**REQUEST FOR PROPOSALS**



**Mississippi Community Oriented Policing Services in Schools (MCOPS) Grant**

**Mississippi Department of Education Office of Safe and Orderly Schools 359 North West Street, Suite 111**

**Jackson, Mississippi 39201**

**Phone: 601-359-1028**

**Fax: 601-359-3184**

**Date: Thursday, September 19, 2019**

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If a district received MCOPS Grant funding for the previous school year (2018-2019), the offerer must provide assurances of compliance with all eligibility criteria, program activities, use of funds, budget requirements and fiscal responsibilities. All districts receiving MCOPS Grant funds for school year 2018-2019 must complete Form 10: *Compliance Assurances for MCOPS Grant Recipients for School Year 2018-2019* and submit the form with this proposal in order to apply for MCOPS Grant funding for the current school year (2019-2020).

# GENERAL INFORMATION

## MISSISSIPPI BOARD OF EDUCATION PROGRAM PURPOSE AND GOALS

The Mississippi Department of Education (MDE), Office of Safe and Orderly Schools, is seeking competitively written proposals to provide school districts with an opportunity to initiate or enhance their School Resource Officer program. In accordance with the provisions of Miss. Code Ann. § 37-3-82, there is hereby established the Mississippi Community Oriented Policing Services in Schools (MCOPS) Grant program in the Mississippi Department of Education (MDE) to provide funding, pursuant to specific appropriation by the Legislature and, to assist law enforcement agencies in providing additional School Resource Officers (SROs) to engage in community policing in and around primary and secondary schools. Pursuant to the cited legislation, the MCOPS program office is established within the Office of Safe and Orderly Schools, Division of School Safety for operational and program guidance.

The Program’s goals are to increase the number of School Resource Officers (SROs) by:

* 1. Increasing or enhancing community policing in Mississippi;
  2. Providing SROs to play an integral part in the development and/or enhancement of a comprehensive school safety plan; and
  3. Providing a direct link between the school and local emergency responders.

School Resource Officers (SROs) may serve in one (1) or more of the following capacities:

1. Law Enforcement Officer/School Safety Specialist;
2. Law related educator for staff and students;
3. Liaison between the district and community responders;
4. Character education teacher for programs such as Gang Resistance Education and Training (GREAT), Drug Abuse and Alcohol Resistance Education (DARE), crime prevention, and substance abuse prevention;
5. Liaison with the local youth court;
6. Mentor for at-risk students;
7. Conduct school safety/threat assessment;
8. Write and/or revise crisis response plans; and/or
9. Assist the district in developing policies to address school safety and criminal activity within five hundred (500) feet of the school campus.

## ELIGIBILITY CRITERIA

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

The MCOPS Grant is available to all local public education agencies (LEAs) that maintain or wish to develop a campus police department in accordance with the provisions of Miss. Code Ann. § 37-7-321, or LEAs that partner with county/municipal law enforcement agencies to deploy SROs. All SROs must meet the minimum requirements for SROs outlined in the *Mississippi Department of Education’s Quick Reference to School Related Statutes* and the *School Resource Guide of 2017* and subsequent revisions. All offerers must follow all SRO requirements regarding Miss. Code Ann. § 37-3-82 and § 37-7-323. If a district received MCOPS Grant funding for the previous school year (2018-2019), the offerer must provide assurances of compliance with all eligibility criteria, program activities, use of funds, budget requirements and fiscal responsibilities. All districts receiving MCOPS Grant funds for school year 2018-2019 must complete Form 10: *Compliance Assurances for MCOPS Grant Recipients for School Year 2018-2019* and submit the form with this proposal in order to apply for MCOPS Grant funding for the current school year (2019-2020).

Selection of Grant Recipients:

Successful grant offerers will be required to meet a minimum cut score on a one hundred (100) point scale. Grant applications that score above the minimum cut score will be ranked based on the total score. Subject to the availability of funds, grant funding for one (1) SRO position will be awarded beginning with the highest ranked grant application and continue through to the lowest ranked grant application that meets the minimum cut score. Subject to the availability of funds, the process will continue with the highest ranked application requesting funding for more than one (1) SRO position and continue through to the lowest ranked application that meets the minimum cut score. The awarding of grant funds in this manner will continue until all available funds have been awarded.

## NOTICE OF INTENT TO APPLY

All entities planning to apply should submit a *Notice of Intent to Apply* on page 23. The *Notice of Intent to Apply* must be received by the **Monday, September 30, 2019 deadline.** The *Notice of Intent to Apply* is notrequired to apply but is preferred to assist the MDE in planning purposes and preparation for proposal scoring. Districts may submit the *Notice of Intent to Apply* using one (1) of the following:

* 1. Email: [pavanderford@mdek12.org](mailto:pavanderford@mdek12.org)

## Mail to:

## 

## Mississippi Department of Education

## Mississippi Community Oriented Policing Services in Schools (MCOPS) Grant

Office of Safe and Orderly Schools, Division of School Safety

Post Office Box 771

Jackson, Mississippi 39205-0771

C. Facsimile Number: 601-359-3184

## REQUESTS FOR INFORMATION

Written questions concerning the RFP should be emailed to [pavanderford@mdek12.org](mailto:pavanderford@mdek12.org).

