Fiscal Planning:

"An Operational Overview"

Friday, July 24, 2020

MISSISSIPPI DEPARTMENT OF EDUCATION

Dr. Felicia Gavin

Chief of Operations

Mississippi Department of Education

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

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State Board of Education Goals STRATEGIC PLAN

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

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Agenda

- The Purpose of Training

- The Budget Process

- The Work Plan

- Work Plan Implementation

- Budget Reconciliations

- Q&A *(Use the Webinar Questions Feature)*

- Complete Webinar Survey

MDE Presenters

- Dr. Felicia Gavin, Chief of Operations

- Sharon Rosell, Office of Budget & Planning

- Melissa May, Office of Compliance

- Monique Corley, Office of Procurement

- Sheila Franklin-Buie, Office of Accounting

- Elisha Campbell, Office of Grants Management

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The Purpose of Training

- To bring awareness to the importance of planning the work necessary to accomplish fiscal year goals and objectives

- To demonstrate how program offices must take a glimpse at all planned activities for the upcoming year and create a **Work Plan** that outlines how to complete those activities in a timely manner

  - ✓ To be good stewards of state/federal dollars by being proactive instead of reactive in the completion of activities

  - ✓ To prevent late Board item submissions, poorly planned grant releases to school districts, and noncompliant operational processes

The Purpose of Training

- To provide operational best practices and planning tips

  - ✓ To plan and process fiscal year activities timely (one to two months ahead of established operational deadlines) and in accordance with established policies and procedures

  - ✓ To maximize budgets and reduce the chance of lapsing large amounts of money

  - ✓ To avoid the rush of procuring equipment, instructional aids/supplies, contracts, grants, etc. at fiscal year-end
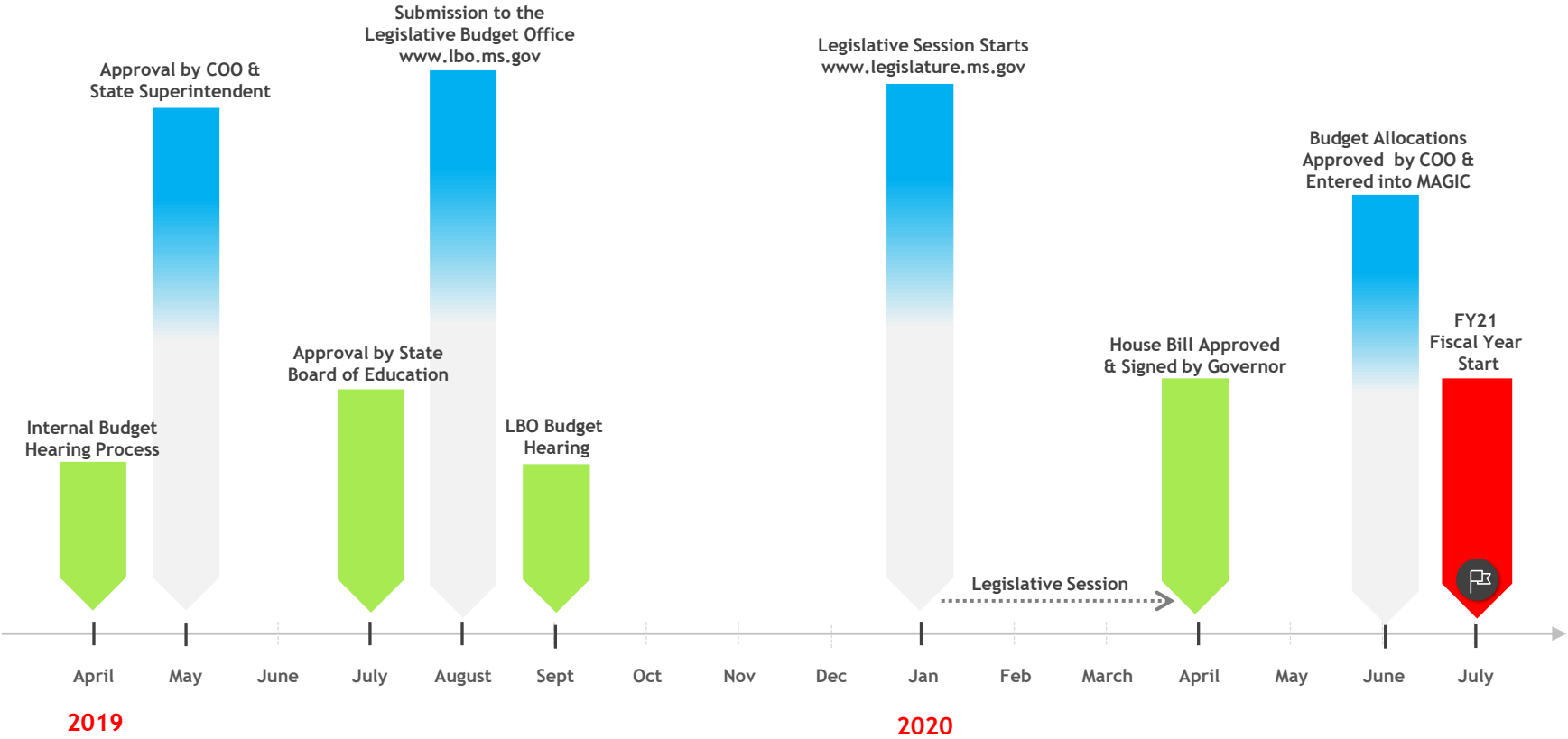
PART 1: THE BUDGET PROCESS

- *What activities are needed to meet programmatic goals in FY2021?*
- *What is the total cost to complete this work?*
- *What is the process to request funding?*

