

**OFFICE OF CHIEF SCHOOL PERFORMANCE OFFICER
Summary of State Board of Education Agenda Items
December 18-19, 2014**

OFFICE OF SAFE AND ORDERLY SCHOOLS

05. Approval to award competitive grants for the Mississippi Community Oriented Policing Services in Schools (MCOPS) grant program

Purpose: Section 37-3-82, Mississippi Code of 1972, Annotated established the MCOPS for the utilization of school resource officers (SRO) within the K-12 education system. The bill allocates up to \$10,000 per school to pay the salary and benefits of school resource officers. The funding must be matched from local funds on a 50/50 matching basis.

Scope of Grant:

- Grant Period: January 1, 2015 – June 30, 2015
- Award Amount: \$870,000
- Method of Award: Competitive

Funding Source: Section 37-3-82, Mississippi Code of 1972, Annotated

Summary of Selection Process:

A competitive grant selection process was utilized to award the grants.

Scoring Criteria:

- A. Description of Need
- B. Plan of Action
- C. Current Staff and Students
- D. Current Limitations

Recommendation: Approval

Back-up material attached

MISSISSIPPI COMMUNITY ORIENTED POLICING SERVICES GRANT (MCOPS)**Round 2**

DISTRICT	# of Schools Served	OFFICERS FUNDED	AWARD AMOUNT
Bay St. Louis-Waveland School District	4	1	\$ 10,000
Cleveland School District	12	4	\$ 40,000
Clinton School District	9	2	\$ 20,000
East Tallahatchie School District	2	2	\$ 20,000
Forest Municipal School District	3	1	\$ 10,000
Franklin County School District	2	1	\$ 10,000
Greenwood School District	8	4	\$ 40,000
Gulfport School District	6	6	\$ 60,000
Harrison County School District	22	13	\$130,000
Jackson County School District	15	3	\$ 30,000
Jackson Public School District	60	4	\$ 40,000
Jefferson Davis County School District	2	2	\$ 20,000
Leake County School District	6	1	\$ 10,000
Lee County School District	14	11	\$110,000
Leflore County School District	7	2	\$ 20,000
Lowndes County School District	9	3	\$ 30,000
Lumberton Public School District	3	1	\$ 10,000
Neshoba County School District	3	2	\$ 20,000

Nettleton School District	2	1	\$ 10,000
New Albany School District	5	1	\$ 10,000
Newton Municipal School District	2	1	\$ 10,000
Oxford School District	7	5	\$ 50,000
Quitman County School District	2	2	\$ 20,000
Scott County School District	9	1	\$ 10,000
Senatobia Municipal School District	3	2	\$ 20,000
Tupelo Public School District	13	4	\$ 40,000
Union County School District	4	2	\$ 20,000
Vicksburg-Warren School District	5	5	\$ 50,000
TOTAL 28	239	87	\$870,000

Miss. Code Ann. § 37-3-82

MISSISSIPPI CODE of 1972

*** Current through the 2014 Regular Session and 1st and 2nd Extraordinary Sessions ***

TITLE 37. EDUCATION
CHAPTER 3. STATE DEPARTMENT OF EDUCATION

Miss. Code Ann. § 37-3-82 (2014)

§ 37-3-82. Mississippi Community Oriented Policing Services in Schools grant program established; purpose; use of funds

(1) There is hereby established the Mississippi Community Oriented Policing Services in Schools (MCOPS) grant program in the State Department of Education to provide funding, pursuant to specific appropriation by the Legislature therefor, to assist law enforcement agencies in providing additional School Resource Officers to engage in community policing in and around primary and secondary schools. The MCOPS program shall authorize the State Department of Education to make grants to increase deployment of law enforcement officers in order (a) to increase or enhance community policing in this state, (b) that trained, sworn enforcement officers assigned to schools play an integral part in the development and/or enhancement of a comprehensive school safety plan, and (c) that the presence of these officers shall provide schools with a direct link to local law enforcement agencies.

(2) The MCOPS program shall meet the following requirements and standards:

(a) This program shall provide an incentive for law enforcement agencies to build collaborative partnerships with the school community and to use community policing efforts to combat school violence and implement educational programs to improve student and school safety.