The deadline for submitting written questions via email is **Thursday October 3, 2019 at 5:00 p.m.** Copies of all questions submitted and the responses will be posted to MDE’s website www.mdek12.org under the Public Notices section and will be available to the general public on **Monday, October 7, 2019**. **Individual replies will not be granted.**

## PROPOSAL FORMATTING AND SUBMISSION INFORMATION

Developed by the MDE, this proposal information package contains all the forms and instructions necessary to apply for a subgrant under the MCOPS Grant. Please review the enclosed materials and carefully follow the instructions for completing the subgrant proposal. Before submission, review the proposal requirements to ensure that all sections are completed and all documents are included.

## FORMATTING DIRECTIONS

Proposals must be submitted utilizing the format described in this RFP. This file may be downloaded from the MDE web page under Public/Requests for Applications, Qualifications, and Proposals. **The following components must be included, in the following order, in all proposals that are submitted. Failure to submit the required completed forms with signature(s) will result in the rejection of the proposal. The narrative portions of the proposal shall not exceed two (2) pages.**

## Required Elements must be submitted in the following order:

1. Notice of Intent to Apply – (Form 1), preferred, but not required
2. Acknowledgement of Request for Proposal (RFP) Amendments, if applicable (Form 2)
3. Signed Cover Page (Form 3 – Required Signature(s)
4. Signed Assurances (Form 4) – Required Signature(s)
5. Standard Terms and Conditions (Form 5) – Required Signature(s)
6. Conflict of Interest Disclosure Form (Form 6) – Required Signature(s)
7. MCOPS Individual Campus Threat Assessment (Form 7)
8. Description of Need and Plan of Action (Form 8)
9. School Resource Officers (SROs) Training Hours Log (Form 9)
10. Compliance Assurances for MCOPS Grant Recipients (2018-2019) (Form 10)
11. Grant Proposal Forms (Budget Forms A-D)

Offerers are **required** to submit the proposal using the following parameters:

1. Submit on 8.5” x 11” white paper using 12-point Times New Roman font;
2. Format using one-inch (1”) margins on all sides;
3. Portrait setting; and
4. Double-space and single-sided (pages must include grantee’s name and page number within the footer in the lower right-hand corner).

**This grant competition is highly competitive.** Offerers should ensure that all guidelines and requirements are met prior to submitting proposals. Please note that the MDE staff will not grant permission for offerers to change the criteria established in the proposal. This includes extending the date and time proposals are due.

## SUBMISSION AND DELIVERY OF PROPOSALS

One (1)original proposal must be sealed and received by **5:00 p.m. on Tuesday, October 22, 2019,** at the following address based upon the delivery method used:

**Hand Deliver Proposal to**:

Monique Corley, Director

Office of Procurement

Mississippi Department of Education

Mississippi Community Oriented Policing Services in Schools (MCOPS) Grant

Central High School Building, Suite 307

359 North West Street

Jackson, Mississippi 39201

## (DO NOT OPEN)

**Ship Proposal to**: **(FedEx, UPS, etc.)**

Monique Corley, Director

Office of Procurement

Mississippi Department of Education

Mississippi Community Oriented Policing Services in Schools (MCOPS) Grant

359 North West Street Jackson, MS 39201

**(DO NOT OPEN)**

## RESTRICTIONS ON COMMUNICATIONS WITH THE OFFICE OF PROCUREMENT AND THE OFFICE OF SAFE AND ORDERLY SCHOOLS

From the issue date of this solicitation until a Grantee is awarded a grant, Offerors and/or their representatives shall restrict communication with any Office of Procurement staff and/or any Office of Safe and Orderly School Staff regarding this procurement.

## RISK OF DELIVERY

The MDE is required to enforce the established submission deadline to ensure fairness to all offerers. Faxed or emailed proposals are not acceptable and will not be reviewed by the MDE.

* 1. The offerer is responsible for ensuring the competitive proposals are delivered to the Office of Procurement, Suite 307 of the Central High School Building by the deadline and assumes all risks of delivery.
  2. Proposals and modifications received in Office of Procurement, Suite 307 of the Central High School Building after the time designated in the RFP will be considered lateand will not be considered for award.
  3. At the time of receipt of the proposals, the proposals will be date-stamped and recorded in Office of Procurement, Suite 307 of the Central High School Building.
  4. Incomplete proposals will not be evaluated and will not be returned to the offerer for revisions. No faxed or emailed copies will be accepted.
  5. The proposals must be signed by an authorized official to bind the offerer to the proposal provisions.

**To ensure the proposal is received by the deadline, please allow adequate time for parking and time to proceed through building security procedures.**

It is the responsibility of the offerer to ensure and verify that the proposalpackage, in its entirety, is received by the deadline. Due to the periodic disruptions to normal mail delivery, the MDE strongly encourages the use of an alternative method (e.g., a commercial carrier such as Federal Express or United Parcel Service, United States Postal Service Express Mail, a courier service, or personal delivery) to deliver proposal packages to the MDE.

**Supplemental or revised proposal information, either from the offerer or another source, will not be accepted. A proposal package must contain all required elements intending to be submitted.** Offerers are encouraged to carefully review the procedures for submitting the materials. No changes or additions to a proposal will be accepted after the deadline.

Offerers are strongly encouraged to submit only the requested information. The review panel will have limited time to evaluate proposals; therefore, considerations will focus solely on the required sections of the proposal and the appendices. Supplementary materials such as videotapes, CD-ROMs, publications, press clippings, and testimonial letters will not be reviewed, nor will they be returned to the offerer.