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Fiscal Planning

Did you know?
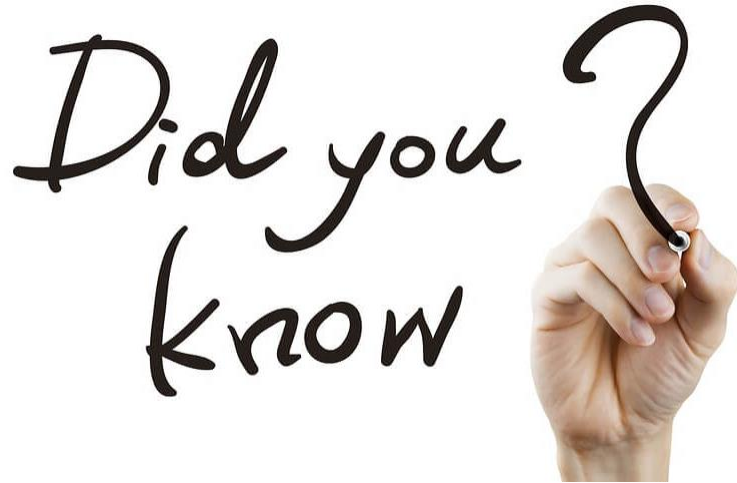
- MDE's total budget is approximately $3.4B (includes state, federal and special funds)

- MDE has 5 major budget areas:
  - General Education
  - Chickasaw Interest
  - Vocational Education (CTE)
  - MS Schools for the Blind and Deaf
  - MS Adequate Education Program (MAEP)

- MDE's budget process takes about 14-16 months to complete

- MDE's budget request submission to the Legislative Budget Office averages 450 pages

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MDE Budget Process (FY21)

Submission to the Legislative Budget Office
www.lbo.ms.gov

Approval by COO & State Superintendent

Legislative Session Starts
www.legislature.ms.gov

Budget Allocations Approved by COO & Entered into MAGIC

Approval by State Board of Education

House Bill Approved & Signed by Governor

FY21 Fiscal Year Start

Internal Budget Hearing Process

LBO Budget Hearing

Legislative Session

| April | May | June | July | August | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | July |

2019

2020

MDE Budget Request Process

Zero-Based Budgeting Process
- You must build your budget from the ground up and include every projected cost for the fiscal year
- Consider all activities and plans for the program area
- Include related costs (conference registration fees, related travel, supplies, etc.)

Must provide written justification
- Provide a detailed explanation of the use of funds
- Each activity must tie to a goal, objective, strategy and action step of the MDE Strategic Plan

Exclusions from the request
- Budget Office will include current salaries
- Do not submit federal estimates
- **DO NOT** include infrastructure costs (i.e. phone, office rent, etc.)
- **DO** include copier rental (if applicable), postage, printing, etc.

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Budget Request Packet Contents

Informational Cover Memo (Word Document)
- General information, timeline and instructions sent to budget contact and director or manager (may be sent in advance)

Budget Request Forms (Excel)
- Each General Fund budget/cost center in the program office will have a separate Excel file (no federal estimates or budgets)
- Current budget included for reference ONLY
- A file for Education Enhancement Funds (EEF) or other one time/special funds will be included for information purposes only (Requested at current funding level)

Request for New Positions (Excel)
- Use MS State Personnel Board website for job titles, descriptions and salary information
- Spreadsheet will estimate fringe for the position(s)

Budget Request Justification (Excel)
- Justification is required for each budget category requested except travel
- Program office must indicate how each category ties to the MDE Strategic Plan

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Budget Request Forms – Request for Positions

BUDGET REQUEST SUMMARY
FOR FISCAL YEAR ENDING JUNE 30, 2021

OFFICE/BUREAU: ABC Program Office

FUNDING SOURCE GENERAL

MAGIC FUND	MAGIC FUND CENTER	MAJOR COMMITMENT ITEM	(1) FY2019 Current Budget	(2) FY2021 Total Requested
2220100000	1201019999			
		SALARIES 60000	575,250	575,250
	Total From RNP Form	*(a) Cost of New Position(s)*		76,524
		TRAVEL 60300	30,000	123,000
		CONTRACTUAL 61000	59,348	119,000
	Total From Travel Estimator	*Registration Fees*		1,200
		COMMODITIES 62000	65,000	35,000
		CAPITAL OUTLAY 63200	0	10,000
		SLG 64000	3,659,548	5,000,000
		TOTAL	4,389,146	5,939,974

REQUEST FOR NEW PERMANENT POSITIONS - FY 2021

OFFICE/BUREAU: ABC Program Office
Program Designation

Funding Codes: MAGIC Fund Center 1201019999   Funding Source General Funds

Number of Permanent PINs Requested		OCCU CODE	OCCU TITLE	Annual Salary	Fringe Benefits	Total Cost
Full-Time	Part-Time					
1		2709	Staff Officer III	59,320.87	17,203.05	76,523.92
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
Total New Positions Requested		1	Total Estimated Cost	59,320.87	17,203.05	76,523.92

Total Cost should match BRS line (a)

Justification

In order to continue the work of the office of ABC Program Office, we are in need of a Staff Officer III position.

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Budget Request Forms – Travel Estimator

BUDGET REQUEST SUMMARY
FOR FISCAL YEAR ENDING JUNE 30, 2021

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		TOTAL	4,389,146	5,939,974

In State Travel	Number of Trips	Estimated Cost (Exclusive Of Registration Fees)	Registration Fees (Contractual)	Estimated Cost per Trip $ 300
Monitoring Visits	100	$30,000		
Technical Assistance Visits	100	$30,000		
Conferences	30	$9,000		
Workshops		$0		
Meetings	20	$6,000		
Other		$0		
Total In State Trips	**250**	**$75,000**	**$0**	

Out of State Travel	Number of Trips	Estimated Cost (Exclusive Of Registration Fees)	Registration Fees (Contractual)	Estimated Cost per Trip $ 2,000
Conferences	12	$24,000	$1,200	
Workshops		$0		
Meetings	12	$24,000		
Other		$0		
Total Out of State Trips	**24**	**$48,000**	**$1,200**	

Number of trips is defined as one individual making one trip.

