**REQUEST FOR PROPOSAL**



**Title I, Part C – Migrant Education Program**

**Submission Deadline Date: July 25, 2023**

Table of Contents

[SECTION 1. INTRODUCTION AND PROGRAM OVERVIEW 4](#_Toc136501376)

[1.1 Program Purpose and Goals 4](#_Toc136501377)

[1.2 Eligibility Criteria 5](#_Toc136501378)

[1.3 Pre-Proposal Conference 7](#_Toc136501379)

[1.4 Conflict of Interest 7](#_Toc136501380)

[SECTION 2. PROGRAM IMPLEMENTATION 7](#_Toc136501381)

[2.1 Scope of Work 7](#_Toc136501382)

[2.2 Program Activities 8](#_Toc136501383)

[2.3 Program Reports and Evaluation 9](#_Toc136501384)

[2.4 Proposal Review and Selection Process 9](#_Toc136501385)

[2.5 Proposal Scoring Criteria 10](#_Toc136501386)

[SECTION 3. GRANT AWARD AND RESPONSIBILITIES 17](#_Toc136501388)

[3.1 Use of Funds 17](#_Toc136501389)

[3.2 Responsibilities of A Fiscal Agent 18](#_Toc136501390)

[3.3 Audit 19](#_Toc136501391)

[SECTION 4. TENTATIVE TIMELINE OF ACTIVITIES 19](#_Toc136501392)

[SECTION 5. PROPOSAL REQUIREMENTS 20](#_Toc136501393)

[5.1. Proposal Formatting and Submission Information 20](#_Toc136501394)

[5.2 Submission Requirements 20](#_Toc136501395)

[5.3 Formatting and Submission Directions 21](#_Toc136501396)

[5.4 Proposal Submission and Due Date 22](#_Toc136501397)

[5.6 Risk of Delivery 22](#_Toc136501398)

[5.5 Restrictions on Communications 23](#_Toc136501399)

[5.7 Rejection of Proposals 23](#_Toc136501400)

[5.8 Conditions of Solicitation 24](#_Toc136501401)

[5.9 Acceptance of Proposals 24](#_Toc136501402)

[5.10 Modification or Withdrawal of a Proposal 24](#_Toc136501403)

[5.11 Disposition of Proposals 25](#_Toc136501404)

[b. Appeals Federal Process 25](#_Toc136501405)

[5.12 Requests for Information 26](#_Toc136501406)

[SECTION 6. PROPOSAL FORMS & ATTACHMENTS 26](#_Toc136501407)

[Cover Page 27](#_Toc136501408)

[ASSURANCES 29](#_Toc136501409)

[PROGRAM SPECIFIC ASSURANCES 31](#_Toc136501410)

[STANDARD TERMS AND CONDITIONS 35](#_Toc136501411)

[CONFLICT OF INTEREST DISCLOSURE FORM 38](#_Toc136501412)

[ACKNOWLEDGEMENT OF AMENDMENTS 39](#_Toc136501413)

[Verification of UEI 40](#_Toc136501414)

[Budget Forms 41](#_Toc136501415)

[**Instructions for Budget Forms:** 41](#_Toc136501416)

[**General Instructions** 41](#_Toc136501417)

[**BUDGET OVERVIEW** 41](#_Toc136501418)

[**Budget Summary** 41](#_Toc136501419)

[**Budget Narrative** 41](#_Toc136501420)

[Budget Overview 42](#_Toc136501421)

[FIVE YEAR BUDGET summary PAGE 43](#_Toc136501422)

[BUDGET NARRATIVE 44](#_Toc136501423)

# SECTION 1. INTRODUCTION AND PROGRAM OVERVIEW

## 1.1 Program Purpose and Goals

The Mississippi Department of Education (MDE), Office of Federal Programs is seeking competitive written proposals from qualified applicants to provide migrant students with the supports needed to be successful implementing the Migrant Education Program through grant awards issued by the Mississippi Department of Education*.*

As migrant agricultural and fishery workers (who move from place to place for seasonal work) relocate to various parts of the country, so do their children, which often leads to interruptions in education. Research has shown that migrant students have difficulty due to interrupted schooling, experience cultural and language barriers, and often lack a sense of belonging and connection to their school and community. Migrant children often function two or more grade levels below their peers. They are 20 percent less likely to continue their education past the eighth grade and have only a 50 percent chance of graduating from high school. Migrant children need special attention to compensate for the constant changes in their environment. The Mississippi State Board of Education has established six goals as part of its 5-year strategic plan. The Migrant Education Program serves to support all six of these goals, providing migrant students with the supports needed to be successful. With this focus in mind, the U. S. Department of Education awards each state Migrant Education Program (MEP) funding, also known as Title I, Part C funds. These funds are used to develop and implement programs designed to ensure that migrant children fully benefit from the same free public education provided to other children.

A qualifying migrant child is 3-21 years of age, with a parent, guardian, spouse, (or him/herself for children pursing this employment) being a migratory agricultural or fishery worker who has moved within the past thirty-six months from one school district to another to enable the child, the child’s guardian, spouse, or member of the child’s immediate family to obtain temporary or seasonal employment in an agricultural or fishery activity as a principle means of livelihood. Eligible work activities include:

* Preparing, working and harvesting field crops such as corn, potatoes, and soybeans.
* Orchard activities related to fruit and nut trees and vines including sorting and packing.
* Fishing and fishery activities.
* The production of vegetables, including sorting, freezing, and canning.
* The production of poultry and poultry products.
* The production of livestock.
* The harvesting and cultivation of trees; and
* The production of milk and other dairy products.

The Migrant Education Program currently serves approximately 700 students in over 60 districts across the state of Mississippi.

The general purpose of the MEP is to ensure that migrant children fully benefit from the same free public education provided to other children. The Mississippi State Board of Education has a goal of every student in every school graduating from high school and ready for college and career. To achieve this purpose, the MEP helps State Education Agencies (SEAs) and Local Operating Agencies (LOAs) to address the special educational needs of migrant children to better enable them to succeed academically. More specifically, Title I, Part C, Education of Migratory Children, Sec. 1301, states that the goals of the MEP are to:

* Support high-quality and comprehensive educational programs for migrant children in order to reduce the educational disruption and other problems that result from repeated moves.
* Ensure that migrant children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and State academic content and student academic achievement standards.
* Ensure that migrant children are provided with appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner.
* Ensure that migrant children receive full and appropriate opportunities to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet.
* Design programs to help migrant children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit their ability to do well in school, and to prepare them to make a successful transition to post-secondary education or employment.
* Ensure that migrant children benefit from State and local systemic reforms.
* Support programming designed to help equip families to support migrant students in meeting challenging State academic content and student academic achievement standards.

A grant agreement will be signed to include a multi-year grant not to exceed number 5 years. All grant awards are at the discretion of the State Board of Education (SBE). Each year of the grant shall be contingent upon successful completion of the services in the preceding year’s grant, availability of funds, and performance evaluation. 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 as Form 2 and Form 3 for your review and acceptance.

A copy of this solicitation, including all attachments and any subsequent amendments, including the Question-and-Answer amendment, if issued, will be posted on the MDE [website](https://www.mdek12.org/PN/RFP) under “Public Notice” Request for Applications, Qualifications, and Proposals section. It is the sole responsibility of all interested Applicants to monitor the website for updates regarding this solicitation.

