

GRANT TRAINING

July 2019



Monique Corley, Procurement Director

Madeleine Morris, Contracts and Grants

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

MISSISSIPPI STATE BOARD OF EDUCATION
STRATEGIC PLAN GOALS

1

All Students Proficient and Showing Growth in All Assessed Areas



2

Every Student Graduates from High School and is Ready for College and Career



3

Every Child Has Access to a High-Quality Early Childhood Program



4

Every School Has Effective Teachers and Leaders



5

Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes



6

Every School and District is Rated "C" or Higher



First Things First!

Before preparing a methodology to solicit funding for a grant, contact Grants Management to ensure funds are available.





Always review the
Timeline for Submission of Grants.

This will assist you with completing the
Tentative Timeline Checklist for the
RFA/RFP.

TYPE OF GRANTS

- **State /Local/Other Grants.** State, Local and national foundations offer funding opportunities, as do cities and counties. These opportunities are typically narrowly focused on a specific need. Awards are usually smaller than those available from the federal government.
- **Federal State-Administered Grants.** Federal funding opportunities that MDE receives based on a formula. These grants pass funds on to eligible grantees to carry out the program, but the MDE is permitted to use some funds directly to administer the grant program.
- **Direct Federal Grants.** Federal agencies announce, award, and supervise all aspects of grant-funded projects. Federal opportunities are typically the largest awards available.

METHODOLOGY

- Prior to the awarding of any Other Formula, Competitive, or Discretionary grants, the SBE shall approve a methodology to be utilized in awarding of the grants.
- The methodology should provide sufficient information that will be used to accomplish the objective and plan of action for the Department.
- Upon approval of the methodology, the advertisement of the solicitation for awarding of a grant can be granted by the Procurement Office
- An approved methodology cannot exceed a five (5) year period and must be renewed and approved by the SBE



METHODOLOGY

- The proposed methodology and a draft Request for Proposal (RFP) or Request for Applications (RFA) shall be submitted for review and approval.
- After the SBE approval is obtained for the methodology, the RFP/A shall be advertised for not less than thirty (30) days.

METHOD OF PROCUREMENTS

- There are three (3) methods of procuring grants: Formula, Competitive, and Discretionary are the methods utilized by the Department.
- Federal Formula grants are awarded to eligible grantees on a non-competitive basis based upon an application and a predetermined formula established by law.
- Other Formula grants are awarded to eligible grantees on a non-competitive basis based upon an application and a predetermined formula established by the funding source.
- Competitive grants are awarded to eligible grantees on the basis of a competitive review and an evaluation process.
- Discretionary grants are awarded to eligible grantees based upon the requirements of the grantor for a particular entity or group.

PROCUREMENT SOLICITATIONS

- To be eligible to receive a grant, an interested party must have made formal application or proposal for the available grant(s), regardless of the funding source.
- For formula grants, the issuance of an RFA and the application received must be in sufficient detail to enable the awarding office and Procurement Office to make a determination for the award.
- For discretionary and competitive grants, the awarding office shall issue an RFP to solicit proposals for evaluation and awarding of funds.

PRE-PROPOSAL CONFERENCE

- Pre-proposal conferences may be conducted to explain the grant requirements for an RFP.
- The conference shall be announced in the RFP.
- The conference should be held long enough after the RFP has been issued to allow interested parties to become familiar with it but sufficiently before the proposal opening to allow consideration of the conference results in preparing or modifying proposals.
- A summary of the conference shall be supplied to all prospective offerors known to have received an RFP.



PRE-PROPOSAL CONFERENCE

- A transcript shall be made during the pre-proposal conference to include recorded information with the Questions and Answers document to post on the Department website.
- The pre-proposal must be held at least fourteen (14) days after the first advertised date for the RFP;
- The program office facilitator shall serve as the Chair;
- Maintain attendance sheet;
- Record conference discussions and questions and answers to post during the Q&A time period on the Department's website.
- A webinar is permitted.