Before proposals are forwarded to the review panel, MDE staff will review the proposal for formatting and submission requirements. To be read and scored, all proposals must follow the formatting and proposal submission directions. **Please be advised that proposals that fail to contain any of the required elements will not be provided to review panel for scoring.** Please see the *Required Elements Checklist* onpage seven (7) for mandatory proposal components.

## CONDITIONS OF SOLICITATION

The MDE reserves the right to accept, reject, or negotiate regarding submitted proposals based on the evaluation criteria contained in the RFP. The final decision to award a grant rests solely with the MDE.

The offerer should note the following:

1. The MDE will not be liable for any costs associated with the preparation of proposals incurred by the offerer.
2. The selection of an offerer is contingent upon favorable evaluation of the proposal; approval of the proposal by the review panel selected by MDE; approved budget; and State Board of Education approval.
3. The selection of an offerer is contingent upon successful negotiation of any changes to the proposal as required by MDE.
4. The MDE also reserves the right to accept any proposal submitted for grant award, without negotiation. Therefore, offerers are advised to propose the most favorable terms initially.

Offerers will be required to assume full responsibility for meeting all specified requirements stated in the RFP.

## ACCEPTANCE OF PROPOSALS

The MDE reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation of the RFP that does not affect the proposal or the competitiveness; give one (1) party an advantage or benefit over other parties; or adversely impacts the interest of the MDE.

## REJECTION OF PROPOSALS

Proposals that do not conform to the requirements of this RFP will be rejected by the MDE. Proposals will be rejected for reasons that include, but are not limited to, the following:

* 1. The proposal is received late. Late proposals will be maintained unopened in the procurement file.
  2. The proposal contains unauthorized amendments to the requirements outlined in the RFP.
  3. The proposal is incomplete or contains irregularities that make the proposal indefinite or ambiguous.
  4. The proposal contains false or misleading statements or references.
  5. The proposal does not meet and conform to all requirements as outlined in the *Required Elements Checklist* on page seven (7).
  6. The offerer has previously been cited with major and/or significant deficiencies by the MDE in one (1) or more programs or included on the debarment list.
  7. Required forms with required original signature(s) are not included.
  8. The proposal is determined nonresponsive.
  9. The offerer did not perform prior services in a proper, workmanlike, and/or dignified manner.
  10. The Format and Procedure for Delivery of Proposals (Sections 5, 6, and 7) was not followed.
  11. Grantees failed to document required training on *Form 9: School Resource Officers Training Log* in this proposal (Prior year grantees must have 40 hours and all first-year grantees must have 24 hours of training).

## DISPOSITION OF PROPOSALS

All proposals become the property of the State of Mississippi.

## Protest/Complaint Policy

When an award complaint is issued, the complaint must be submitted in writing to the Mississippi Department of Education, Office of Safe and Orderly Schools.

Complaints must be submitted to the Office of Safe and Orderly Schools at the following mailing address:

Mississippi Department of Education

Office of Safe and Orderly Schools

Post Office Box 771

Jackson, Mississippi 39205-0771

The Office of Safe and Orderly Schools may also be contacted via telephone at 601-359-1028 or via email [pavanderford@mdek12.org](mailto:pavanderford@mdek12.org).

## CONFLICT OF INTEREST

Each subgrantee must maintain a written conflict of interest policy.

## TENTATIVE TIMELINE OF ACTIVITIES

The MDE expects to recommend approval of new subgrantees at the December 19, 2019 meeting of the State Board of Education (SBE). All new subgrantees approved for funding by the SBE at that time must attend subsequent mandatory meetings for subgrantees. An award letter will be provided to subgrantees confirming the SBE’s action. This letter will include specific information on the meeting dates, times, and locations. Important dates and activities related to this proposal are listed below.

|  |  |
| --- | --- |
| **Important Dates** | **Activity** |
| **September 19, 2019 and**  **September 26, 2019** | Request for Proposal (RFP) Issued |
| **September 19, 2019** | Email and Post to MDE Website/Newspaper |
| **September 30, 2019** | Deadline for Notice of Intent to Apply |
| **October 3, 2019** | Deadline for submitting questions |
| **October 7, 2019** | Questions and responses will be posted to the MDE website |
| **October 22, 2019** | Proposals due in the Office or Procurement by 5:00 p.m. |
| **October 29, 2019** | Evaluation of proposals by Review Panel |
| **December 19, 2019** | Recommendation for approval will be submitted to the State Board of Education |
| **December 19, 2019** | Notification of awards (contingent on State Board  approval) |

## REQUEST FOR PROPOSAL (RFP) DETAILS

* 1. **Eligibility Criteria –** The MCOPS Grant is available to all local public education agencies (LEAs) that maintain or wish to develop a campus police department in accordance with the provisions of Miss. Code Ann. § 37-7-321, or LEAs that partner with county/municipal law enforcement agencies to deploy SROs. All SROs must meet the minimum requirements for SROs outlined in the *Mississippi Department of Education’s Quick Reference to School Related Statutes* and the *School Resource Guide of 2017* and subsequent revisions. All offerers must follow all SRO requirements regarding Miss. Code Ann. § 37-3-82 and § 37-7-323. If a district received MCOPS Grant funding for the previous school year (2018-2019), the offerer must provide assurances of compliance with all eligibility criteria, program activities, use of funds, budget requirements and fiscal responsibilities. All districts receiving MCOPS Grant funds for school year 2018-2019 must complete Form 10: *Compliance Assurances for MCOPS Grant Recipients for School Year 2018-2019* and submit the form with this proposal in order to apply for MCOPS Grant funding for the current school year (2019-2020).
  2. **Proposal Submission**: Offerers are **required** to submit the proposal using the following parameters:

1. Submit on 8.5” x 11” white paper using 12-point Times New Roman font;

1. Format using one-inch (1”) margins on all sides;
2. Portrait setting; and
3. Double-space and single-sided (pages must include grantee’s name and page number within the footer in the lower right-hand corner).

