

The action plan is a tool that will be used to guide the planning and implementation of a grantee's farm to school goals. Grantees will work with their Project Teams and assigned coach to develop their action plan.

3. Food & Activities Tracking Form & Local Food Definition

One goal of this grant program is to increase a grantee's purchase and use of local foods. Creating a definition of "local food" specific to your organization and tracking food purchases are necessary to meet the reporting requirements for this grant. These two deliverables are meant to prepare grantees for successful tracking of this data. Once these deliverables have been submitted, it's expected that grantees will start tracking their local food purchases if they haven't already.

4. Mid-Year Status Report

The mid-year status report requires completion of the food tracking mechanism form. Grantees will submit their responses through a form given by MDE-OCN.

- Food Tracking Form
- Action Plan (Progress)

5. Final Report

The final report is meant as an assessment of the overall impact of the grant program. Like the mid-year status reports, final reports require grantees to submit their forms to OCN.

Applicants that have 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 be in good standing with OCN and must have previously submitted:

- final evaluation reports and data as required;
- annual performance reporting data;
- written corrective action on all findings;
- written requests for reimbursement of allowable expenditures following MDE's reimbursement process; and
- the Year-End Budget Report.

MDE-OCN can choose not to select a high need school if the:

- School does not have the support of its administration.
- MDE-OCN Program has any current program findings or violations.

2.1 Unique Entity ID (UEI) Requirement

The UEI number is a unique number used to identify Subgrantees. The federal government uses the UEI to track how federal money is allocated to Subgrantees. All Subgrantees must have an **active** UEI Number, that is unrestricted and accessible at www.sam.gov. Please visit [Guide to Getting a Unique Entity ID](#) for more information.

To receive an UEI Number, you must register with the System Award Management (SAM). Any debarred person or Applicant will not be eligible to apply and receive Federal funds.

Verification and documentation of the registered **active** UEI must be submitted with the application (e.g., www.sam.gov correspondence indicating the status and expiration date, UEI notification email, etc.) **Documentation for the UEI number must show active and not expired.**

3. ACKNOWLEDGEMENTS

3.1 Letter of Intent

For planning purposes, please submit the Notice of Intent Form by **2:00 p.m. CST Friday, March 24, 2026**. Notice shall be submitted via email to ProcurementCnG@mdek12.org. **Failure to submit the letter of intent will not disqualify an application from consideration.** Your intent to propose should indicate your organization's primary contact, and direct e-mail address. The submission of a Notice of Intent to Propose does not obligate the vendor to submit an application. (Form D)

3.2 Pre-Application Conference

The MDE will host a pre-application conference virtually on **Tuesday, March 17, 2026, at 10:00 a.m.**, to assist potential Subgrantees with understanding the program and the application process. There is no cost for the conference. Participation is not required to apply but is highly encouraged. **The TEAMS link to the pre-application conference will be available no later than March 9, 2026, at <https://mdek12.org/procurement/rfp/>.**

3.3 Acknowledgement of Amendments/Questions and Answers

Questions pertaining to this solicitation must be submitted to ProcurementOnR@mdek12.org and must be received no later than **Tuesday, March 17, 2026, by 5:00 p.m. CST**, to ensure a response by the MDE. Responses to questions will be posted to the MDE website at <https://mdek12.org/procurement/rfp/> under "Public Notice" RFP/RFQ/RFA/Invitation to Bid section as an amendment to the solicitation on **Monday, March 23, 2026**. Questions received **after the deadline** shall not be considered.

It is the Applicant's sole responsibility to regularly monitor the MDE website for amendments and/or announcements concerning this solicitation.

3.4 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 *Office of Procurement* within the time specified in the Acknowledgement and Required Attachments After Notice of Award sections. **Should it be determined that any Applicant or its personnel 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.

3.5 Conflict of Interest

Each Applicant receiving an award for funds must maintain a written conflict of interest policy.

4. APPLICATION REQUIREMENTS

1. Signed Cover Page (Form 1) - *Required Signature(s)*
2. Application (Form 1A)
3. Unique Entity ID (UEI)

4.1 Formatting and Submission Directions

Applicants should submit applications using the following parameters:

- 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 application received via the RFXS must include **ONE** application packet per the submission requirements.
- **Duplicate submission** of an electronic or mailed response application 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 evaluation and award. **Any late duplicate copy will disqualify all submissions from the evaluation 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.**

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.