## 1.2 Eligibility Criteria

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

An eligible applicant is defined as a local educational agency (LEA) or local operating agency (LOA). A local operating agency can be identified as a regional service center, a junior college, a community college, or a four-year college or university. Each applicant must be able to provide services to migrant families statewide. The MDE encourages the eligible applicants to work in consortia with the following entities:

* Community-based organizations
* Faith-based organizations
* Private entities
* Family literacy programs
* Libraries

Applicants that previously received a subgrant award must be in good standing with the MDE to receive an award through this solicitation. If applicable, Subgrantees must have previously submitted:

* Any final evaluation reports and data as required
* Any annual performance reporting data
* Finalized all monitoring review corrective actions
* Any requests for reimbursement of allowable expenditures following MDE’s reimbursement process
* The Year-End Budget Report

If a previous Subgrantee is not in good standing, the proposal will be disqualified and will not be considered for an award.

The awarded Subgrantee must meet the following criteria to submit a proposal for these services:

* Local Educational Agency (LEA)
* Local Operating Agency (LOA)
	+ Regional Service Center
	+ Junior College
	+ Community College
	+ Four-Year College or University

**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](http://www.sam.gov). Please visit [Guide to Getting a Unique Entity ID](https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/Quick%20Start%20Guide%20for%20Getting%20a%20Unique%20Entity%20ID.pdf) 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 proposal (e.g., [www.sam.gov](http://www.sam.gov) correspondence indicating the status and expiration date, UEI notification email, etc.) Please remember that your UEI must be unrestricted and accessible to the public. Failure to obtain and register your UEI number will result in rejection of the proposal.

1.3 Pre-Proposal Conference

The MDE will host a workshop virtually on **Thursday**, **July 13, 2023,** at **1:30 pm** to assist potential Subgrantees with understanding the program and the proposal process. There is no cost for the workshop; however, registration is required. **Proposal workshop participation is not required to apply but is highly encouraged.** Please click the following link to register:

 [Pre-Proposal Conference Registration](https://teams.microsoft.com/registration/RLM1fgZxi0mZgAUQoTK3dw%2CaRhmlFTDRkOwtuUoGStInw%2CnCMmmi8HvUOjXw5ZcsOowQ%2Cj8GJlVlaY02OD-ujZpkvFg%2CdM1CzcI7hk2mGc-3j1HOuQ%2C85Vfnh68m0evfxFJFoQpFw?mode=read&tenantId=7e35b344-7106-498b-9980-0510a132b777)

## 1.4 Conflict of Interest

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

# SECTION 2. PROGRAM IMPLEMENTATION

## 2.1 Scope of Work

Eligible applicants must:

* Commit to implementing the requirements of the MEP;
* Be a regional service center or partner with a regional service center or a community college or an institution of higher learning or partner with a community college or an institution of higher learning;
* Be in close proximity to a major agricultural or fishing industry;
* Commit to identifying a team of qualified individuals (including consideration of staff who would be both linguistically and culturally appropriate to the service population) who will be responsible for the administration and implementation of the requirements of MEP and who have experience and expertise in program administration, staff supervision, and budget management;
* Have experience with providing services to migrant or limited English proficient families;
* Attend local (in communities near the service population), Mississippi Department of Education (MDE) sponsored trainings and meetings, national meetings, training, workshops, conferences, and professional development opportunities related to the administration of MEP;
* Hire, train, and support sufficient staff to perform the following five tasks (only the Administrator must be full-time, a Coordinator may be full-time or part-time; duties of multiple Coordinators may be combined in one individual; the Administrator’s role may be combined with the duties of one or more Coordinator);
* An Administrator, with a background in educational programming, who will provide overall leadership and guidance to Coordinators and direct service providers as the program identifies, assesses, serves and reports on the progress of the program clients;
* An Identification and Recruitment (ID&R) Coordinator, who will be responsible for the deployment of the recruitment staff statewide in order to identify and recruit eligible migrant workers, their children and youth;
* An Educational Services Coordinator, who will identify, contract with, train and support local service providers;
* A Parent Activities Coordinator, who will provide and facilitate federally required parent activities;
* A Data Coordinator, who will collect, analyze and report data for the required federal reports, program evaluation and program improvement;
* Make available to the eligible migrant population the educational and support services as detailed in the Mississippi’s Service Delivery Plan (see download link, page 54) which would include but would not be limited to: pre-school programming; supplementary programming for K-12 students including after-school and summer programming; programs for Out of School Youth (OSY) including English Learners; access to community services, GED and vocational education and family engagement activities including a State Parent Advisory Committee with regional and local family trainings designed to help them support their student’s education.

## 2.2 Program Activities

Each eligible applicant receiving an award will use the funds to carry out activities that advance student achievement and support student success, including:

* Support high-quality and comprehensive educational programs for migrant children in order to reduce the educational disruption and other problems that result from repeated moves; (Mississippi State Board of Education Goals 1, 3, 5 and 6).
* Ensure that migrant children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and State academic content and student academic achievement standards; (Mississippi State Board of Education Goals 1, 2, 3, 5 and 6).
* Ensure that migrant children are provided with appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner; (Mississippi State Board of Education Goals 1, 2, 3, 4, 5 and 6).
* Ensure that migrant children receive full and appropriate opportunities to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet; (Mississippi State Board of Education Goals 1, 2, 3, 4, 5 and 6).
* Design programs to help migrant children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit their ability to do well in school, and to prepare them to make a successful transition to post-secondary education or employment; and (Mississippi State Board of Education Goals 1, 2, 3,4, 5 and 6).
* Ensure that migrant children benefit from State and local systemic reforms; (Mississippi State Board of Education Goals 1, 3, 5 and 6).
* Support programming designed to help equip families to support migrant students in meeting challenging State academic content and student academic achievement standards. (Mississippi State Board of Education Goals 1, 3, 5 and 6).
* Grantees 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 their proposed program activities are outlined and are accessible to persons with disabilities.

Subgrantees 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 their proposed program activities are outlined and are accessible to persons with disabilities.

## 2.3 Program Reports and Evaluation

All reports and data input must be completed in a timely manner:

1. Monthly programmatic reports are to be received by the SEA on the 5th of every month by close of business day. Reports may be emailed, faxed, mailed or hand delivered. Monthly reports will include, but not be limited to: services provided, community activities, programs rendered, school visits, etc.
2. Weekly and/or daily uploads are required for the local/on-site MIS2000 database.
3. Data must be verified for accuracy and entered/uploaded to the MIS2000 system then forwarded to the SEA/state database weekly.
4. Annual program evaluation data and performance report must be reported to MDE in accordance with the timeline provided by MDE.

## 2.4 Proposal Review and Selection Process

***Phase I – Compliance***

Proposals are reviewed by MDE program staff to determine if all formatting and submission requirements are met. **If any proposal fails to meet the established deadline or *Required Elements*, the proposal will be disqualified.** Please review the submission deadline and the *Required Elements. Proposals that are not received by the deadline or fail to provide the information as specified in the “Required Elements” will not be considered for an award and the Applicant may reapply at a future date.*

***Phase II – Review and Scoring***

An evaluation committee, authorized by the MDE, shall evaluate and score each proposal based on the quality of the proposed activities and the evidence provided to demonstrate the capacity of the Applicants to implement the proposed program. The evaluation committee is comprised of expert proposal readers from various related professions and backgrounds.