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Budget Request Forms – Justification

BUDGET REQUEST SUMMARY
FOR FISCAL YEAR ENDING JUNE 30, 2021

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		SLG 64000	3,659,548	5,000,000
		TOTAL	4,389,146	5,939,974

- Highlighted categories must be entered manually on Budget Request Summary

- The highlighted categories must have a justification completed

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Sample Justification - Contractual

Commitment Item	Narrative Justification (Including Reference to Strategic Plan)

CONTRACTUAL
 	
Examples
-Contract/Contract workers
-Independent Contractors
-Copier rental
-Postage
-Professional dues
	<u>**Contractual funds are needed for two (2) training sessions:**</u>
	Conference #1 - Hattiesburg
	      Food & Space $10,000
	      Speaker $5,000
	
	Conference # 2 - Tupelo (RESA Contract) $15,000
	
	<u>**Funds are needed to hire contract workers for monitoring of school districts:**</u>
	Contract Workers for district monitoring $30,000
	
	<u>**Other contractual needs:**</u>
	Membership Dues - National State Directors Assn. $4,000
	Online Portal Support $50,000
	Postage for Mailouts $5,000
	
	TOTAL **$119,000**
	
	<u>**Relates to Goal 3, Objective 1, Strategy 1.**</u>
	Goal 3: Every child has access to a high-quality early childhood program.
	Objective 1: Define a high-quality early childhood model and share the model with all stakeholders.
	Strategy 1: Identify and improve policy outside MDE impacting early childhood education.
	
	<u>**Relates to Goal 3, Objective 2, Strategies 2, 3, & 4.**</u>
	Goal 3: Every child has access to a high-quality early childhood program.
	Objective 2: Increase access to high-quality early childhood programs.
	Strategy 2: Lead a collaborative with public/private partnerships involved with early childhood education (Birth to 2 and 3-4 year olds).
	Strategy 3: Identify opportunities to blend and braid funding for early childhood programs.
	Strategy 4: Request additional funds for PreK Collaboratives.

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Sample Justification - Commodities

COMMODITIES	**Commodities are needed for the following:**	
	Supplies for Conferences	$15,000
Examples	Office Supplies	$20,000
-Office supplies		
-Paper	**TOTAL**	**$35,000**
-Food for meetings		
-Toner	**Relates to Goal 3, Objective 1, Strategy 1.**	
-Small equipment	**Goal 3:** Every child has access to a high-quality early childhood program.	

Relates to Goal 3, Objective 1, Strategy 1.
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Objective 1: Define a high-quality early childhood model and share the model with all stakeholders.
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Sample Justification - Equipment

| EQUIPMENT (Capital Outlay)

Examples
-Computers
-Large Printers
-Furniture
-Vehicles
-Large equipment | **Equipment needs are as follows:**

Staff Equipment (laptops, printers) $10,000

Relates to Goal 3, Objective 1, Strategy 1.
Goal 3: Every child has access to a high-quality early childhood program.
Objective 1: Define a high-quality early childhood model and share the model with all stakeholders.
Strategy 1: Identify and improve policy outside MDE impacting early childhood education.
Relates to Goal 3, Objective 2, Strategies 2, 3, & 4.
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Strategy 4: Request additional funds for PreK Collaboratives. |

Sample Justification – Subsidies, Loans & Grants (SLG)

| SUBSIDIES, LOANS & GRANTS

Examples
-School Payments
-Grants
-Payments to other governmental agencies | **Subsidies, Loans & Grants (SLG) needs are as follows:**

Grants to collaborative programs across the state. We currently are funded to serve approximately 2,872 students. Funds will be used to offer high quality programs to students. The additional funds would allow an increase to the number of seats from 2,872 to 4,186.

Seat cost per student is approximately $1,194
$1,194 x 4,186 students = **$5,000,000**

Relates to Goal 3, Objective 1, Strategy 1.
Goal 3: Every child has access to a high-quality early childhood program.
Objective 1: Define a high-quality early childhood model and share the model with all stakeholders.
Strategy 1: Identify and improve policy outside MDE impacting early childhood education.

Relates to Goal 3, Objective 2, Strategies 2, 3, & 4
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Strategy 3: Identify opportunities to blend and braid funding for early childhood programs
Strategy 4: Request additional funds for PreK Collaboratives |

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Fiscal Year Budget Tips

- Designate a "budget person" within each office with access to MAGIC

- Communicate internally regarding goals and objectives of the program office

- Attend monthly budget meetings with designated budget analyst

- Review monthly budget reports disbursed by Budget or supplied by the budget contact

- Check budgets before sending documents to Accounting and Procurement to ensure availability of funds

- Anticipate and plan for upcoming activities that may require funds to be moved and contact Budget when necessary

Budget
HELP
601-359-3923

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- Develop a **Work Plan**

- Adjust for any shortfalls once the final budget is received

PART 2: THE WORK PLAN

- *What is the process for establishing a work plan?*
- *Who is responsible and how is the work plan implemented?*

What is a Work Plan?

- Streamlines all program office activities for an upcoming fiscal year *(The formal roadmap for accomplishing planned objectives)*

- Includes all normal objectives and tasks that a program office is required to do in accordance with state or federal laws and the goals of the MDE Leadership and State Board of Education

- Consists of individual work plans for each division that is responsible for completing planned activities

- Creates a visual reference of the objectives, timelines, and budgets for all program office activities planned for the upcoming fiscal year

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When is a Work Plan Developed?