4.2 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 **Tuesday, March 31, 2026, 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 application 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 with one (1) copy shall be shipped/mailed and received in a sealed envelope at the MDE no later than **Tuesday, March 31, 2026, by 2:00 p.m. 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 application and shall not be considered for an award.

Ship To:

**MONIQUE CORLEY
Office of Procurement
The Mississippi Department of Education
Mississippi (MS) Farm to School (F2S) Mini Grant Round 2
359 North West Street
Jackson, Mississippi 39201**

4.3 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 that 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.

4.4 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.

4.5 Conditions of Solicitation

The MDE reserves the right to accept, reject, or negotiate regarding submitted applications based on the evaluation 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 evaluation 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.

4.6 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.

4.7 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.

4.8 Disposition of Applications

All applications become the property of the state of Mississippi.

5. 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 an evaluation 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
February 26, 2026 March 5, 2026	RFA Issued – Email and Post to MDE Website/Newspaper
March 17, 2026	Pre-Application Conference
March 17, 2026	Deadline for submitting questions
March 23, 2026	Questions will be posted to the MDE website
March 24, 2026	Deadline for Notice of Intent to Apply
March 31, 2026	Applications deadline by 2:00 PM CST
April 9, 2026	Review of applications
May 1, 2026	Notification of awards and non-awards

6. GRANT AWARD AND RESPONSIBILITIES

Funds are subject to appropriations by the state/federal government. This grant will be awarded in the amount of \$1,500.00 for an approved project period for up to twelve (12) months, contingent on availability of funds and OCN discretion. All grants will be awarded contingent upon appropriations, proper implementation of the proposed project implementation, completion, and submission of all required documentation. 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.**

Grants will be awarded to the applicants that have the highest priority first (i.e. CEP schools are first priority, or **20 points** Provision 2 schools are second priority or **10 points**, and pricing schools are third priority or **5 points**

After the award is made, the remaining funds will be dispersed in increments of \$1,500 per school that applies, if available.

Note: The MDE will award no more than 75 schools (five (5) max per SFA) unless available funds have not been fully exhausted.

END OF PAGE

Form 1 (Page 11) COVER PAGE

MS Farm to School (F2S) Mini Grant Round 2 FY26 (School Year 2025-2026) APPLICATION PACKAGE

Name of School Food Authority Applicant:	Address:	City, State:
Phone:	Fax:	E-mail:
Amount Requested Fund Year 26 \$ _____		UEI#

NAME OF SCHOOL:	ADDRESS OF SCHOOL:	IS THE SUBGRANTEE IN GOOD STANDING WITH THE MDE-OCN? Y OR N

Required Signatures:

Superintendent/Executive Director/Agency Head/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: _____

Form 1A (Pages 12-14)

APPLICATION



Farm 2 School Mini Grant Round 2 (SY:2025-2026)

BASIC INFORMATION		
School Food Authority	School Name (<i>as shown in MARS</i>)	
School Physical Address	City	State and Zip Code
Did the applying school participate in the following programs during SY 2024-2025 FFVP NSLP		
STAFFING INFORMATION		
Name of F2S Program Coordinator	Position of Coordinator	
Mailing Address <input type="checkbox"/> This is the SFA address	City	State and Zip Code
E-Mail Address	Phone Number	
DATA for SCHOOL ABOVE (based on October 2025 MARS data):		
Total Enrollment as of October 2025	Grade levels (<i>e.g., K-8</i>)	
Identified Student Percentage (ISP), if CEP (attach document)		
Percentage of Free/reduced Students Enrolled from October 2025, if Pricing School (attach document)	Percentage of Free/reduced Students Enrolled as of Base Year, if Provision 2 (attach document)	
Meals Offered in your School, <i>Circle all that Apply:</i> NSLP SBP Afterschool Snacks FFVP		
What time range is the cafeteria open for breakfast and lunch? _____		
Is the School Food Authority part of the State-Wide Purchasing Program? Yes _____ No _____		

PROGRAM IMPLEMENTATION PLAN

Do you plan to claim operational labor for your food service personnel? YES _____ NO _____	Do you plan to claim administrative labor for your food service personnel? YES _____ NO _____
Please list any equipment and/or supplies you will need to purchase for the F2S program?	
Please list your anticipated use of funds for this USDA mini grant (a minimum of \$1500)?	
How will students receive their F2S products (how transported)?	Which days of the week will you serve F2S products?
Who will purchase your F2S products?	Where will students receive their F2S products?
Who will prepare the F2S products?	Where will F2S products be stored?
How will food service personnel be involved in F2S?	