Each proposal will be evaluated using the criteria for the proposal and scoring process. The evaluation committee will recommend proposals from highest to lowest ranking to be funded by the MDE.

A minimum of five evaluation committee members will review and evaluate each proposal and score utilizing a rubric. A reader may award up to 100 points for each proposal. A proposal must receive a minimum total quality score of **75** before the proposal can be considered eligible for funding. The MDE will allocate funding based upon the average scores of all committee members and will fund Applicants, based on the highest to lowest scores, until funding is exhausted, or all eligible Applicants receive funding.

However, in the event the MDE receives one (1) response to the solicitation, the MDE can award at the discretion of a review of the submitted proposal.

The MDE reserves the right to reject any portion of the proposal and negotiate with potential Subgrantees to address any issues that may impact the proposal or funding.

After the selection process, Applicants that were not recommended to the State Board of Education (SBE) for funding may receive copies of the evaluator’s comments and feedback upon a formal request to the MDE Office of Public Reporting only.

## 2.5 Proposal Scoring Criteria

This section covers the criteria an Applicant must address in the ***plan of action*** to obtain the maximum points available to score 100 points upon submitting a proposal.

The proposal shall consist of the Applicant’s program operating plan to address the certain criteria below. The stated plan must be clear, concise, and be implemented with fidelity upon the SBE approval. When completing the proposal, please remember that Applicants 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 the evaluation committee during the proposal review process, and approved by the SBE. This is designed to provide an open competitive, fair, and transparent process for all submitting a proposal.

Evaluation of proposals will be based upon the following criteria. Maximum points for each criterion are as follows:

1. **Program Description - 80 points**

The Program Description should address the following:

1. Evidence of Effectiveness
2. Communication with Schools/Districts
3. Qualifications of Staff
4. Collaboration
5. Comprehensive Needs Assessment
6. Identification and Recruitment (ID & R)
7. Educational Services (student services)
8. Educational Services (program evaluation, data analysis and professional development)
9. Parental and Family Engagement
10. Out-of-School Youth Services
11. **Budget - 20 points**

The Budget should address the following:

* Financial and organizational capacity
* Cost effectiveness
* Resources concentrated in areas such as after-school, summer and extended day programs
* Resources concentrated in areas such as family engagement, identification/recruitment of students, innovative programs and services
* Completed Budget Form A (budget overview)
* Detailed Budget Form B (summary for 5 years of funding)
* Detailed Budget Form C (narrative for 1 year of funding)
* Accuracy of calculations

**Total Points 100**

**Program Description - 80 points**

1. **Evidence of Effectiveness (10 Points)**

The proposal will be evaluated based on the extent to which you are able to clearly and specifically show your entity’s evidence of effectiveness. Please cite all sources of evidence. *Sections 1304 (c) (6); 1306 (b) of Title I, Part C; and section 8501 of Title VIII. Chapter V: Provision of Services, pages 53-66 (Non-Regulatory Guidance, March 2017)*

1. Describe your entity’s background and experience in:
* Providing and documenting educational and health services to migrant and/or limited English proficient families*Chapter V: Provision of Services, pages 53-66 (Non-Regulatory Guidance, March 2017)*
* Preparing these individuals for successful transition to post-secondary education or employment*Chapter V: Provision of Services, pages 53-66 (Non-Regulatory Guidance, March 2017)*
1. Provide Letters of Reference from previous clients, (families, schools, districts, students, teachers, etc.) offering testimonial information on the positive impact of your entity in providing services to migrant students/families***.*** Provide contact information, start and end dates of service provided, schools and school district name for each reference. (Submit a minimum of 5 letters and a maximum of 10). (Distinguish Letters of Reference from Letters of Support (see *4. Collaboration*, below.)
2. **Communication with Schools and District (5 Points)**

The proposal will be evaluated based on the extent to which you can demonstrate a clear link between your entity and the school districts/schools for which you will be providing services. Clearly explain the specific methods, tools, and processes you use to communicate with schools/districts and describe how you ensure a connection between the school/district and your own services. *Sections 1304 (c)(6); 1306 (b) of Title I, Part C; 8501 of Title VIII. Chapter V: Provision of Services, pages 53-66 (Non-Regulatory Guidance, March 2017)*

1. **Qualification of Staff (10 Points)**

The proposal will be evaluated based on the extent to which you offer strong evidence of highly qualified staff and have demonstrated a commitment to ongoing professional development and improvement of your services.

The applicant may use the following as sources of evidence:

* The amount and quality of training provided to program staff;
* Years and level of work experience, particularly in working with migrant and/or limited English proficient children and families;
* Years and level of work experience and expertise in program administration, staff supervision, and budget management;
* Highest degree attained; and/or Co. and
* Certification of staff.

If the applicant employs fewer than 5 staff members, please submit a resume for each staff member (outlining employment experience, professional development experiences, etc.). *Chapter III: Identification & Recruitment, pages 36, Chapter V: Provision of Services, page 53, Chapter XII: Cross-Cutting Issues, page 136 (Non-regulatory Guidance, March 2017).*

1. Describe staff qualifications to provide high quality services, especially in the home language of the clients.
2. Describe the experience staff has in working with migrant students, low-income or minority students, and limited English proficient children and families.
3. Describe professional development (and/or your staff) attended to improve instruction, products, and services (include an explanation of the content, to whom and when the training is/was offered).
4. **Collaboration (5 Points)**

The proposal will be evaluated based on strong evidence of collaboration and connection with the instructional program(s) of the district(s) in which you intend to operate. Cite the specific agencies and program(s) and describe the connections and the commitment to ongoing partnerships with these agencies. These agencies may assist you with the identification and recruitment of migrant children and families, as well as referrals for health, medical, and social services.

1. Describe the interrelationships between your agency and other community agencies, private agencies, social service agencies, etc.

You may use the following as sources of evidence:

* Letters of Support that verify strong collaboration. (Distinguish Letters of Support from Letters of Reference (see 1. Evidence of Effectiveness)).