## Good Standing

Offerers that previously received a grant award must be in good standing with MDE to receive a grant award through this RFP. To be in good standing, the MDE will conduct an annual audit of each recipient to ensure funding has been expended appropriately in required cost areas as outlined in Miss. Code Ann. § 37-3-82.

## Program Activities

Each eligible school district receiving an award will expend funds to carry out activities that advance student achievement and support student success, including:

1. All offerers must demonstrate they have primary law enforcement authority over the school(s) identified in their proposal and demonstrate their inability to implement this project without state assistance.
2. Schools or law enforcement agencies may not reduce the overall federal, state, or locally funded level of sworn officers (including other SROs or other sworn officers assigned to the schools) as a result of applying for or receiving MCOPS grant funding.
3. In the event of reduction in force by the district or law enforcement agency due to financial reasons unrelated to the availability of MCOPS, that officer may be re-hired with written approval from the MDE and utilize the MCOPS funding to provide an officer to the school.
4. The SROs must devote at least 75% of their time in the primary and/or secondary schools.
5. Funds cannotbe used to simply hire campus enforcement officers (certified police officers who merely provide an armed presence) or school safety officers (non-commissioned security personnel). MCOPS funds must be utilized for certified SRO’s or those that will complete the MDE SRO certification course within two (2) years of employment in that position.
6. SROs may serve in a variety of roles, including, but not limited to, that of a law enforcement officer/safety specialist, law-related educator, and problem solver/community liaison. These officers may teach programs such as crime prevention, substance abuse prevention, and gang resistance, as well as monitor and assist troubled students through mentoring programs. The SRO may also identify physical changes in the environment that may reduce crime in and around the schools, as well as assist in developing school policies that address criminal activity and school safety.
7. Officers shall be deployed and perform duties in accordance with the provisions of the *Mississippi Code of 1972 Annotated*, the *Mississippi Department of Education’s Quick Reference to School Related Statutes* and the *School Recourse Guide of 2017* and subsequent revisions.
8. If MCOPS funds were received during school year 2018-2019, all offerers must meet the SRO requirements in Miss. Code Ann. § 37-3-82 and § 37-7-323. If a district received MCOPS Grant funding for the previous school year (2018-2019), the offerer must provide assurances of compliance with all eligibility criteria, program activities, use of funds, budget requirements and fiscal responsibilities. All districts receiving MCOPS Grant funds for school year 2018-2019 must complete Form 10: *Compliance Assurances for MCOPS Grant recipients for School Year 2018-2019* and submit the form with this proposal in order to apply for MCOPS Grant funding for the current school year (2019-2020).
9. Each SRO listed in the proposal must provide documentation of the required 40 hours of Continuing Education Units (CEUs) within the last 12 months.

Offerers are also obligated under Section 504 of the *Rehabilitation Act*, the *Americans with Disabilities Act*, and the *Individuals with Disabilities Education Act* to ensure that the program activities outlined in this proposal are accessible to persons with disabilities.

## GRANT PERIOD

A subgrant award is made available for an approved project period up to one (1) year contingent upon the availability of continued funding, and evidence of progress as documented in the annual evaluation report (if required). The grant period is expected from December 19, 2019, through June 30, 2020, with a liquidation period ending July 12, 2020.

## AWARD AMOUNTS

Funds are subject to appropriations by the state government. This grant will be awarded in the amount of $10,000 per officer per year at a minimum to be matched from local funds on a 50/50 matching basis.

The awarded districts will be provided grant agreements as well as a Memorandum of Understanding (MOU) that must be signed by the Superintendentand the law enforcement representative. The MOU will be executed with the grant agreement. The MDE reserves the right to award all or part of the requested funding based upon the need of offerers across the state.

All grants will be awarded up to one (1) year contingent upon proper implementation of the proposed project and completion and submission of all required documentation and future appropriations. Funding to eligible school districts are subject to State Board of Education approval**. The Mississippi Department of Education reserves the right to negotiate grant award amounts with all Grantees.** Recipients will receive funding after approval from the State Board of Education and **pending appropriations**.

## USE OF FUNDS

The grant will not be less than $10,000 per officer and shall only be used for the salary and fringes of the awarded officer. The grantee shall match at least $10,000 in local funds or in-kind match which shall be used on equipment for the SROs and/or safety equipment for the school upon which they are assigned or safety related training costs for the SROs.

Items that could be considered safety equipment include, but are not limited to:

* 1. Ballistics/safety vest
  2. Ammunition
  3. Weapons
  4. Police vehicle
  5. Camera systems
  6. Buzzer systems
  7. Fencing
  8. Badging system
  9. Other safety equipment
  10. Travel expenses for SRO training

It is the intent of MDE to award as many grants as funding allows. When there is a discrepancy in the district budget plan (summary and/or narrative) for the grant funding and the specifications of the MCOPS Grant guidelines, the MDE MCOPS Grant guidelines will be the rule.