Farm to School Mini Grant funds can be used for, but are not limited to the following:

- Increase the use of local foods.
- Help teachers, administrators, CTE instructors, and child nutrition staff promote healthy eating habits.
- Strengthen connections between schools and the Mississippi agricultural community.
- Increase the number of children participating in child nutrition programs.
- Provide F2S educational resources to children and families (i.e., school garden, handouts, farm visits/fieldtrips, etc.)

SIGNATURES

Certification of Support for Participation: We have reviewed this application and attest to the information provided. If selected, we agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by MDE and USDA. Further, we agree to participate in any USDA-sponsored evaluations and to provide the information requested by the specified deadlines. By signing below, we pledge our support to assist in the efforts of this Farm to School program and to encourage student participation. Please contact the MDE-OCN to request technical assistance from staff and/or garden specialist.

Printed Name of Coordinator (if not listed below)	Coordinator Signature (if not listed below)	Date

Printed Name of School Principal	School Principal Signature	Date
Printed Name of Food Service Administrator/Manager	Food Service Administrator/Manager Signature	Date
Printed Name of Superintendent/Executive Director/Agency Head/Fiscal Agent	Superintendent/ Executive Director/Agency Head/Fiscal Agent Signature	Date

Applications must be received by the Mississippi Department of Education, Office of Procurement by 2:00 p.m., March 31, 2026.

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.

Superintendent/Fiscal Agent Printed Name

Superintendent/Fiscal Agent Authorized Signature

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 the MDE to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, the MDE shall the right upon 10 business days written notice to Contractor, to terminate this agreement without damage, penalty, cost, or expense to the MDE of any kind whatsoever. The effective date of the termination shall be as specified in the notice of 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 off 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.

END OF PAGE

Form 4

AUTHORIZED SIGNATURE PAGE

STANDARD TERMS AND CONDITIONS

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.*

ASSURANCES

By signing below, 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.

CONFLICT OF INTEREST DISCLOSURE FORM

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/Fiscal Agent Printed Name

Superintendent/Fiscal Agent Authorized Signature

Date

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 “Public Notice” RFP/RFQ/RFA/Invitation to Bid section. It is the sole responsibility of all interested applicants to monitor the MDE website for updates regarding any amendments to the solicitations.

By signing the below, I have read the information required for the Standard Terms and Conditions, Assurances, Conflict of Interest, and Acknowledgment of Amendments.

Required Signature:

Superintendent/Fiscal Agent Printed Name

Superintendent/Fiscal Agent Authorized Signature

Date

Partnering Agency Printed Name, if required

Date

Partnering Agency Authorized Signature

Date

FORM C



NOTICE OF INTENT TO APPLY

All Applicants planning to apply should submit a Notice of Intent to Apply. **The Notice of Intent to Apply should be received by March 24, 2026, 2:00 p.m.** The Notice of Intent to Apply is **not** required to apply but may be necessary to assist the MDE in planning purposes and preparation for application scoring. Please send via email to ProcurementCnG@mdek12.org.

This notice confirms that my organization is interested in applying for the MS Farm to School (F2S) Mini Grant Round 2 and intends to submit an application by the deadline date above.

Applicant/Fiscal Agent Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone _____

Sincerely,

Authorized Signature

Title of Authorized Person

REQUIRED ATTACHMENTS AFTER NOTICE OF AWARD

Each of the forms below must be read and signed after the notice of award. Any questions regarding the forms below should be submitted via email to ProcurementQnR@mdek12.org during the time specified in the Acknowledgements section above.

1. Assurances (Form 2)
2. Standard Terms and Conditions (Form 3)
3. Authorized Signature Page (Form 4) - *Required Signature(s)*
4. Verification of the registration of the active Unique Entity ID (UEI) must be submitted

END OF PAGE