*Title I, Part C, Sections 1304 (b) (1)(B) and (C); 1304 (b) (3); 1304 (c) (1) (E); 1306 (a) (1) (A), (F), and (G); 1308 (a) (b) and (d); Section 3124 of Title III, Part A. Chapter VI: Coordination, pages 70-75 and Table I: Federal Agencies and Programs with Which MEP’s Coordinate, page 138 (Non-Regulatory Guidance, March 2017).*

1. **Comprehensive Needs Assessment (10 Points)**

Eligible applicants must identify the special educational needs of local migratory children and determine the specific services that will help migratory children achieve the State of Mississippi’s performance targets to raise migrant student achievement. *Title I, Part C, Sections 1304(b) and 1306(a). Chapter IV: Comprehensive Needs Assessment and Service Delivery Plan, pages 43-49 (Non-Regulatory Guidance, March 2017)*

1. Describe how the program staff will participate in the Comprehensive Needs Assessment in order to determine the needs of the migrant population in the State of Mississippi.
2. Describe programmatic activities that will be provided to ensure that migratory children achieve the performance targets that the State has adopted for all children in reading and math, high school graduation, reducing the percentage of school dropouts, and school readiness (where applicable).
3. Please provide the following:
* A description of social, health, and other support services that the grantee/service center will provide for the migratory children of Mississippi during SY2020-2021;
* A list of the agencies, organizations, governmental offices, etc., that you will collaborate with to provide needed services for the migrant population;
* The names of school districts that will be served for SY2020-2021;
* The number of students/youth who will receive the services. *Section 1304(c)(6)(A)*
* A listing of any memoranda of agreement the program will put in place with other agencies within Mississippi and/or other states (if applicable) that will benefit migratory children. *Section 1304(c)(1)(B)*
1. **Identification and Recruitment (ID&R) (10 Points)**

The grantee/service center must identify, verify, and recruit any eligible migratory children ages 3-21. Migratory children may be included in the following categories: 1) enrolled/attending public schools; 2) enrolled/attending non-public schools; 3) home schooled; 4) not enrolled/attending school, but school age and have not been declared as Out-of-School Youth (OSY); 5) OSY who are in the area to work; and 6) dropout recovery OSY. The Migrant child count covers the months of September 1 (of the prior calendar year) - August 31 (of the current calendar year). This time frame is the school/academic year for the MEP that is designated by the Office of Migrant Education/USDE. *Title I, Part C, Sections 1304(c)(7) and 1309. Chapter III: Identification & Recruitment, pages 36-42(Non-Regulatory Guidance, March 2017)*

1. Describe the process the program will utilize to ensure all areas/regions within the state where migratory families currently reside and/or are likely to reside are covered.
2. Describe the procedures, including innovation and the use of technology, that have been developed to effectively identify and recruit all eligible migratory children in the service area, including quality control measures that will be initiated for recruiters to appropriately identify and recruit migratory children/families while making correct eligibility determinations.
3. Describe recruitment coordination and communication between the proposed program coordinator and recruiters to ensure that all eligible migrant students statewide are identified and served through the proposed migrant service center. *Section 1304(b)(1)*
4. Describe the procedures by which the program will periodically evaluate the effectiveness of ID&R efforts and how results will be used to modify the efforts if necessary.
5. Describe the quality control measures that will be initiated to ensure coordination between recruitment and data/reporting utilizing MIS2000, MSIX and MSIS. Please give the total number of migrant students and families that you anticipate serving during SY2020-2021. Also, include a list of the services that will be provided to the students/families by category, i.e., educational services, summer program, supplies, health referrals, etc.
6. **Educational Services (After-school, Summer, Extended Day, GED, PASS, etc.) (5 Points)**

Eligible applicant(s) must provide educational opportunities for migratory children to ensure that they achieve state performance targets. *Title I, Part C, Sections 1304(c) (6) and 1306(b); and Title VIII, Section 8501. Chapter V: Provision of Services, pages 53-66 (Non-regulatory Guidance, March 2017).*

1. Describe how the program will provide services for migratory secondary students. Services may include credit accrual, post-secondary options, work-study, High School Equivalency Program (HEP), General Equivalency Diploma (GED), etc.
2. Describe how the program will provide pre-school, extended day, in-school, weekend, and summer programs for migrant students based on the needs of the migrant student population.
3. Describe the high-quality and comprehensive educational services your program will develop and implement to help migratory children overcome the following: a) educational disruption; b) cultural and language barriers; and c) other factors that inhibit the ability of such children to do well in school. Describe how the services will be provided by the program and ultimately how the services will enable migratory students to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet. *Section 1301(1)(4)(5)*
4. Describe how the services your program will offer, will be integrated and coordinated with those provided by other programs such as Title I, Part A; Title III; 21st Century Community Learning Centers; Homeless Education and other programs that can benefit migratory children and their families. *Section 1304(b)(1)(C)*
5. Describe how migrant students identified as “priority for service” will have access to programs that will prohibit them from failing and/or not meeting the State’s academic standards. *Section 1304(d).*
6. **Educational Services (Program Evaluation, Data Analysis & Professional Development (10 Points)**

Eligible applicant(s) must provide educational opportunities for migratory children to ensure that they achieve performance targets. Include innovation and the use of technology. *Title I, Part C, Sections 1304(c) (6) and 1306(b), and Title VIII, Section 8501, Chapter V: Provision of Services, pages 53-66 (Non-Regulatory Guidance, March 2017)*

1. Describe how the student record-keeping process used by your program will ensure the timely transfer of pertinent records to the State, other regional migrant programs, and other states. Describe any planned improvements to the existing student record-keeping system (MIS2000, MSIS, and MSIX). *Section 1304(b)(3)(5*)
2. Describe the collaborative efforts between program and mainstream staff that will be responsible for providing services to migrant students. *Section 1304(c)*
3. Describe the process used to effectively assess the educational needs of the migratory children and families that will be served through the Migrant Education Program. *Section 1301(a)(1)(4*)
4. Describe (1) the process the program will use to evaluate the effectiveness of MEP services achieved by the program against the State’s performance targets for all students in reading and mathematics achievement, high school graduation and the number of dropouts, school readiness, and other performance targets addressing the unique educational needs of migratory children as identified in Mississippi’s Service Delivery Plan’s (see download link, page 54) measurable program goals and outcomes for raising migrant student achievement, and (2) the process for any internal evaluations to inform potential changes to MEP services. *Section 1304(c)(5) and Section 200.84*
5. Describe measures that the program will take to ensure that expenditures are allowable, are used wisely, and are beneficial to the migrant students/families that will be served.*Section 1304(c)(5*)
6. Describe the professional development opportunities the program will provide for Migrant Education Program teachers, staff and tutors. Attach a calendar of proposed professional development activities for FY2021 (SY2020-2021). *Section 1304(c)(6)(B)*
7. **Family Engagement (10 Points)**

Parental involvement is an important piece of the MEP and an integral part of all Title I programs. Educational research shows that parents and families play a vital role in the academic, social, cultural and emotional development of children. Therefore, it is important for migrant families and schools to develop partnerships that will foster positive dialogue and collaboration to strengthen student achievement. *Title I, Part A, Section 1118 and Title I, Part C Sections 1304(c) (3) and 1306(a) (1) (B) (ii), Chapter VII: Parental Involvement, pages 78-83 (Non-Regulatory Guidance, March 2017)*

1. Describe how parents will be involved with the MEP. Please include a list of the proposed activities to be held with a description of how families will be involved in the process of assessing their student’s needs and evaluating the MEP.
2. Provide a description of any family outreach efforts (such as home visits, family literacy activities, classes, etc.) proposed for SY2020-2021. Also, include your tentative calendar of events, parent advisory meetings and activities for SY2020-2021. *Sections 1304(c)(3)(A) and (c)(6)(A)*
3. Describe how the program will provide services at hours other than established business hours (at times which are convenient for migrant students and families).
4. Describe how the program will provide services and resources in languages other than English that are accessible and understandable to migrant families.
5. Please give an overview of the proposed activities, meetings, etc. for SY2020-2021. This may include, but is not limited to, drafts of meeting agendas, newspaper articles, and flyers. Also, provide a calendar of proposed programs and activities the service center will initiate, including times, days of the week and a description of the activities for SY2020-2021. (You may include agendas, educational materials, flyers, etc.)
6. Describe the proposed activities of the local, regional, and statewide Parent Advisory Council (PAC). Please provide a sampling/draft of agendas, sign-in sheets, flyers/advertisement and descriptions of services to be offered to parents. Also, provide a tentative schedule/calendar for Parent/PAC meetings for FY21 (SY2020-2021). *Section 1304(c)(3*)
7. **Out-of-School Youth (OSY) Services (5 Points)**