## All expenditures must be consistent with applicable state and federal laws, regulations, and guidance. Subgrantees should be aware that funds shall be used in a manner consistent with all requirements of the statute and shall be used only to supplement, not supplant, any federal, state, local, or non-federal funds available to support activities.

## BUDGET REQUIREMENTS

All offerers’ budgets must meet the following requirements:

* 1. MCOPS funds are to be used for certified SROs or those that will complete the MDE SRO certification course within two (2) years of employment in that position.
  2. Local funds are to be matched on a 50/50 basis in accordance with Miss. Code Ann. § 37-3-82.
  3. Funds must be obligated by June 30, 2020 and liquidated by July 12, 2020.
  4. Each grantee shall agree to meet the requirements of this MCOPS Grant opportunity.
  5. Grantees shall attend a MCOPS Grant orientation.
  6. A one (1) time payment to districts will be disbursed electronically from MDE.
  7. Grantee shall agree to deploy the SRO in accordance with the provisions of the Memorandum of Understanding (MOU) that must be submitted with the grant agreement. The MOU shall be signed by the Superintendent andthe law enforcement representative.

## RESPONSIBILITIES OF THE FISCAL AGENT

The following include, but are not limited to, the expectations, roles, and responsibilities of the fiscal agent:

* 1. As the official subgrant recipient, all awards shall be adopted by the Local Board of Education for LEAs or the Board of Directors for non-LEAs.
  2. Administer the subgrant from award to closeout in accordance with all applicable laws and regulations.
  3. Serve as the organizational 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:

1. Internal Controls
   * + 1. Safeguard assets; ensure reliability of accounting data and subgrant terms and conditions
2. Operating Controls
   1. Fiduciary procedural manuals; budgetary control
3. Accounting Controls
   1. Implement controls to ensure reliability of recorded financial data;
   2. Maintain appropriate level of transaction review and authorization;
   3. Develop and implement proper procurement procedures and cash management procedures that are well defined; and
   4. Develop procedures that facilitate timely review and audit of financial activity.
4. Compliance Controls
   1. Consider mechanisms to monitor and review compliance with subgrant terms (i.e., ensure grant funds are disbursed only to eligible recipients); and
   2. Ensure allexpenditures 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.
5. Document Control System

a. Develop written documentation of adequate internal operating and accounting controls that demonstrate evidence of controls related to grant compliance.

* 1. Assemble appropriate staff resources and communicate all compliance requirements and resources of the subgrant.
  2. Keep abreast of changes in policies, procedures or requirements and continue to advise program staff of subgrant requirements.
  3. Request any further “prior approvals” when identified.
  4. Submit subgrant reimbursement requests no later than July 12, 2020.

1. Eligibility of Expenditures
2. 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
3. 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.
4. Prepare necessary reports
   1. Source Documentation
      1. Appropriately support transactions entered into the subgrantee’s system;
      2. Documentation tracks each subgrant transaction and supports the validity of financial data reported; and
      3. Maintain separate funding lines for funds.
   2. Audit Trail
      1. The lowest level of detail the system must provide is documentation that supports all transactions (e.g., invoices, contracts, purchase orders);
      2. The overall recordkeeping system must be able to trace financial statement balances through the subgrantee’s general ledger, cash books and other journals; and
      3. Amounts claimed on financial statements and reports must accurately reflect the accounting books and records from which they were prepared.
5. Use feedback from site visits by the MDE to enhance the program, show organizational strength, and demonstrate commitment to the project.
6. Keep the MDE and the public aware and informed about MCOPS Grant project progress.
7. Evaluate the extent to which measurable project objectives are being met.
8. Liquidate all obligations incurred under the award within the established deadline.
9. Ensure and oversee the performance of final audits and resolution of findings.
10. Establish adequate system for records retention.

## AUDIT

Compliance visits, phone calls, and/or email communication will be conducted during the MCOPS Grant year to assess compliance with the MCOPS Grant. If a district is found to be noncompliant with the specifications of the MCOPS Grant, the district shall refund all or a portion of the awarded funding for the non-compliant grant year.

## PROGRAM REPORTS AND EVALUATION

The official results of MCOPS Grant proposals will be provided to the State Board of Education for approval.

**23. PROPOSAL REVIEW AND SELECTION PROCESS**

### Phase 1 – Review of Proposal Components

Proposals are reviewed to determine if all the formatting and submission requirements are met. **If any proposal fails to meet the established *Required Elements Checklist*, the proposal will be disqualified.** Please see page seven (7) for the *Required Elements Checklist.*

Scoring Criteria:

Grant applications will be evaluated and scored based on the following criteria:

* 1. A detailed description of the grant offerer’s need for one (1) or more SROs;
  2. A detailed description of the grant offerer’s proposed scope of work, duties, and functions for one (1) or more SROs; and
  3. A detailed description of past or current incidents or threats that demonstrate a need for one (1) or more SROs.

Each grant offerer will receive a detailed grant application packet that provides the points awarded per criteria listed above. Offerers that have never deployed an SRO will receive three (3) of the available 100 points.