Develop a Work Plan in the Prior Budget Year

- Each program office should establish its Work Plan for the upcoming budget year during the end of Quarter 2 of the prior Budget Year (November/December)

- **Example:** The Work Plan for FY2021 *(July 1, 2020 – June 30, 2021)* should have been created during the months of November-December 2019 (Quarter 2 of FY2020)

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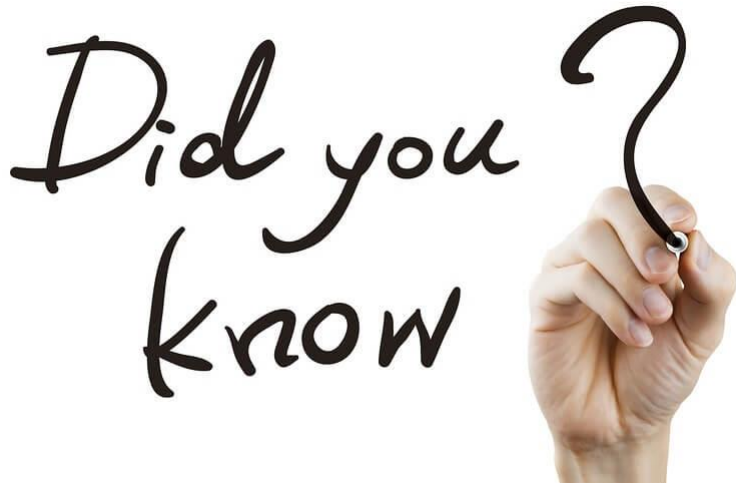
- **For contracts/grants scheduled to begin on July 1st, procurement packets are due around November/December when the work plan is being developed**

- **Therefore, the work plan must be adjusted to account for contracts/grants that must begin on July 1st**

Who is responsible and how is the Work Plan created?

- Include every team member within the program office in the development of the **Work Plan**

- Establish potential dates for planned activities and support services in accordance with the Budget Request

- Use agency calendars (testing, MDE professional development calendars, etc.) when setting potential dates of program activities

  ✓ Conference #1 – 11/18/2020

  ✓ District monitoring start dates – 01/10/2021

  ✓ Board approval date for grants – 11/12/2020

  ✓ Staff Travel – 11/18/2020

  ✓ Staff Equipment – 10/1/2020

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The ABC Program Office has determined that budget allocations were received for the following events or support services in the **Division of Sponsored Programs** to meet the state/federal law or MDE Leadership/State Board Goals for FY2021:

Conference #1 (Hattiesburg, MS) (11/18/2020)	$10,000
Conference Speaker (11/18/2020)	$5,000
Conference Supplies, Equipment, & Materials (10/1/2020)	9,000
Contract Workers for District Monitoring (1/10/2021)	$30,000
Collaborative Grants to School Districts (11/12/2020)	$5,000,000
Employee Travel Needs (11/18/2020)	$3,000
TOTAL FY2021 BUDGET ALLOCATION:	**$5,057,000**

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How is the Work Plan created?

Once those dates are on the calendar, the program office should:

- Appoint someone to serve as project manager who will be responsible for compiling the calendars, assisting with task assignments, and ensuring all assigned tasks are complete

- Assign teams or individual staff members to plan the implementation of program activities

- Schedule periodic staff updates to determine progress and/or challenges in accomplishing staff work assignments

- Perform budget reconciliations to identify available funds based on actual work plan accomplishments
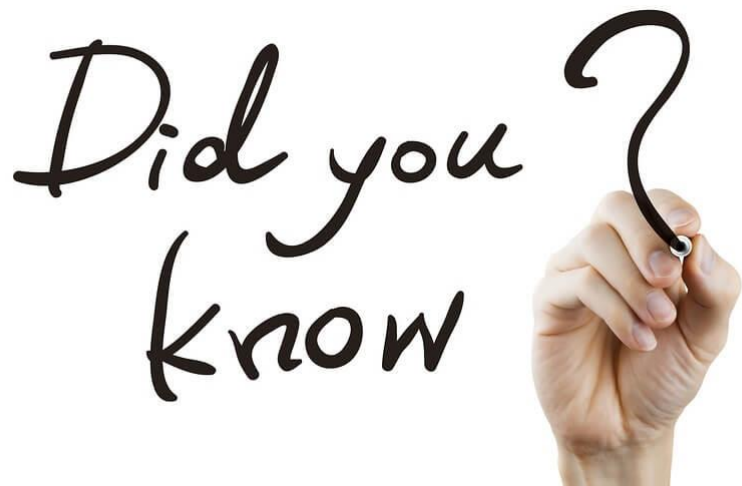
The Work Plan is fluid and may need to be revisited as changes occur

PART 3: WORK PLAN IMPLEMENTATION

- **Conferences**
- **Contract Workers**
- **Grants**

- *What internal processes are needed to implement planned program activities?*
- *What timelines are needed to complete these processes?*

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Work Plan - Conferences

Work Plan for Fall 2020 Conference

Things to consider for implementation of the Fall Conference Work Plan:

- Who is responsible for the Conference? *Program Director, Procurement Contact, Shopping Cart Contact, Accounting Contact, etc.*

- Should there be a team assigned to this project? *Yes, the conference planning team should meet weekly to ensure that everything remains on task*

- Will the Regional Educational Service Agency (RESA) or the program office facilitate this conference? Program Office

  ❑ **RESA:** What are the timelines established to secure the location through the RESA?

  ❑ **Program Office:** What are the timelines established to secure the *Food and Space Request for Business Meetings* approval through Procurement?