For the purposes of the MEP, the Office of Migrant Education considers the term “out-of-school youth” to mean youth up through age 21 who are entitled to a free public education in the State and who meet the definition of “migratory child,” but who are not currently enrolled in a K-12 school. This could include students who have dropped out of school, youth who are working on a general education development credential (GED) outside of a K-12 school, and youth who are “here-to-work” only. It would not include children in preschool or kindergarten. OSY who meet the definition of a “migratory child” as well as all other MEP eligibility criteria are eligible for the MEP. Chapter IV: Comprehensive Needs Assessment and Service Delivery Plan, pages 43-49 (Non-Regulatory Guidance, March 2017)

1. Describe how your proposed program will serve the OSY of Mississippi.
2. Please provide examples and detailed information regarding the services and resources the center will provide that are aimed at the unique needs of OSY.
3. How are these services and resources aligned with the strategies and outcomes described in Mississippi’s Service Delivery Plan (see download link, page 54)?

**Budget – 20 points**

All applicants must submit Budget Forms A, B, and C.

Allowable Expenses

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

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

The successful grantee 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 grantee and will not be reimbursed by the MDE.**

# SECTION 3. GRANT AWARD AND RESPONSIBILITIES

Funds are subject to appropriations by the state/federal government. The grant will be awarded for an approved project period of up to 5 years, contingent upon the availability of funds. 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.**

## 3.1 Use of Funds

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

* Personnel and personnel benefits;
* Staff development and training;
* Consultants, subcontractors, and evaluators; and
* Classroom equipment, materials, and supplies.

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

## 3.2 Responsibilities of A Fiscal Agent

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

1. As the official Subgrantee, all awards must be adopted by the Local Board of Education for LEAs 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 Subgrantee representative and point-of-contact for all business management aspects of the award agreement.
4. Apply appropriate management controls using management systems, checklists, and records, including, but not limited to:
	* + **Internal Controls**
			- Safeguard assets; ensure reliability of accounting data and subgrant terms and conditions
		+ **Operating Controls**
			- Fiduciary procedural manuals; budgetary control
* **Accounting Controls**
	+ Implement controls to ensure reliability of recorded financial data;
	+ Maintain appropriate level of transaction review and authorization;
	+ Develop and implement proper procurement procedures and cash management procedures that are well defined; and
	+ Develop procedures that facilitate timely review and audit of financial activity.
* **Compliance Controls**
* Consider mechanisms to monitor and review compliance with subgrant terms (i.e., ensure grant funds are disbursed only to eligible Subgrantees);
* Ensure **all** expenditures and disbursements are consistent with the objectives of the subgrant award and comply with applicable federal, state, and local laws and regulations governing the program and use of funds.
* **Document Control System**
* Develop written documentation of adequate internal operating and accounting controls that demonstrate evidence of controls related to grant compliance.
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 5th of every month with liquidations by December 30, 2028.
* **Eligibility of Expenditures**
	+ Adhere to the list of eligible activities for which funds under the program may be spent, as well as allowable cost objectives in applicable cost principles; and
	+ Ensure that transactions are made in a reasonable and prudent manner, are allowable and allocable, and avoid double charging and ensure that credits are applied appropriately.
		- 1. Prepare necessary reports:
* **Source Documentation**
* Appropriately support transactions entered into the Subgrantee’s system;
* Documentation tracks each subgrant transaction and supports the validity of financial data reported; and
* Maintain separate funding lines for funds.
* **Audit Trail**
	+ - The lowest level of detail the system should provide is documentation that supports all transactions (e.g., invoices, contracts, purchase orders);
		- The overall recordkeeping system should be able to trace financial statement balances through the Subgrantee’s general ledger, cash books and other journals; and
		- Amounts claimed on financial statements and reports accurately reflect the accounting books and records from which they were prepared.

10. Use feedback from site visits by the MDE to enhance the program, show

 Subgrantee’s strength and demonstrate commitment to the project.

11. Keep the MDE and the public aware and informed about grant project

 progress.

12. Evaluate the extent to which measurable project objectives are being met.

13. Liquidate all obligations incurred under the award within the set

 deadline.

14. Ensure and oversee the performance of final audits and resolution of

 findings.

15. Establish adequate system for records retention.

## 3.3 Audit

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

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

# SECTION 4. TENTATIVE TIMELINE OF ACTIVITIES

A recommendation to the SBE for an approval of awards is anticipated for Applicants based on proposals 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.

|  |  |
| --- | --- |
| July 5, 2023 | RFP Issued   |
| July 5, 2023 | Email and Post to MDE Website/Newspaper |
| July 12, 2023 | 2nd Advertised Notice in Newspaper |
| July 13, 2023 — 1:30 pm             | Pre-Proposal Conference |
| July 14, 2023 | Deadline for submitting questions |
| July 17, 2023 | Questions will be posted to the MDE website |
| July 25, 2023 — 2:00 pm              | Proposals due |
| July 28 – August 2, 2023 | Evaluation of proposals |
| September 28, 2023 | State Board of Education approval |
| September 28, 2023  | Notification of awards (contingent upon SBE approval) |

# SECTION 5. PROPOSAL REQUIREMENTS

## 5.1. Proposal Formatting and Submission Information

Developed by the MDE, this solicitation contains all the forms and instructions necessary to apply for this grant opportunity. Please review the enclosed materials and carefully follow the instructions for completing and submitting a proposal. Before submission, review the proposal requirements to ensure that all sections and documents are complete.

The proposal **mus**t include **all** the required components listed below in the Submission Requirements section and must be in the exact order to proceed to **Phase II** of the proposal process. **Failure to submit the required completed forms with signatures will result in the rejection of the proposal. The proposal will consist of the required elements listed below ONLY:**

**The entire proposal should not exceed 25 pages.**

## 5.2 Submission Requirements

Proposals shall be submitted as described below with section components clearly distinguished as follows:

1. Signed Cover Page (Form 1) - *Required Signature(s)*
2. Signed Assurances (Form 2) - *Required Signature(s)*
3. Signed Standard Terms and Conditions (Form 3) - *Required Signature*
4. Signed Conflict of Interest (Form 4) - *Required Signature*
5. Sign Acknowledge of Amendments (Form 5) - *Required Signature*
6. Verification of the registration of the active Unique Entity ID (UEI) must be submitted with the proposal (e.g., [www.sam.gov](http://www.sam.gov) correspondence indicating the status and expiration date, UEI letter, etc.)
7. Program Plan and Implementation
8. Budget Forms A, B, & C – Complete
9. Letters of Reference (see Program Description: section (1)(b))
10. Letters of Support (if desired) (see Program Description: section (4)
11. If the applicant expends $750,000 or more in a year in federal awards, the applicant **must submit the most recent single or program-specific audit** conducted in accordance with the provisions of 2 C.F.R. Part 200 Subpart F. If the applicant **did not** expend $750,000 or more in a year in federal awards, **a letter must be provided** stating that this requirement does not apply.