(b) The additional School Resource Officers must devote at least seventy-five percent (75%) of their time to work in and around primary and secondary schools, in addition to the time that School Resource Officers are devoting in the absence of the MCOPS in Schools grant.

(c) The MCOPS in Schools program shall provide a maximum state contribution of up to Ten Thousand Dollars (\$ 10,000.00) per officer position over the one-year grant period, to be matched from local funds on a 50/50 matching basis. Officers paid with MCOPS funds may be employed by the local law enforcement agency or by the local school district. MCOPS funds may be used to pay for entry-level salaries and benefits of newly trained additional School Resource Officers and may be used to pay the salaries and benefits of School Resource Officers employed prior to July 1, 2013. All jurisdictions that apply must demonstrate that they have primary law enforcement authority over the school(s) identified in their application and demonstrate their inability to implement this project without state assistance. Schools or law enforcement agencies may not reduce its overall federal, state, locally funded level of sworn officers (including other School Resource Officers or other sworn officers assigned to the schools) as a result of applying for or receiving MCOPS in

Schools grant funding. MCOPS in Schools funding may be used to rehire sworn officers previously employed who have been laid off for financial reasons unrelated to the availability of the MCOPS in Schools grant, but must obtain prior written approval from the State Department of Education.

(f) School Resource Officers (SROs) may serve in a variety of roles, including, but not limited to, that of a law enforcement officer/safety specialist, law-related educator, and problem-solver/community liaison. These officers may teach programs such as crime prevention, substance abuse prevention, and gang resistance as well as monitor and assist troubled students through mentoring programs. The School Resource Officer(s) may also identify physical changes in the environment that may reduce crime in and around the schools, as well as assist in developing school policies which address criminal activity and school safety. The application must also include a Memorandum of Understanding (MOU), signed by the law enforcement executive and the appropriate school official(s), to document the roles and responsibilities to be undertaken by the law enforcement agency and the educational school partner(s) through this collaborative effort. The application must also include a Narrative Addendum to document that the School Resource Officer(s) will be assigned to work in and around primary or secondary schools and provide supporting documentation in the following areas: problem identification and justification, community policing strategies to be used by the officers, quality and level of commitment to the effort, and the link to community policing.

(g) All agencies receiving awards through the MCOPS in Schools program are required to send the School Resource Officer position(s) funded by this grant, to the Mississippi Law Enforcement Officers' Training Academy where they shall be required to participate in training through the Advanced Law Enforcement Rapid Response Training Program at the academy, with the cost to be defrayed from the MCOPS program. The MCOPS Office of the State Department of Education will reimburse grantees for training, per diem, travel, and lodging costs for attendance of required participants up to a maximum of One Thousand Two Hundred Dollars (\$ 1,200.00) per person attending. Applicants receiving an MCOPS in Schools grant, will receive additional training information following notification of the grant award. The MCOPS in Schools training requirement must be completed prior to the end of twelve-month grant funding for officer positions.

(3) The State Department of Education shall promulgate rules and regulations prescribing procedures for the application, expenditure requirements and the administration of the Mississippi Community Oriented Policing Services in Schools (MCOPS) program established in this section, and shall make a report on the implementation of the MCOPS program with any recommendations to the 2014 Regular Session of the Legislature.

HISTORY: SOURCES: Laws, 2013, ch. 546, § 1, eff from and after July 1, 2013.



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STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: GRANTS/SUBGRANTS
EMPLOYEE PROCEDURES MANUAL	SECTION 18.0 PAGE 1 OF 5
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	REVISION #2: JULY 1, 2011

GRANTS/SUBGRANTS

The Mississippi Department of Education (Department) Grants/Subgrants Policy set forth herein applies to the awarding of all grants and subgrants by the Department. Violation of this policy shall carry such penalties as may be applicable under state and federal laws. The awarding office shall be responsible for compliance with the rules and regulations governing the awarding of such grants and subgrants. The awarding of grant funds shall be governed by all applicable rules and regulations promulgated by the grantor, state and federal regulations, and policies approved by the Mississippi Board of Education (Board).

Formula grants are awarded to eligible grantees on a non-competitive basis based upon a pre-determined formula. Competitive grants are awarded to eligible grantees on the basis of a competitive review process. Discretionary grants are awarded to eligible grantees based upon the requirements of the grantor.