**Phase 2 - Evaluator Review and Scoring**

An Evaluation Committee (review panel) authorized by the MDE will evaluate and score each proposal based on the quality of the proposed activities and the evidence provided to demonstrate the capacity of the offerer to implement the proposed program. The review panel is comprised of grant readers from various professions and backgrounds.

Each proposal will be evaluated using the criteria outlined on pages 20-22. The review panel will recommend the proposals to be funded by the MDE’s Office of Safe and Orderly Schools.

A minimum of five (5) individuals will evaluate each proposal using a Scoring Rubric. A member of the review panel may award up to 100 points for each proposal. A proposal must receive a minimum cut score of **80** before it can be considered eligible for funding. **The MDE will allocate funds based upon the scores ranging from 80 to 100 and will continue funding until allocated funding is exhausted, or all eligible programs receive funding.**

The MDE reserves the right to reject any proposals and to negotiate with the best offerers to address issues other than those described in the proposal.

## Phase 3 - Proposal and Scoring Process

This section covers the criteria an offerer must address when submitting a proposal. The proposal is the organization’s program operating plan, not simply a proposal. The stated plan must be implemented with fidelity upon SBE approval. When completing the proposal, please remember that subgrantees will not be permitted to change the program’s scope (i.e., type of services and/or target population) that is originally outlined in the proposal, scored by reviewers during the proposal review process, and approved by the SBE. This is designed to provide fairness to offerers for competitive subgrants.

## Threat Assessment Worksheet (30 Points)

Guidance for creating a Threat Assessment:

The purpose of conducting a threat assessment screen is to determine the degree to which a person who has made a threat actually poses a threat and the vulnerability of the school based on factors such as number of officers on campus, distance from immediate assistance, number of students enrolled, and number of buildings on the campus.

A threat can be conveyed through a variety of means. Threats may be written, spoken, communicated by using gestures, or even through a person's actions.

All threats should be taken seriously, and all threats require individual assessment. Just as importantly, all threats necessitate a coordinated plan to respond, manage and support all involved.

Information identified from your individual school threat assessment should be used to answer the MCOPS Individual Campus Threat Assessment on page 32 of this proposal. **A school threat assessment shall be completed for every school MCOPS SROs are assigned.**

## Description of Need and Plan of Action (50 Total Points)

Guidance for creating a Description of Need:

A needs assessment is the process of gathering information to guide program development and implementation. It is one of the essential tasks in planning to apply for this grant and must be completed prior to the start of the writing process. A Description of Need will identify both the needs of the school and assist in the mitigation of threats.

A Description of Need provides a complete description of the community and school(s) to be served by citing factors that impact the educational outcomes of the identified students. This information should come from the local school district, local school and/or community-based data and will assist in determining the program’s mission.

* 1. The narrative portion of the proposal shall not exceed two (2) pages using the format listed below.
  2. Offerers are **required** to submit proposals using the following parameters:
     1. Submit on 8.5” x 11” white paper using 12-point Times New Roman font;
     2. Format using one-inch (1”) margins on all sides;
     3. Portrait setting; and
     4. Double-space and single-sided (pages must include grantee’s name and page number within the footer in the lower right-hand corner).

## Budget (20 Points)

## 1. Budget Overview, Narrative, and Summary

**All offerers** must submit a ***Budget Overview, two (2) Budget Narratives (State Funded and Match),*** and a ***Budget Summary*** for this proposal.

2. Allowable Expenses

Project funds must be utilized 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.

Offerers 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 proposal.

Successful offerers 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.**

Dear Dr. Vanderford:

# Form 1 – Notice of Intent to Apply

Month /Date/ Year

This notice confirms that is interested

in applying for the Mississippi Community Oriented Policing Services in Schools (MCOPS) Grant and intends to submit a proposal by the **Tuesday, October 22, 2019 by 5:00 p.m.** deadline.

Organization Name Superintendent/Director/Fiscal Agent

Address City State Zip

Email

Phone

Sincerely,

Authorized Signature

Title of Authorized Person

### Please complete and fax this form to Office of Safe & Orderly Schools at 601-359-3184 or email [pavanderford@mdek12.org](mailto:pavanderford@mdek12.org).

# Form 2 – Acknowledgement of

# Request for Proposal Amendments

I acknowledge all amendments to this Request for Proposals (RFP). The responses to questions will be treated as amendments to the **RFP and will require acknowledgment**.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Grantee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Request

# Form 3 – Cover Page

**Mississippi Community Oriented Policing Services in Schools (MCOPS) Grant**

**FY2020 (School Year 2019-2020) PROPOSAL PACKAGE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School District/Organization:** | **Address:** | **City, State:** | |
| **Phone:** | **Fax:** | **E-mail:** | |
| **Amount Requested Fund Year 2019-2020**    **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |

|  |  |  |
| --- | --- | --- |
| **NAME OF EACH SCHOOL:** | **ADDRESS OF EACH SCHOOL:** | **NUMBER OF STUDENTS TO BE SERVED BY SRO:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Required Signature(s)/Dates:**

Superintendent/Executive Director/Agency Head/Fiscal Agent Date Typed Name

|  |  |  |
| --- | --- | --- |
| Local Board President (if applicable) | Date | Typed Name |
| Project Coordinator | Date | Typed Name |
| 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

Executive Director

Approval Date:

**Form 2**

25 | P a g e

# Form 4 – Assurances

### Please read carefully before signing.

The grantee hereby assures that, in accordance with the statute, the school district/organization submitting this proposal shall comply with the following:

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

1. The offerer shall be an equal opportunity employee and shall perform to all other applicable requirements; accordingly, the offerer 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, handicap, or sex in any manner prohibited by law. Further, the offerer 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.
2. The offerer 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 any pertinent books, documents, papers, and records of offerer related to offerer’s charges and performance under this agreement. Offerer shall keep such records for a period of five (5) years after final payment under this agreement, unless the MDE authorizes their earlier disposition. Offerer 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.
3. The offerer assures that it possesses legal authority to apply for and to receive funds under this agreement.
4. The grantee certifies they have not been barred from contracting or otherwise doing business with the State or Federal Governments.
5. 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.
6. The offerer shall perform all services as an independent offerer and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by the offerer with respect to third parties shall be binding on the MDE.
7. The MDE, by written notice, may terminate the grant application, 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 grant for nonperformance at any time during the term of the program. The offerer 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 offerer 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 offerer 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.

1. 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.
2. Offerer 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.
3. The local education agency/grantee adheres to the applicable regulations of the Office for Civil Rights, U.S. Department of Education: 34 CFR Subtitle B, Parts 100-199.

By signing this statement, the Grantee hereby certifies and assures that the school district submitting this shall comply with the above Endorsement and Support of District, Standard Terms and Conditions, and MDE Assurances and Certifications in accordance with state and federal regulations requirements, and MDE policy and requirements pertaining to this program. The offerer certifies further that the information submitted on this is true and correct.

**Superintendent’s Signature Date**

**Law Enforcement Representative’s Signature Date**

# Form 5 – Standard Terms and Conditions

**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 Grantee, to reduce the amount of funds payable to the Grantee 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.

## 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.

## INDEPENDENT GRANTEE

The Grantee 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 Grantee with respect to third parties shall be binding on the MDE.

## 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 Grantee may terminate this grant, in whole or in part, upon mutual agreement.

Either the MDE or the Grantee 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 Grantee 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 Grantee covered by the agreement, less payments of compensation previously made.

## ACCESS TO RECORDS

The Grantee 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 Grantee related to Grantee’s charges and performance under this agreement. Such records shall be kept by Grantee for a period of five (5) years after final payment under this agreement, unless the MDE authorized their earlier disposition. Grantee 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.

## 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.

## LEGAL AUTHORITY

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

## EQUAL OPPORTUNITY EMPLOYER

The Grantee shall be an equal opportunity employer and shall perform to applicable requirements; accordingly, Grantee 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, handicap or sex in any manner prohibited by law.

## COPYRIGHTS

The Grantee: (i) agrees that the MDE shall determine the disposition to title to and the rights under any copyright by Grantee 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 Grantee 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 Grantee 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.

Grantee further agrees that all material produced and/or delivered under this grant will not, to the best of the Grantee’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 Grantee’s opinion be likely to become, the subject of an infringement claim or suite, the Grantee shall procure the rights to such material or replace or modify the material to make it non-infringing.

## PERSONNEL

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

## SURRENDER OF EQUIPMENT

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

## ASSIGNMENT

Grantee 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.

## MISSISSIPPI ETHICS

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

I have **read** and **agree** to comply with the standard terms and conditions and grant assurances. I certify that the contents of this proposal, if funded, will be followed for the implementation of the MCOPS grant described herein.

Superintendent/Executive Director/Fiscal Agent Date

Chief Law Enforcement Representative Date

Grantee Name Date

*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 proposal.*

## Form 6 – Conflict of Interest Disclosure Form

**Mississippi Department of Education**

**Mississippi Community Oriented Policing Services in Schools (MCOPS) Grant**

Each subgrantee 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 assist the MDE in identifying 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 MCOPS activities.

I have no conflict of interest to report.

I have the following conflict(s) of interest 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/Executive Director/Agency Head/Fiscal Agent Date

# Form 7 – MCOPS Individual Campus Threat Assessment (30 pts)

PLEASE TYPE OR PRINT

|  |  |
| --- | --- |
| Please use this form for EACH school campus included in the MCOPS grant application. There will only be one (1) District application, but there may be multiple individual campus information worksheets. | School District: |
| School Name: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Is this a NEW SRO Program (Priority Points are issued to NEW programs only) | **Yes**    **(3 pts)** | | **No** | |
| 2. How many School Resource Officers (SRO’s) are on this  campus? **(3 pts)** |  | | | |
| 3. How many Campus Enforcement Officers (CEO’s) are on this campus? **(3 pts)** |  | | | |
| 4. Are the SRO’s and SSO’s shared between other campuses? **(3 pts)** | **Yes** | | **No** | |
| **How many campuses are shared?** | |
| 5. If the answer to question #5 is YES, what is the average  response time between campuses? **(3 pts)** |  | | | |
| 6. What grade level(s) are served at this campus? **(3 pts)** |  | | | |
| 7. How many students and staff members are present on this campus? **(3 pts)** | Students: | Staff: | | Total: |
| 8. What is the estimated response time for local law  enforcement to this campus if additional law enforcement resources are needed? **(3 pts)** |  | | | |
| 9. How many incidents requiring an arrest have occurred on  this campus in the past 12 months? **(3 pts)** |  | | | |
| 10. How many out of school suspensions have occurred on  this campus in the past 12 months? **(3 pts)** |  | | | |
| 11. TOTAL POINTS | **/30** | | | |

# Form 8 – Description of Need and Plan of Action (50 pts)

# /50 pts

**Form 9** **– School Resource Officers Training Hours Log**

Officer’s Name:

* See notes below regarding minimum training hours.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Title** | **Instructor** | **Location of Training** | **Course Hours** | **Certificate Date** |
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* First year SROs must have state minimum required training hours of 24 hours as notated in Section 11: Rejection of Proposals of this document.
* Previous grantees (SROs) must have at least 40 hours of required training as notated Section 11: Rejection of Proposals of this document.