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- The person designated for the task of purchasing food and space for the conference must consider what it will take to make sure everything is approved timely and internally before submitting the information to Procurement

  ❑ How long does it usually take to create/develop the procurement packet?

  ❑ How long does it usually take for my supervisor to review items? Is there a pre-established time frame that the director requests documents (i.e., 10-days before needing signature)?

Work Plan for Conference – Request to Purchase Food and Space

- How to establish a timeline for processing and approval dates?

    - ❑ Allow 2 – 3 months prior to submission to the Procurement Office for the development, quote solicitation, and supervisor's approval of the Food and Space request

    - ❑ Work with conference planning team to determine conference logistics, such as location (central, north, etc.)

    - ❑ Place the date to have information to Supervisor for approval on your calendar

Procurement Tips for the Request to Purchase Food and Space

- Visit the procurement webpage to obtain a <u>Request to Purchase Food and Space for a Business Meeting</u>

- Solicit more than two competitive quotes, as a best practice, for conference costs that will exceed $5,000 in the event some vendors are nonresponsive

- Submit two competitive quotes in the packet for review and approval by the supervisor and Procurement Office

- Secure the food and space rental after a timely packet has received final approval from the Procurement Office

Accounting Tips for the Request to Purchase Food and Space

- The Office of Accounting will hold the original Food and Space Request, as approved by the Office of Procurement, for payment

- Upon receipt of invoice from venue, the program office must submit the food and space payment packet to Accounts Payable

  - ✓ Signed Invoice(s)
  - ✓ Copy of the approved Food & Space Request

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More items to consider for implementation of the Fall Conference Work Plan:

- Will employees be required to travel to the conference? Yes

- Will there be speakers/trainers for the conference? We will have **one conference speaker**

- What are the processes for securing contractual services through Procurement to establish fully executed contracts? The program director and procurement contact must determine the method of procurement—Request for Proposals/Qualifications/Quotes

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Work Plan for Conference – Employee Travel

Accounting Planning Tips for Employee Travel

- Must complete a travel authorization form in ADVANCE of all travel

- Submit travel vouchers to the Office of Accounting within 10 days following the end of the travel

Work Plan for Conference – Speakers/Trainers

Procurement Planning Tips for Request for Proposals/Qualifications/Quotes

The <u>Procurement Contact</u> will be responsible for the Request for Proposals/Qualification/Quote process

- Develop the scope of work, contractor qualifications/requirements, and the selection criteria with guidance from program director

- Visit the procurement webpage to obtain the <u>Tentative Timeline Checklist</u> and <u>Timeline for Submission of Contracts</u> to coordinate with the calendar

Work Plan for Conference – Speakers/Trainers

Procurement Planning Tips for Request for Proposals/Qualifications/Quotes

- The program office must determine the date services are needed, consider applicable board dates, and the date the contract award packet is due to the Office of Procurement **(Plan to submit award packet at least 3 months in advance of service start date)**

- A contract over $50,000 - $75,000 resulting from a timely <u>RFA/Q/P</u> process generally takes about **three (3) months**, pending when the procurement began

- A contract over $75,000 resulting from a timely RFP/Q process generally takes **about six (6) months**, pending when the procurement began

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Work Plan for Conference – Speakers/Trainers

<u>Contract Management Tips for Independent Contractor</u>

- Request a purchase order (PO) for independent contractor

- Use a spreadsheet to track contractor's payments to ensure the cost for services does not exceed the approved contract amount

- Monitor open PO balance to ensure payment can be made upon vendor submission of an invoice

- De-obligate an open PO with unspent funds after payment of last invoice

More items to consider for implementation of the Fall Conference Work Plan:

- Will we need supplies (pens, paper notebooks, bags, printed programs, badges) for the registration? How long will it take to get these items processed and delivered?

- What is the process for getting programs printed? What is the estimated date to get the final program to the printer? What are the timelines to get the Purchase Order established?

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Work Plan for Conference – Supplies and Equipment

Procurement Planning Tips for Supplies & Equipment

- Identify product needs for office supplies, furniture, technology accessories, etc. that are **under $50,000**

- Set anticipated dates for timely receipt of products prior to start of conference

- Visit the Procurement webpage to obtain a Request to Quote Form to complete in accordance with established timelines

Work Plan for Conference – Supplies and Equipment

<u>Procurement Planning Tips for Supplies & Equipment</u>

- Complete a Request for Quote form to obtain a vendor quote and follow applicable quote processes to obtain vendor quote (Allow one (1) month to complete this process)

- Submit all required items through <u>shopping cart</u> for internal program office approvals (Allow (1) week to complete this process)

- Submit the approved shopping cart to the procurement office for processing (Allow two (2) weeks to receive the purchase order)

Work Plan for Conference – Supplies and Equipment

Procurement Planning Tips for Supplies & Equipment

- Identify product needs for office supplies, furniture, technology accessories, etc. **over $50,000** , the procurement contact should review timelines for an Invitation to Bid contract

- Include a reverse auction process prior to the submission of an award packet to the procurement office (Allow 2 – 3 months for this process)

- Submit an award packet to the procurement office for processing (Allow two (2) weeks to receive the purchase order)

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Work Plan for Conference – Supplies and Equipment

Procurement Tips for Technology-Related Equipment

- Identify product and service needs for any **technology-related purchases** such as software, hardware, equipment, etc. (***NOTE: Technology accessories—mouse, speakers, etc.—must be requested through a shopping cart. The "blue" technology form is not required)***

- Set anticipated dates for timely receipt of products prior to conference start date

- Submit a requisition and a technology "blue form" with all supporting documents of technology purchasing requests to OTSS for review and approval

- Submit the approved technology purchasing packet to the Office of Procurement for processing

- Allow **two and a half months planning time** for OTSS and Procurement to process technology equipment purchases