Prior to the awarding of any grant, the Board shall approve the methodology to be utilized in awarding the grants. In addition, any competitive or discretionary grant award resulting in one or more entities receiving an amount of \$50,000 or greater shall require Board approval.

These procedures are to be followed whenever an awarding office of the Department is awarding competitive or discretionary grants to local school districts and other appropriate entities. The scope of these procedures includes grant awards from all funding sources including, but not limited to, state and federal funds. It is the responsibility of each awarding office to ensure these policies are followed.

Awarding Grants on a Discretionary or Competitive Basis

Methodologies for discretionary or competitive grants shall be submitted to the Office of Procurement (Procurement) along with the Request for Proposals (RFP)/Request for Applications (RFA)/Invitations for Bids (IFB) form prior to submission to the Board. Upon approval of the proposed methodology by the Director of Procurement, the requesting office shall be notified and a copy of the approved form will be returned.

Grant Availability Notification

For all grant awards, notification of the availability of the grant will be made so that eligible parties may make application. Notification is to be made in accordance with the grantor requirements and these procedures. The notification process includes notifying known interested parties via direct mail and by advertisement in a newspaper with statewide

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Grant Availability Notification (continued)

circulation, Department website, Department publications, or any other appropriate means of advertisements. The notification information must include the application timelines, contact person, address, and other pertinent information.

The awarding office should post the RFP/RFA to the Department website under the Public Notice section. The awarding office should also have the RFP/RFA removed subsequent to the application deadline.

Grant Request for Proposals (RFP) and Request for Applications (RFA)

To be eligible to receive a grant, an interested party must have made formal application for available grant(s), regardless of the funding source. The information included in the application must conform to the requirements of the entity providing the funds to the Department (e.g. USDE, UDOL, USDA). For non-discretionary or non-competitive grants, the proposal/application must be in sufficient detail to enable the Department to make a determination for the award. For competitive grants the awarding office shall issue an RFP or RFA to solicit proposals for evaluation and award of funds.

The RFP/RFA shall be reviewed by the Director of Procurement prior to release. At a minimum, the RFP/RFA shall contain:

- Statement of Work.
- An estimate of when and how long the services will be provided.
- Budget information (narrative and summary).
- The date by which proposals/applications for the performance of the services shall be submitted and the format and procedures for delivery of proposals/applications.
- A statement that the proposals/applications shall be in writing.
- Standard terms and conditions.
- A statement of the minimum information that the proposal shall contain:
 - A plan giving as much detail as is practical explaining how the services will be provided.
 - Assurance that the offeror shall agree and comply with standard terms and conditions.
- Reporting requirements.
- Evaluation factors.

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Grant Application Review

For discretionary or competitive grants, an evaluation committee(s) comprised of a minimum of five (5) individuals must be formed. The program office responsible for awarding the grant is responsible for selection of the evaluation committee using qualified internal staff or external evaluators who have knowledge or expertise of the grant requirements. This committee will evaluate the grant proposals/applications and make the recommendations for funding awards. Each evaluator must sign a Conflict of Interest form and a Statement of Confidentiality form. The awarding program office is responsible for assuring a conflict of interest does not exist with each evaluator.

The program office responsible for awarding the grant will develop criteria for evaluating the proposals/applications and will review the evaluation criteria with the evaluation committee prior to the committee's review of proposals. The program office will also designate a staff member to be accessible to the evaluation committee during the evaluation process, should questions regarding the grant requirements arise. Procurement will designate one staff member to monitor the evaluation process, to ensure that procurement policies and procedures are followed. If the program office while pre-screening the proposals prior to the evaluation process chooses to reject a proposal, the Summary of Proposals Not Evaluated form should be completed. The form should be signed by the program office Bureau Director or above and submitted to Procurement. Procurement will review the form and supporting documentation to confirm if they are in agreement that the proposals should not be evaluated based on the criteria stated in the RFP/RFA.

Proposals should be reviewed and scored by the evaluators. The program office is responsible for tallying the scores and compiling a summary score sheet detailing the results of the evaluation process and the recommendations for award. These documents along with the proposed board item, if required, shall be submitted to Procurement with a Grant Award Justification for review and approval.