FORMS TO COMPLETE

RFA/RFP are found on the Procurement webpage:

Grant Checklist and Forms:

- ✓ Submission Form – Bureau and Chief Officer must be aware of the advertisement request.
- ✓ RFA/RFP Template
- ✓ Rubric or Application– Shall mirror selection criteria in the solicitation
- ✓ Advertisement Letter are NOW required for all solicitations
- ✓ Facilitator Agreement

PROCESS FOR REVIEW

- ✓ Submit required forms with required approval signatures to Procurement.
- ✓ Date stamp procurement items and place in the procurement inbox.
- ✓ Grant analyst, Director of Procurement and the Grants Management Executive Director will review for compliance.
- ✓ Revisions are requested as needed.



AFTER PROCUREMENT REVIEW

Grant analyst will contact OTSS to post to the MDE website and advertise with the Clarion Ledger.



ADVERTISEMENT

- For ALL grant awards, a grant notification will be announced for eligible parties to submit an application or proposal. Notification is to be made in accordance with the grantor requirements and the Department procedures.
- Publishing once each week for two consecutive weeks.
- The date set for the proposal opening shall not be less than thirty (30) days after the first notice appears in the newspaper.

- ✓ Program office will pick up applications/proposals day after due date.
- ✓ Program office will pre review and complete the Application/Proposal Not Evaluated Form, if necessary. **(Form must be reviewed by the Director of Procurement prior to the evaluation)**

Evaluation Team shall:

- ✓ Consist of at least five (5) members - Majority External
- ✓ Complete the Evaluator Sign In
- ✓ Complete the Evaluator Guidelines
- ✓ Complete the Conflict of Interest Form
- ✓ Complete the Statement of Confidentiality
- ✓ Complete the Scoring rubric
- ✓ Complete the End of Review (after forms/scores have been verified)

AFTER EVALUATION

Program office must complete the following forms and submit to Procurement:

- ✓ Evaluator forms/sign in sheet
- ✓ Evaluator rubrics
- ✓ Evaluator Factor Scoring Sheet
- ✓ Vendor Score Sheet
- ✓ List of grantees ranked highest to lowest
- ✓ Notification of Award and Non-Award Letters

Procurement Director will validate evaluator scores.



GRANTS REQUIRING SBE APPROVAL

(\$50,000 or above)

Please see timeline for due dates!!

- Board item must be submitted with grant packets. Procurement, the Grants Management Executive Director and Chief of Operations will review and approve Board item to place on the SBE agenda.
- Board items should NOT include identifying information for a potential grantee.
- Grants MUST be approved by the SBE to announce awards or non-awards. NO letters of intent!
- Grant packet will not be approved for final signatures until SBE has approved item.

GRANT FORMS

Visit Procurement's webpage for the Grant checklist for required forms.

The following are required for all grant packets:

- ✓ **Grant Justification** – Bureau and Chief Officer must be aware of the grant.
- ✓ **Complete all fields**
- ✓ **Grant Template**
- ✓ **Board Item**, if required
- ✓ **Listing providing information for the number of proposals/applications received, rejected, and grants awarded, and not awarded.**

GRANT APPROVAL

Once the grant packet has been approved by the Office of Procurement, the grant analyst will attach the signed Justification Form and notify the program office contact via email to obtain final signatures.

Please note the following:

- ✓ Grant agreements **MUST** be emailed to vendor in PDF format;
- ✓ Original signatures required;
- ✓ Attach the approved justification to obtain Chief's signature;
- ✓ Submit to Procurement for Director's signature.
- ✓ Grant analyst will contact for grant agreement pick-up.

GRANT MODIFICATION

Any necessary changes to the original Grant Agreement must be accomplished through a formal modification. The awarding office is responsible for completing a Grant Award Modification Justification and submitting the form with all required documents in a grant package to Procurement for review and approval.

Questions & Closing Thoughts

Monique Corley
Procurement Director

Madeleine Morris
Contracts and Grants

Carolyn McKenney
Contracts and Grants

Patricia Youngblood
Contracts and Grants

Vivian Taylor
Purchasing

Kajarius White
Purchasing