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Work Plan for Conference – Supplies and Equipment

Purchasing Tips to Prevent Processing Delays

- Complete requisitions, e.g. the vendor and/or contract number not affixed

- Utilize the Request for Quote Form to receive bids for products

- Avoid the submission of quotes that have expired

- Do not submit incomplete Technology "Blue" Forms

- Contact OTSS for ALL technology purchase requests

- Attach appropriate EPL support from OTSS

- Submitting technology quotes and requisitions that include EPL and non-EPL items

- Technology requests that include an agreement must be submitted to contract analyst prior to submission to purchasing

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Accounting Tips for Supplies & Equipment

Upon receipt of invoice from vendor, the program office must submit the invoice and supporting documentation to Accounts Payable for processing in a timely manner

- Complete the information on the Accounting stamp including the goods received date, invoice received date, condition of goods, purchase order number, and funding information

- Attach a copy of the purchase order

- Verify the invoice amount does not exceed the purchase order amount prior to submitting the invoice to Accounting for processing

Accounting Tips for Printing Conference Materials

- Contact the Print Shop for ALL conference printing needs

- Allow one-month planning time for the preparation of conference materials

How long does the Print Shop need to print conference materials?

- Allow the Print Shop four weeks' lead time for printing conference materials

- ***NOTE:*** *If the Print Shop* **cannot** *fulfill the order, documentation from the Print Shop and vendor quotes for services are required in the shopping cart*

Work Plan – Contract Workers

Work Plan for Contract Workers

Items to consider for implementation of Contract Workers for District Monitoring:

- How many monitors will be needed this year? We will need 10 contract workers to serve as monitors

- What are the processes for securing contractual services through Procurement to establish fully executed contracts? The program director and procurement contact will prepare the Request for Applications packet

Work Plan for Contract Workers

Contract Management Tips for Contract Workers

- Create an Excel spreadsheet to monitor contract workers' time sheets to ensure hours for services do not exceed the approved contract amount

- Include in the spreadsheet the contract worker's name, contract hours, actual hours worked, approved travel amount, actual travel claimed, running total of funds available in the contract, etc.

- Review spreadsheet to make sure funds are available before contract worker timesheets and travel requests are approved for payment

- Conduct and complete a performance evaluation at the end of the contract period

Work Plan for Contract Workers

Accounting Tips for Contract Worker Payroll

- Once services are rendered, the program office must submit timesheets to the Payroll office by the established due date

- The work period should coincide with the pay date, as indicated on the <u>pay schedule</u> published on Accounting's webpage

Work Plan - Grants

Types of Grants

There are several [types of grants](#) that can be awarded by the MDE:

- **Formula grants** – noncompetitive awards based on a predetermined formula established by law

- **Discretionary grants** – competitive awards based on the review of an application or proposal

- **State-Administered grants** – grants that MDE receives from a federal awarding agency and funds are passed through to awardees based on the intent and purpose of the grant

What is the best time to release and award grants?

- Grants should be approved and made available to grantees as early as possible

- Awards should be made available as close to July as possible

- Early awards allow grantees the most time to benefit from the grant program

- If funding is available for FY2021 (July 1, 2020 thru June 30, 2021), grants should be awarded during the Fall of 2020

- If using FY2021 state funds, grants should not be awarded in May 2021

- An award this late in the fiscal year would have to be obligated in one month (June 2021) This causes undue hardship on grantees and the MDE staff

Our Example - Pre-K Collaborative Awards

- In *January*, the MDE has been notified that the legislature has introduced a bill to fund the Pre-K Collaboratives another year

- These awards must be granted to daycare centers and school districts that agree to collaborate to develop Pre-K programs across the state

- The law states that MDE should make awards to these collaborations based on a per-pupil basis

Work Plan for Grants Fall 2020

What information will you need to award grants under this program? **Read** the bill that establishes the grant Program.

- Who is responsible for managing this grant?
- Does the law outline what entities are eligible to apply for these funds?
- Does the law state how these funds must be distributed?
- Does the law specify a date on which these funds must be distributed?
- Does the law state the last date that the awardee can utilize the funds?

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Work Plan for Grants Fall 2020

- The person managing this grant program should work closely with the Procurement Contact

- Deadlines are very important to ensure that grants are fully executed and met the intent of the law

- If you are unclear on any portions of the law, you should seek assistance from your Director or Chief. They will be able to give you guidance or direct you to someone that will be able to assist

- It is the program office's responsibility to know the program for which grants are being awarded

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Do we have to wait for the bill to pass or signed by the Governor before we begin to work on the procurement process?

The MDE cannot grant awards to any entity unless it is outlined in law or the State Board of Education has approved a methodology?

Work Plan for Grants Fall 2020

The person responsible for managing the grant programs and the procurement contact should determine whether a methodology is required for this grant award

Consider:
- Do we already have a current methodology that will cover this award? [We do not have a current methodology]
- Do we need to craft a new methodology that will allow us to adhere to the law and make these awards? [Yes, we will review law to ensure the methodology meets the intent]
- Is this a formula grant (everyone that applies receive funding), discretionary or competitive (only grantees meeting certain criteria will be eligible to receive funding)? [This will be a competitive grant]

Procurement Reminders

- The procurement contact should identify the required forms that must be submitted to the Office of Procurement based on the work plan/calendar and should begin processes to complete the Grant packet which will include working with the responsible person to gather information for the creation of the Methodology

- Review the procurement timelines

<u>Know your award time period!</u>

- For our example, these awards will utilize state funds

- These grants cannot begin before July 1, 2020

- Therefore, the last day that the grantees can obligate (create Purchase Orders) these funds will be June 30, 2021

- Other funding sources will outline the appropriate time period for awards

What Board Meeting are we working towards?