Grant Package

Procurement is responsible for reviewing the grant package and determining compliance with the Board policies prior to awarding of grants. All forms necessary for the completion of the grant package can be found at the [Procurement website](#).

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Grant Package (continued)

The following items should be submitted as part of the grant package:

1. Evaluation score sheets from each evaluator
2. Summary of evaluation scores
3. Summary of Proposals Not Evaluated form
4. Grant Award Justification
5. List detailing amount awarded to all grantees
6. Select and complete appropriate Grant Agreement template:
 - Short Grant Agreement – use for basic grants
 - Long Grant Agreement – use for complex grants, e.g. RFP/RFA
 - Grant Agreement for Institutions of Higher Learning
 - Grant Agreement for ARRA Awards – use for grants using ARRA funds; must include Exhibit 1 that includes all required terms and conditions. Exhibit 2 should be included if grant is awarded to a local educational agency (LEA)
7. Board item, if required

Grant Modification

The following items should be submitted as part of the grant package:

1. Grant Award Modification Justification
2. Grant Modification Signature Sheet and Grant Budget Summary form
3. Board item, if required

The required standard terms and conditions are included in the grant templates which can be found on the [Procurement website](#). No clauses should be added, deleted, or altered without the approval of Procurement.

If federal funds are utilized, complete the Department Grant Number, CFDA Number, Title of Federal Program, and Federal Award Number section of the template.

Grant Awards

A Grant Agreement is required for all awards of grants to local school districts and other appropriate entities. Payment shall not be processed without a grant agreement.

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Grant Awards (continued)

The Grant Agreement must include the following information:

1. Grant Signature Sheet
2. Statement of Work
3. Grant Budget Narrative
4. Grant Budget Summary
5. Standard Terms and Conditions
6. Program Reporting, Compensation and Financial Reports

Once the grant packet is approved by Procurement, the requesting office will be notified to obtain final signatures on one original Grant Agreement. The Grant Agreement shall be signed by the grantee, Deputy Superintendent, and the Director of Procurement. The grant award is not valid until it is signed by all parties. Once the Grant Agreement is signed, Procurement will send the original Grant Agreement to the program office. The program office is responsible for distributing the required copy to the Office of Accounting and to the grantee.

Grant Closeout Procedures

Prior to the final payment, each discretionary or competitive grant will be formally closed out. This closeout will require an accounting, by budget line item, of the expenditures made under provisions of the grant.

This closeout package is to be maintained by the awarding office.

Modifications

Any necessary changes to the original Grant Agreement must be accomplished through a formal modification. The program office is responsible for completing a Grant Award Modification Justification and submitting it with all required documents in a grant package to Procurement for review and approval. These forms can be found on the Procurement website.

OFFICE OF CHIEF SCHOOL PERFORMANCE OFFICER
Summary of State Board of Education Agenda Items
July 23, 2014

OFFICE OF SAFE AND ORDERLY SCHOOLS

05. Approval of methodology to award Mississippi Community Oriented Policing (MCOPs) grant dollars to local and county law enforcement agencies or local education agencies with School Resource Officers (SRO) certified in accordance with Section 37-7-321, Mississippi Code of 1972, Annotated

Purpose: In accordance with the provisions of Section 37-3-82, Mississippi Code of 1972, Annotated, there is hereby established the Mississippi Community Oriented Policing Services in Schools (MCOPS) grant program in the State Department of Education to provide funding, pursuant to specific appropriation by the Legislature therefore, to assist law enforcement agencies in providing additional School Resource Officers to engage in community policing in and around primary and secondary schools.

Eligibility: All local and county law enforcement agencies or local education agencies with School Resource Officers (SRO) certified in accordance with Section 37-7-321, Mississippi Code of 1972, Annotated.

Funding Source: State Funds

Basis for Awarding the Grants: Discretionary and/or Competitive

Funds will be awarded based on the following methodology:

1. Primary grantees will be those without an SRO program.
2. Secondary grantees will be those with an established need to expand an existing program.
3. Tertiary grantees will be those who need multiple grants to cover schools.

Base Allocation:

Each grantee will receive a minimum of \$10,000 that must have a minimum of a \$10,000 match from local or county funding sources. The individual grants are based upon the number of schools within the district to have or will have SROs assigned.

Recommendation: Approval