## 5.3 Formatting and Submission Directions

Applicants should submit proposals using the following parameters:

* Submitted on 8.5” x 11” white paper using 12-point Arial/ Times New Roman font
* Formatted using 1” margins on all sides
* Portrait setting
* Single-spaced and single-sided (pages must include the Applicant’s name and page number within the footer in the lower right-hand corner)
* The complete proposal 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 proposal received via the RFXS must include ONE proposal per electronic submission.
* **Duplicate submission** of an electronic and mailed response proposalwill result in the LAST timely submission being considered as a modification to the original submission. The previous submissions will be rejected and not considered for the evaluation and award.

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

Applicants are strongly encouraged to submit only the requested information. The evaluation committee will have limited time to evaluate proposals; and for this reason, the proposal should focus solely on the requirements of the solicitation. Supplementary materials such as videotapes, CD-ROMs, publications, press clippings, and testimonial letters **will not** be reviewed or returned.

5.4 Proposal Submission and Due Date

A signed proposal packet shall be submitted electronically in a PDF format via RFXS no later than **July 25, 2023, 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. Proposals received after the time designated in the solicitation shall be considered late and shall not be considered for an award. ***The subject line shall specify the name of the solicitation and the name of the entity submitting the response.***

**OR**

An original signed proposal packet with number (1) copy shall be shipped/mailed and received in a sealed envelope at the MDE no later than **July 25, 2023, by 2:00 p.m. Central Standard Time** (CST). **The return address label must be visible on the sealed envelope and include the name of the individual/entity submitting a response.**

Shipping instructions are provided below:

Mississippi Department of Education

**Monique Corley, Director**

*Office of Procurement*

Migrant Education Program

Title I, Part C

359 North West Street

Jackson, MS 39201

**(DO NOT OPEN)**

## 5.6 Risk of Delivery

Timely submission of the proposal package is the sole responsibility of the Applicant. It is suggested that if the proposal 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 proposal 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 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 proposal 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 proposal and submit the packet via RFXS. **Applicants are encouraged to submit ONE response to prevent duplication. Upon submission of the response a confirmation receipt shall be provided as assurance the Office of Procurement received the response packet.** The Applicant shall be notified if their proposal was rejected and the reason for such rejection after the applicable State Board of Education session.

Supplemental or revised proposal information, either from the Applicant or another source, will not be accepted. A proposal 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 a proposal will be accepted after the deadline.

## 5.5 Restrictions on Communications

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

## 5.7 Rejection of Proposals

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

* The proposal is received late. Late proposals will be maintained unopened in the procurement file.
* The proposal contains unauthorized amendments to the requirements outlined in the solicitation.
* The proposal required signatures have not been obtained.
* The proposal contains misleading signatures, statements, or references.
* The proposal is incomplete or contains irregularities that make the proposal indefinite or ambiguous.
* Proposals that do not meet and conform to all requirements as outlined in *Required Submission*.
* 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 forms and attachments are not included in the proposal.
* The proposal is determined non-responsive.
* The UEI number is inactive or restricted upon verification, if applicable.
* The Applicant owes the State money.
* The Applicant did not perform prior services in a proper, workmanlike, and/or dignified manner.
* The Format and Procedure for Submission and Delivery of Proposals Section was not followed.
* The proposal packet was attached as a “link” in response to the solicitation.
* In person delivery.

## 5.8 Conditions of Solicitation

The MDE reserves the right to accept, reject, or negotiate regarding submitted proposals 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 proposals incurred by the Applicant.
2. The selection of an Applicant is contingent upon favorable evaluation of the proposal; approval of the proposal 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 proposal as required by MDE.
4. The MDE also reserves the right to accept any proposal submitted for grant award, without negotiation. Therefore, Applicants are advised to propose their most favorable terms initially.
5. Applicants shall acknowledge all funds and awards are subject to appropriations by the state/federal government and the MDE will not be liable for compensation of any award terminated prior to services beginning.
6. Applicants will be required to assume full responsibility for meeting all specified

requirements stated in the solicitation.

## 5.9 Acceptance of Proposals

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

## 5.10 Modification or Withdrawal of a Proposal

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

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

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

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

## 5.11 Disposition of Proposals

All proposals become the property of the state of Mississippi.

### b. Appeals Federal Process

In accordance with federal rules, MDE provides Subgrantees or Applicants with the opportunity for a hearing to appeal MDE’s final action. *(34 C.F.R. 76.401(a), 34 C.F.R. 76.783 and 20 U.S.C. 1231b-2)* Specifically the Subgrantee or Applicant must allege that MDE took any of the following actions that violate Federal or State law, regulations, rules, or governing guidelines:

1. Failing to approve, or disapproving of, the proposal or project in whole or in part.
2. Failing to provide the amount of funds in accordance with requirements of the statutes and regulations.
3. No other grounds for appeal will be accepted or considered.
4. To request a hearing, the Subgrantee or Applicant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought within 30 days of the MDE’s action (e.g., notification of any action under 1 and 2 above). The request must have an original signature of the authorized agent who signed the proposal. If that individual is not available, the request must have the original signature of another individual who is authorized to sign official documents.
5. An original and two copies of the request for a hearing must be submitted by one of the following methods:

Certified mail with a return receipt required (within 30 days based on the postmark) to:

**State Superintendent of Education**

The Mississippi Department of Education

**APPEAL NOTICE** (Migrant Education Program)

359 North West Street

Jackson, Mississippi 39201

Within 30 days of receiving the hearing request, MDE will hold a hearing on the record to review its action. The Subgrantee or Applicant will receive notice of the hearing and will have the opportunity to participate and be represented by counsel. The hearing will be conducted by an impartial hearing officer. During the hearing, the parties will have the opportunity to present and challenge evidence in an orderly fashion before an impartial decision maker. No later than 10 days after the hearing, the hearing officer, as the impartial decision maker, will issue a written ruling on behalf of MDE including findings of fact and reasons or the ruling. The parties may waive these deadlines by mutual consent in writing.

MDE will rescind its action if it determines the action conflicts with Federal or State laws and regulations governing the grant program. If after review, MDE does not rescind its action, the Subgrantee or Applicant may appeal to the Secretary of the US Department of Education within 20 days of being notified as a result.

MDE will make all records pertaining to any review or appeal of the Subgrantee or Applicant available at reasonable times and places to the Subgrantee or Applicant. This includes records of other Subgrantees and Applicants.

## 5.12 Requests for Information

Written questions concerning the solicitation should be **emailed** to: **federalprograms2@mdek12.org** **with subject line stating Migrant RFP**

The deadline for submitting written questions by email is **July 14, 2023, at 5:00 p.m.** **Central Standard Times (CST).** The answers to the questions will be provided to the general public on **July 17, 2023,** onthe MDE’s website [www.mdek12.org](http://www.mdek12.org) under the *Public Notices Section/Request for Applications, Qualifications, and Proposal.* **No individual replies will be granted.**

A copy of this solicitation, including all attachments and any subsequent amendments, including the Question-and-Answer amendment, if issued, will be posted on MDE’s website. It is the sole responsibility of all interested Applicants to monitor the website for updates regarding this procurement.