- We have reviewed the FY2021 timeline

- In order to have the board approve the grants in November 2020, we must have our completed grant awards packet to Procurement by September 30, 2020

Work Plan for Grants Fall 2020

**How do we set timelines to meet the September 30th submission date?**

- Use the Grant Tentative Timeline Form to identify the date the grant packet must be submitted to Procurement (September 30th) to meet the November 2020 board date

- Develop the solicitation packet for an RFP/A in June 2020 in order to submit the solicitation packet to Procurement by July 15, 2020

- Allow 2 months to review, advertise, pre-screen, evaluate, and create an award packets anticipating no issues and offices adhering to the tentative timeline checklist (August and September 2020)

- Submit the grant award packets to Procurement for processing by September 30, 2020 to make the November 12, 2020, SBE meeting

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Procurement Reminders

- The procurement contact should identify the appropriate RFP Template that must be submitted to the Office of Procurement based on the work plan/calendar and should begin processes to complete the Grant packet which will include working with the responsible person to gather information for the creation of the RFP

- Review the procurement timelines

Considerations:

- Does the law spell out any requirements that must be a part of the plan that must be submitted as a part of the proposal?

- What type of information do we need to collect from the applicants to make sure they have the capacity to fulfill the intent of the program as established by the law?

- Will there be any reporting requirements at any point during the grant?
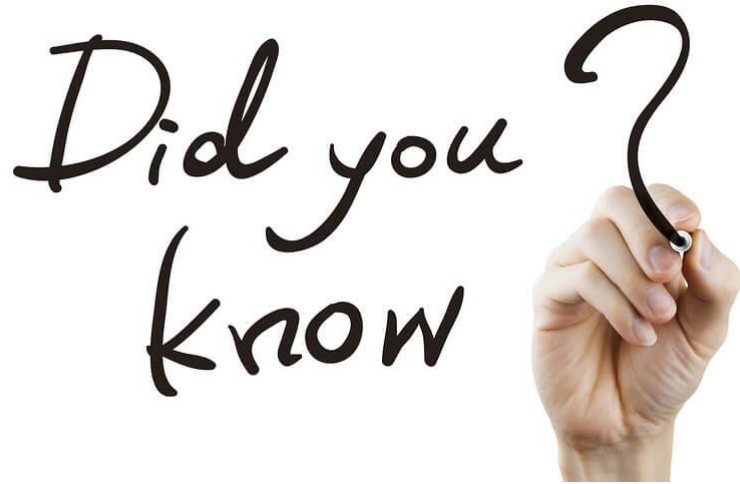
If there has been low participation in the solicitations in the past, a Pre-Proposal Conference can be held to review the aspects of the proposal to interested parties?

Considerations for the Plan:

- Do we need to host a Pre-Proposal Conference to inform interested parties of the purpose of the program and the proposal process?

- What are some key things that will cause a proposal to be rejected?

- What are the allowable activities according to the law for this program?

Considerations for the Budget:

- Do we want to ask all applicants to provide a budget based on a set amount? Or the number of Pre-K students enrolled during Month 3 of FY20 times $1,194?

- Is there a match requirement for this grant? If so, do we need to collect a match budget for the RFP?

- What categories of spending are allowed under this grant program? Can the funds be used for salaries and benefits, supplies, contractual services, and/or equipment?

Considerations for the Review and Evaluation:

- What should our scoring rubric look like? From the Rubric, establish the scoring process in the RFP template

- Will we use contract workers to evaluate the grants? Or try to find internal staff to dedicate time for the evaluation?

Award Process:

- After an RFP/A is released, the evaluation, selection, and awarding of the grants must take place

- A board item is developed for awards over $50,000

- The board approves ALL grant awards

Grant Award

Did you know?
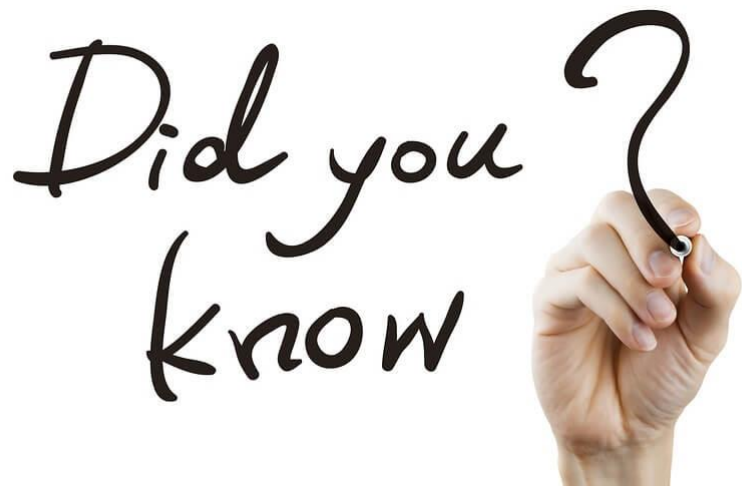
Contract awards require a letter of intent after the selection process for ALL awards. Grant awards require a letter of intent after the board approves ALL awards.