## Print multiple copies, if needed.

# 

# Form 10 – Compliance Assurance For MCOPS Grant Recipients

# for School Year 2018-2019

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District was in receipt of the Mississippi Community Oriented Policing Services in School (MCOPS) Grant award in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the 2018-2019 school year.

The District met all of requirements as outlined in the following sections of this Request for Proposals (RFP) and therefore is eligible to apply for MCOPS Grant funding for the current school year (2019-2020) through this competitive RFP process:

**Section 15 (Pages 12 - 14):**

The District complies with eligibility criteria outlined in Miss. Code Ann. § 37-3- 82 and § 37-7- 323; is in Good Standing with the Mississippi Department of Education regarding all current and/or previous grant awards; and complies with all applicable program activities outlined on pages 13-14 of this Request for Proposals.

**Section 18 (Page 15):**

The District complies with Use of Funds as outlined in Section 18 of this Request for Proposals.

**Section 19 (Page 16):**

The District met all budget requirements as outlined in Section 19 of this Request for Proposals.

**Section 20 (Pages 16-18):**

The District met all responsibilities of the fiscal agent as outlined in Section 20 on pages 16-19 of this Request for Proposals.

**Superintendent’s Signature Date**

**Law Enforcement Representative’s Signature Date**

**In accordance with Section 21: Audit (page 19), all districts are subject to an audit to verify compliance with all requirement of this Request for Proposals.**

1. **Grant Proposal Forms – Budget Forms A-D (20 pts)**

Instructions for Budget Forms:

**GENERAL INSTRUCTIONS**

This budget form is for the MCOPS Grant program. Pay attention to applicable program specific instructions given in the RFP.

1. **BUDGET OVERVIEW:**

## *Budget Overview* Form A (REQUIRED) (20 pts)

All offerers must complete Form A and provide an overview to support the budget that is presented as part of this RFP. This overview must address all components (Forms A-D).

1. **BUDGET NARRATIVE:**

## *Budget Narrative* Form B (REQUIRED)

All offerers must complete Form Band provide a breakdown by the applicable budget categories shown in lines 1-5.

## 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.

## Budget Narrative Form for Matching Funds Form C (REQUIRED)

All offerers must complete Form Cto identify how matching funds will be expended.

**C. BUDGET SUMMARY:**

## *Budget Summary* Form D (REQUIRED)

All offerers must complete Form Dto summarize how all funds will be expended.

# Form A - Budget Overview (20 pts)

Provide a brief and concise narrative on the following:

## Describe how the items within the budget support the goals of the program;

* 1. **Describe how the requested funds will be allocated for accomplishing**

**tasks and activities described in the proposal; and**

* 1. **Describe 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.**

# Form B - Budget Narrative (State Funded)

**School Year 2019-2020**

Use the Budget Narrative form to provide a complete budget narrative **for the project**. 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.

Entity Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **CATEGORY/ACTIVITY** | **AMOUNT** | **GENERAL DESCRIPTION** |
| 1. Personnel  (Non-Administrative) |  |  |
| 2. Fringe Benefits |  |  |
| 3. Contractual |  |  |
| 4. Subtotal for Each Page |  |  |
| 5. GRANT TOTAL |  |

(Total should not exceed the awarded amount.)

Organization: Page of

# Form C - Budget Narrative (Match)

## School Year 2019-2020

Use the Budget Narrative form to provide a complete budget narrative **for the project**. 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.

Entity Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **CATEGORY/ACTIVITY** | **AMOUNT** | **GENERAL DESCRIPTION** |
| 1. Travel |  |  |
| 2. Equipment |  |  |
| 3. Supplies |  |  |
| 4. Other (Specify) |  |  |
| 5. Subtotal for Each Page |  |  |
| 6. GRANT TOTAL |  |

Organization: Page of

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Form D - Budget Summary**  **Mississippi Department of Education**  **Mississippi Community Oriented Policing Services in Schools (MCOPS) Grant** | | | | FY 2020  Projected Budget Summaries | |
| Fund Number: # | |
| Name of Institution/Organization: | | | | |  |
| **BUDGET SUMMARY – FORM B** | | | | | |
| **Budget Categories** | **Project Year \_\_\_\_\_\_\_\_\_\_\_\_** | **Project Year \_\_\_\_\_\_\_\_\_\_\_\_** | **Project Year \_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| 1. Personnel (Non- Administrative) |  |  |  | | |
| 2. Administration (Not more than # of allocation) |  |  |  | | |
| 3. Fringe Benefits |  |  |  | | |
| 4. Travel |  |  |  | | |
| 5. Equipment |  |  |  | | |
| 6. Supplies |  |  |  | | |
| 7. Contractual |  |  |  | | |
| 8. Other (Specify) |  |  |  | | |
| 9. Total Costs (lines 1-8) |  |  |  | | |

40 | P a g e