# SECTION 6. PROPOSAL FORMS & ATTACHMENTS

*Each of the forms below must be included in the proposal*. Please follow the instructions on the individual forms to ensure each form is complete and signed, if applicable. **Any questions regarding the forms below should be submitted to the identified contact person via email during the time specified in the Request for Information section above.**

Form 1

# Cover Page

**Education of Migrant Children, Title I, Part C**

**5-Year Grant Proposal Package**

|  |  |  |
| --- | --- | --- |
| **Name of Applicant:** | **Address:** | **City, State:** |
| **Phone:** | **Fax:** | **E-mail:** |

|  |
| --- |
| **UEI# (Required if funding with federal funds)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Fund Year 2023-2024 (100%)** | **Fund Year 2024-2025 (100%)** | **Fund Year 2025-2026 (100%)** | **Fund Year 2026-2027 (100%)** | **Fund Year 2027-2028 (100%)** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Date (month and year) Entity would begin services to Migrant Students/ Families:**  | **Name and Title of Proposed Program Contact/Director:** | **Please check the areas you plan to serve:****\_\_\_\_ Rural (mostly agricultural community)****\_\_\_\_ Urban (considered to be mostly city)****\_\_\_\_ Other (town, suburb)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please check your Organizational Category:*** Junior College
* Community College
* 4-year College
* Regional Service Center
* Other (describe):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **List at least five schools you plan to serve:** | **List at least five school districts you plan to serve:** | **List the number of students you plan to serve:** | **List the grade levels of the students you plan to serve:** |

**Required signatures/dates:**

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

Name of Organization Date

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

 Board President (if applicable) Date Typed Name

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

Program Coordinator Date Typed Name

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

Phone Number for Program Coordinator E-Mail Address for Program Coordinator

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

 Mailing Address for Program Coordinator

|  |  |
| --- | --- |
| **For MDE program office use only** | **Mississippi Dept. of Education Approval** |
| List name of 1st Level Approver |  |
| 2nd Level Approver |  |
| Bureau Director |  |
| Grants Management Director |  |
| Executive Director |  |
| Approval Date: |  |

Form 2

# ASSURANCES

***(Please read carefully before signing)***

The Applicant hereby assures that as a Subgrantee, in accordance with the statute, the Applicant submitting this proposal 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.

1. 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.*
2. 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.
3. The Subgrantee assures that it possesses legal authority to apply for and to receive funds under this agreement.
4. The Subgrantee 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 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.
7. 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 proposal 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.
8. 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.
9. 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.
10. The Subgrantee adheres to the applicable provisions of the Education Department General Administrative Regulations (EDGAR): 34 CFR Subtitle A, Parts 1-99.
11. The Subgrantee adheres to the applicable regulations of the Office for Civil Rights, U.S. Department of Education: 34 CFR Subtitle B, Parts 100-199.
12. The Subgrantee adheres to the Office of Management and Budget (OMB) 2 CFR Part 200 (The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards).
13. The Subgrantee assures that salary and wage charges will be supported by proper time reporting documentation that meets the requirements of 2 CFR Part 200.

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

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

Superintendent/Executive Director/Fiscal Agent Signature Date

Form 3

# PROGRAM SPECIFIC ASSURANCES

***(Please read carefully before signing)***

**Responsibilities of an Approved MEP Service Provider**

Approved Migrant Education Program (MEP) providers are required to enter into an agreement with the State Education Agency (SEA). The Provider agrees to the following:

*According to Mississippi Department of Education (MDE) policy:*

1. The grantee/service center will comply with applicable Federal, State and local health, safety and civil rights laws.
2. The grantee/service center adheres to the applicable provisions of the Education Department General Administrative Regulations (EDGAR): 2 CFR Part 200, 34 CFR Subtitle A, Parts 1-99 and 2 CFR Part 200. The grantee adheres to the applicable regulations of the Office for Civil Rights, U.S. Department of Education: 34 CFR Subtitle B, Parts 100-199. The grantee shall be an equal opportunity employer and shall conform to all applicable requirements; accordingly, the applicant 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 a manner prohibited by law. Further, the applicant agrees to comply with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.
3. The grantee/service center adheres to provisions that individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Law 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503(18), 2503(19), 2554(25), 2554(26), 2590-h(20), 2854(3)(a-2), 2854(3)(a-3) and 3035.
4. Instruction will be provided under the general supervision of a State of Mississippi certified teacher.
5. All instruction and content will be secular, neutral and non-ideological.
6. Eligible migratory students with disabilities and eligible students with limited English proficiency will have equal access to services offered by the organization.
7. The grantee/service center will not disclose to the public the identity of any student eligible for or receiving supplemental educational services without the written permission of the parent.
8. The grantee/service center is fiscally sound and will be able to complete services to the eligible migratory student and local educational agency.
9. The grantee/service center will not impose additional admission criteria on eligible migratory students.
10. The grantee/service center will ensure that the instruction and content used are consistent with the instruction provided and content used by the local educational agency and State and are aligned with State learning standards.
11. The grantee/service center will provide migratory parents and teachers of migratory students receiving supplemental educational services under Section 1304 (c) (6) of the Elementary and Secondary Education Act and the appropriate local educational agency with information of the progress of students in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that parents can understand.
12. The organization has adequate insurance for liability, property loss and personal injury of students receiving services from the organization.
13. Attendance at meetings/trainings in and out of state is mandatory for grantee/service center migrant staff when required by the SEA. Migrant grantee/service center staff will be required to attend local, state, regional and national trainings/conferences that are relevant to program activities and positions (i.e. data personnel must attend data workshops and training activities that are relevant to MIS2000, MSIX and MSIS, ID & R staff must attend professional development that focuses on identification and recruitment of migrant students).
14. Educational materials – The grantee will be required to purchase materials and/or equipment as required by the SEA and according to the needs of the migrant student population. Also, the SEA’s technical support provider may recommend services and/or materials that should be provided for migrant students, Out-of-School Youth (OSY) and families.
15. All Non-Federal entities/grantees that expend $750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with provisions of OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards. ***A copy of the most recent single or program-specific audit must be submitted with application.***
	* 1. Do you receive other federal funds? Circle one: YES or NO

If yes, list amount of federal expenditures for the last fiscal year ended: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Period of time the most recent audit covers.

From\_\_\_\_\_\_\_\_\_ \_\_\_, 20\_\_\_ to \_\_\_\_\_\_\_\_\_ \_\_\_, 20\_\_\_

* + 1. Period of time the next scheduled audit will cover.

From\_\_\_\_\_\_\_\_\_\_ \_\_\_, 20\_\_\_ to \_\_\_\_\_\_\_\_ \_\_\_, 20\_\_\_

1. Annual programmatic and fiscal monitoring visits – the grantee will be monitored annually by the SEA and/or its designees. The SEA will monitor and/or conduct site visits to after-school programs, in-school programs, extended day programs and summer programs that are funded totally or in part by Migrant Education funds.

1. Service area (Mississippi/statewide) – the SEA will designate the service centers’ service area. Accordingly, the service center must document services and programs that are implemented in the designated service area. The service center must and is required to make a concerted effort to identify, recruit, document and serve all migratory children and their families in the designated area.