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Post Board Approval Process:

- Update rejection letters to send out to entities that were not awarded along with the opportunity for a post-award debriefing

- For grantees that have been awarded, conduct a review of the budget submitted in the RFP to provide feedback regarding unallowable and questionable activities and request revised budgets for MDE approval

Work Plan for Grants – Disbursement Listing Set-Up

- In order to make payment to grantees, the program office is responsible for submitting a disbursement listing to the Office of Accounting. The disbursement listing should include the program (grant), cost center, internal order, appropriate Bureau Director/Manager signature and supporting documentation (including the Grant Agreement and/or approved coversheet)

- The allocation amount of the grant is placed on a Master project balance spreadsheet. This spreadsheet is used to monitor available balances monthly to ensure that grantees are not requesting more than what has been allocated

Work Plan for Grants – Post Board Approval Process

- Once Accounting has created project numbers from each award, a letter should be sent to the grantee to notify them of their project number and provide them with a copy of their fully executed grant agreement

- This letter can provide other pertinent information, or a toolkit can be created to help the grantee understand certain requirements around requesting funds, reporting, and helpful tools for managing the grant program

Post Award Process:

- Grantees will be able to submit reimbursements monthly

- The Program Office should monitor grantees spending monthly

- If there are grantees who have not submitted a Request for Reimbursement or have not requested fund timely, it is important to contact the grantee to ensure they are aware that funds must be spent by June 30th

Part 4 - Budget Reconciliations

Budget Reconciliations

- After the Work Plan is in place and activities have/are occurring, it is important to review the budget

- Each Division should review the Work Plan and budget side by side to identify remaining balances

- This should be done periodically and during the month of December for future planning opportunities

Budget Reconciliations

- **For our example**, we prepared and planned to spend $10,000 on food and space for the Conference – Fall 2020, After paying all outstanding invoices, we only spent $7,000 on the conference

- Our speaker was budgeted at $5,000, but only cost us $3,000

- We have a total of $5,000 that is remaining in our budget that is now "unobligated" (we have not assigned these funds to an activity)

We have extra money left over from the conference. Do we just let the funds sit? Do we plan another event that will meet the goals of the office? Do we notify our Chief that we have funds that can't be used? Are there additional funds for other projects?

- The end goal is to plan to spend all funds on reasonable and necessary activities to achieve the goals of the State Board of Education

APPENDIX

Appendix A – Sample Work Plan by Activities

MS DEPARTMENT OF EDUCATION
ABC Program Office Work Plan created on December 20, 2019
for FY2021 (July 1, 2020 - June 30, 2021)

Sharon Rosell, Program Manager

FY2021 Planned Activities & Support Services	Budgeted Amount	Division	Task Assigned To	Planning Start Date	Planning End Date	Activity/Start Date
Fall 2020 Conference Food & Space Request	$10,000	Sponsored Programs	Monique Corley, Sheila Franklin-Buie, Melissa May, Elisha Campbell	1/13/2020	4/1/2020	11/18/2020
Meeting to Discuss Conference Logistics		Sponsored Programs	Monique Corley, Sheila Franklin-Buie, Melissa May, Elisha Campbell	1/13/2020	1/13/2020	11/18/2020
Develop the Request for Quotes solicitation for Team Review		Sponsored Programs	Melissa May	1/14/2020	1/24/2020	11/18/2020
Conference Planning Team Meeting (Approve RFQ)		Sponsored Programs	Monique Corley, Sheila Franklin-Buie, Melissa May, Elisha Campbell	1/27/2020	1/27/2020	11/18/2020
Solicitation Process (Release RFQ, Receive Bids, Prepare Food & Space Request, Obtain Supervisor's Approval, etc.)		Sponsored Programs	Melissa May	2/3/2020	2/28/2020	11/18/2020
Submission to the Office of Procurement for Final Approval		Sponsored Programs	Melissa May	3/18/2020	4/1/2020	11/18/2020
Conference Speaker (RFQ)	$5,000	Sponsored Programs	Monique Corley, Sheila Franklin-Buie	3/5/2020	7/1/2020	11/18/2020
Conference Supplies, Equipment, & Materials	$9,000	Sponsored Programs	Monique Corley, Sheila Franklin-Buie	7/1/2020	10/1/2020	11/18/2020
Contract Workers (RFA)	$30,000	Sponsored Programs	Monique Corley, Sheila Franklin-Buie	5/1/2020	10/30/2020	1/10/2021
Collaborative Grants	$5,000,000	Sponsored Programs	Elisha Campbell, Monique Corley	6/1/2020	9/30/2020	11/12/2020

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Appendix A – Sample Work Plan by Planning Start Date

MS DEPARTMENT OF EDUCATION
ABC Program Office Work Plan created on December 20, 2019
for FY2021 (July 1, 2020 - June 30, 2021)

Sharon Rosell, Program Manager

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Collaborative Grants	$5,000,000	Sponsored Programs	Elisha Campbell, Monique Corley	6/1/2020	9/30/2020	11/12/2020
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Appendix B – Procurement Tips

Procurement Tips for Contracts/Grants

- Communicate with the procurement contact regularly

- Begin procurement processes early as possible

- Ensure funds are available

- Know the target population and intent of the services

- Know the services to be achieved and evaluated

- Know the importance of requirements to ensure the agency is selecting the best candidate for an award

Appendix B – Procurement Tips

Procurement Tips for Contracts/Grants

- Include in the solicitation introduction references to legislation, laws, policy, etc.

- Detail the solicitation to ensure the public receives concise and clear information for consistent interpretation

- Integrate the eligibility, scope of services, minimum/special/desired qualifications and requirements into the selection and scoring section of a solicitation

- Select tentative timelines of events that give the public/district ample time to fulfill the requirements of the solicitation

Appendix B – Procurement Tips

Procurement Tips for Contracts/Grants

- Dates in solicitations should consider review time plus cushion for unforeseen circumstances

- Dates should be established in accordance with procurement procedures

- A packet is considered complete when it is in accordance with procurement procedures

- Ensure contract/grants are competitive, fair, and transparent

- Contact the procurement office for assistance

Q&A and Survey: How Did We Do?

Fiscal Planning: An Operational Overview

(Use QR Code or URL to complete survey.)

https://mdek12.org/FY2021FiscalPlanningSurvey

Office of Operations

601-359-5254

https://www.mdek12.org/COO

mdek12.org