1. Staff must be linguistically and culturally appropriate for the population to be served, including at least two full or part-time staff persons who are bilingual; or contract with two or more bilingual individuals who will serve as translators for program staff and the migratory families being served statewide. Grantee/service center must hire sufficient staff to perform the following five tasks **(only the Administrator must be full-time, a Coordinator may be full-time or part-time; duties of multiple Coordinators may be combined in one individual; the Administrator’s role may be combined with the duties of one or more Coordinator.)**
* An **Administrator**, with a background in educational programming, who will provide overall leadership and guidance to Coordinators and direct service providers as the program identifies, assesses, serves and reports on the progress of the program clients;
* An **Identification and Recruitment (ID&R) Coordinator** who will be responsible for the deployment of the recruitment staff statewide in order to identify and recruit eligible migrant workers, their children and youth;
* An **Educational Services Coordinator** who will identify, contract with, train and support local service providers;
* A **Parent Activities Coordinator** who will provide and facilitate federally required parent activities; and
* A **Data Coordinator** who will collect, analyze and report data for the required federal reports, program evaluation and program improvement

1. Educational programming is required and must be educationally based and aligned with the state’s core academic courses and content standards as opposed to unstructured activities; summer programs, regular day programs, extended day programs and before and after-school programs are to be structured according to guidelines as set forth by MDE and the Office of Migrant Education, United States Department of Education.

20. All reports and data input must be completed in a timely manner:

1. Monthly programmatic reports are to be received by the SEA on the 5th of every month by close of business day. Reports may be emailed, faxed, mailed or hand delivered. Monthly reports will include, but not be limited to: services provided, community activities, programs rendered, school visits, etc.
2. Weekly and/or daily uploads are required for the local/on-site MIS2000 database.
3. Data must be verified for accuracy and entered/uploaded to the MIS2000 system then forwarded to the SEA/state database weekly.
4. Annual program evaluation data and performance report must be reported to MDE by the end of the grant period. Data submission forms will be sent to the service center within six (6) weeks of the program award.
5. The grantee is required to host and document monthly, bi-monthly and/or quarterly regional/local parent meetings and/or Parent Advisory Council (PAC) meetings and at least one statewide meeting per program year. Examples of documentation are: sign-in sheets, meeting agendas, minutes, newsletters, website updates/news and materials disseminated to parents, students, and other attendees.

22. Monthly reimbursement reports are to be received by the SEA on the 5th of every month by close of business day. The fiscal/financial reports may be emailed, faxed, mailed or hand delivered.

**I have read and agree to all assurances related herein. I acknowledge completion of section 15 and have signed below. Failure to complete and sign will result in the rejection of the proposal.**

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

Name of Organization Date

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

Authorized Representative Date Typed Name, Title

Form 4

# STANDARD TERMS AND CONDITIONS

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

1. **AVAILABILITY OF FUNDS**

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

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **LEGAL AUTHORITY**

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

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **MISSISSIPPI ETHICS**

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

I have **read** and **agree** to comply with the Standard Terms and Conditions. I certify that the contents of this proposal, 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 proposal.*

Superintendent/Executive Director/Agency Head/Fiscal Agent Date

Form 5

# CONFLICT OF INTEREST DISCLOSURE FORM

**Mississippi Department of Education**

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

[ ]  I have no conflict of interest to report.

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

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

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

Name of Organization Date

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

Authorized Representative Date Typed Name, Title

Form 6

# 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](https://www.mdek12.org/PN/RFP) under “Public Notice” Request for Applications, Qualifications, and Proposals section. It is the sole responsibility of all interested applicants to monitor the MDE website for updates regarding any amendments to the solicitations.

Form 7

# Verification of UEI

Verification of the registration of the active Unique Entity ID (UEI) must be submitted with the proposal (e.g., [www.sam.gov](http://www.sam.gov) correspondence indicating the status and expiration date, UEI letter, etc.)

# Budget Forms

## **Instructions for Budget Forms:**

## **General Instructions**

Budget forms are for the **Education of Migrant Children, Title I, Part C** grant program. You may request an amount equal to or less than the first year for year two. Pay attention to applicable program specific instructions given in the RFP.

## **BUDGET OVERVIEW**

**Budget Overview Form A (REQUIRED)**

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

## **Budget Summary**

**Budget Summary Form B (REQUIRED)**

All applicants must complete **Form B** and provide a breakdown by the applicable budget categories shown in lines 1-11.

## **Budget Narrative**

**Budget Narrative Form C for Year One Only (REQUIRED)**

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

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

**Form A**

# Budget Overview

Provide a brief and concise narrative on the following:

1. **How the items within the budget support the goals of the program;**
2. **How the requested funds will be allocated for accomplishing tasks and activities described in the proposal;**
3. **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;**
4. **How grant funds will supplement and not supplant other federal, state, and local funds, and other non-federal funds; and**
5. **How the positions and salaries will be reasonable and necessary, consistent with the demographic area, and adhere to the Applicant organization’s policies and procedures on salary determination.**

|  |  |  |
| --- | --- | --- |
|  | FORM B**Mississippi Department of Education**FIVE YEAR BUDGET summary PAGE**Education of Migrant Children - Title I, Part C** | FY 24, 25, 26, 27, & 28Projected Budget Summaries |
| Fund Number: 2262 |
| Name of Institution/Applicant:  | Applicants requesting funding for multi-year grants should complete all applicable columns, if applicable. Please read all instructions before completing form. |
| **BUDGET SUMMARY – Form B**  |
| **Budget Categories** | **Project Year 1****2023-2024** | **Project Year 2****2024-2025** | **Project Year 3****2025-2026** | **Project Year 4****2026-2027** | **Project Year 5****2027-2028** |
| 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 Direct Costs (lines 1-8) |  |  |  |  |  |
| 10. Indirect Costs |  |  |  |  |  |
| 11. Total Cost (lines 9-10) |  |  |  |  |  |

FORM C

# BUDGET NARRATIVE

Use the Budget Narrative form to provide a complete budget narrative **for year 1 of 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 **clear and concise description** of the computations used to arrive at the total amounts indicated. This page may be reproduced as needed.

Applicant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| CATEGORY/Activity | **AMOUNT** | **GENERAL DESCRIPTION** |
| 1. Personnel(Non-Administrative) |  |  |
| 2. Administration |  |  |
| 3. Fringe Benefits |  |  |
| 4. Travel |  |  |
| 5. Equipment |  |  |
| 6. Supplies |  |  |
| 7. Contractual |  |  |
| 8. Other (Specify) |  |  |
| 9. Indirect Costs  |  |  |
| Subtotal for Each Page |  |  |
|  GRANT TOTAL |  |  |

Applicant Signature: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page of \_\_\_\_

**Resources**

[U.S. Dept. of Education, Migrant Education Program Non-Regulatory Guidance (March 2017)](https://results-assets.s3.amazonaws.com/legislation/MEP%20Non%20Regulatory%20Guidance%20March%202017.docx)

Click to view/download

[Mississippi Migrant Education Service Delivery Plan (May 2019)](https://www.mdek12.org/sites/default/files/Offices/MDE/OFP/Titles/Title%20I%20C/ms_sdp_report_final_may_2019.pdf)

Click to view/download.

**END OF DOCUMENT**