

REQUEST FOR APPLICATIONS



Mississippi Community Oriented Policing Services in Schools (MCOPS) Grant

**Mississippi Department of Education
Office of Safe and Orderly Schools
359 North West Street, Suite 112
Jackson, Mississippi 39201**

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Date: August 9, 2017**

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I. GENERAL INFORMATION

Introduction

The Mississippi Department of Education (MDE), Office of Safe and Orderly Schools, is seeking competitively written applications to provide school districts with an opportunity to initiate or enhance their School Resource Officer program. In accordance with the provisions of Section 37-3-82, Mississippi Code of 1972, Annotated, 2014 legislative session, there is hereby established the Mississippi Community Oriented Policing Services in Schools (MCOPS) grant program in the Mississippi Department of Education (MDE) to provide funding, pursuant to specific appropriation by the Legislature therefore, to assist law enforcement agencies in providing additional School Resource Officers to engage in community policing in and around primary and secondary schools. Pursuant to the cited legislation, the MCOPS program office is established within the Office of Safe and Orderly School's Division of School Safety for operational and program guidance.

Purpose

The purpose of this grant is to increase the number of School Resource Officers (SROs) to:

- Increase or enhance community policing in this state.
- Provide SROs to play an integral part in the development and/or enhancement of a comprehensive school safety plan.
- Provide a direct link between the school and local emergency responders.

Applicant Eligibility

The MCOPS grant is available to all local education agencies (LEAs) that maintain or wish to develop a campus police department in accordance with the provisions of Section 37-7-321, Mississippi Code of 1972, annotated or LEAs that partner with county/municipal law enforcement agencies to deploy SROs. All SROs must meet the minimum requirements for SROs outlined in the Mississippi Department of Education's Quick Reference to School Related Statutes and the School Resource Guide of 2017 and subsequent revisions. All applicants must be following all SRO requirements regarding § 37-3-82 and § 37-7-323 of the Mississippi Code of 1972 Annotated. If the district received MCOPS grant funding last year (2016-2017), the applicant must be in compliance to apply for the upcoming year.

Grant Award Funding

MCOPS funds disbursed through this grant by MDE may be used for reimbursement of SRO salaries and benefits only. The grant will not exceed \$10,000 per officer. The grantee must match at least \$10,000 in local funds or in-kind match which shall be used on equipment for the SRO(s) and/or safety equipment for the school upon which they are assigned.

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.

It is the intent of MDE to award as many grants as funding allows.

Grant Period

The grant period will be December 1, 2017 through June 30, 2018.

II. ADDITIONAL INFORMATION

Onsite Visits for Selected Districts

Onsite visits will be conducted during the grant year to assess compliance with the grant.

Grant Awards

The MCOPS in Schools program shall provide a maximum state contribution of up to Ten Thousand Dollars (\$10,000) per officer position over the one-year grant period, to be matched from local funds on a 50/50 matching basis.

The Superintendent for the awarded districts will be sent grant agreements for signature. The Mississippi Department of Education reserves the right to award all or part of the requested funding based upon the need of applicants across the state.

Provisions

- All applicants must demonstrate 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 MCOPS in Schools grant, but must obtain prior written approval from the State Department of Education.
- The additional SROs must devote at least 75% of their time to work in or 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.
- Funds **cannot** be used to simply hire campus enforcement officers (certified police officers who merely provide an armed presence) or school safety officers (non-commissioned security personnel)
- SROs may serve in a variety of roles, including, but not limited to, that of a law enforcement officer/safety specialist, law-related educator, and problem solver/community liaison. These officers may teach programs such as crime

prevention, substance abuse prevention, and gang resistance as well as monitor and assist troubled students through mentoring programs. The SRO may also identify physical changes in the environment that may reduce crime in and around the schools, as well as assist in developing school policies that address criminal activity and school safety.

- Officers Must be deployed and perform duties in accordance with the provisions of the Mississippi Code of 1972 Annotated, the Mississippi Department of Education’s Quick Reference to School Related Statutes and the School Recourse Guide of 2017 and subsequent revisions.
- If MCOPS funds were received in 2016-2017, all applicants must be following the SRO requirements in § 37-3-82 and § 37-7-323 of the Mississippi Code of 1972 Annotated. Districts must be in compliance in order to apply for the 2017-2018 grant funds.

Goals

SROs shall serve in the following roles:

- Law Enforcement Officer/School Safety Specialist
- Law related educator for staff and students
- Liaison with community responders
- Teach character education programs such as Gang Resistance Education and Training (GREAT), Drug Abuse and Alcohol Resistance Education (DARE), crime prevention, and substance abuse prevention
- Act as liaison with the local youth court
- Mentor at risk students
- Conduct school safety assessments
- Write and revise crisis response plans
- Assist the district in developing policies to address school safety and criminal activity within five hundred feet of campus

Selection Criteria and Procedures

All applications received by the stated submission deadline will be evaluated using the selection criteria described in the following section. Only completed applications will be eligible for evaluation and/or rating. Applications will be rated and ranked by a review team composed of MDE staff and external members. Applications receiving the greatest number of points will be recommended to the State Board of Education for funding. Applications will be evaluated on the following criteria below:

- Description of Need 30 points
- Threat Assessment 30 points
- Plan of Action 40 points
- 100 points

Evaluation Criteria

- A. Description of Need to include: (30 points)
 - a. Results of previous school safety assessment demonstrating the need of an SRO

- b. Statistical data from the youth court exercising jurisdiction, internal school disciplinary data, or Mississippi Student Information System (MSIS) data
- c. Current limitations (response time, serving multiple schools, shortage of officers, etc.)
- B. Threat Assessment Worksheet (30 points)
- C. Plan of Action to describe how the grantee will utilize the SRO to provide a safe and orderly education environment. The Plan of Action should include: (40 points)
 - a. The main objective of the plan
 - b. The proposed activities to accomplish those objectives
 - c. A job description for the SRO to ensure the officer will be working in and around primary and secondary schools.
 - d. Supporting documentation in the following areas:
 - i. Problem identification and justification
 - ii. Community policing strategies to be used by the officers
 - iii. Quality and level of commitment to the effort, and the link to community policing

Tentative Timeline

<u>Due Date</u>	<u>Grant Activities</u>
August 9, 2017	Application Release Date
September 28, 2017	Application Deadline
October 16, 2017	Evaluation of Applications
November 15, 2017	Notice of Awards
December 1, 2017	Grant Activity Begins

III. APPLICATION PROCEDURES

Request for Information:

Questions concerning the RFA should be sent to: **schoolsafety@mdek12.org**.

The deadline for submitting written questions by email is August 16, 2017 at 5:00 p.m. Copies of all questions submitted and responses will be posted to MDE’s website <http://www.mde.k12.ms.us> under the Public Notices section and will be available to the general public on August 18, 2017.

Procedures of Delivery of Applications

One (1) application must be received by 3:30 pm Central Standard Time on September 28, 2017 based on the delivery method used:

Hand Deliver Applications to:

Lorraine Wince
Office of Procurement
Mississippi Department of Education
MCOPS Grant
Central High School, Suite 307
359 North West Street
Jackson, MS
(DO NOT OPEN)

Mail Applications to:

Lorraine Wince
Office of Procurement
Mississippi Department of Education
MCOPS grant
Post Office Box 771
Jackson, MS 39205-0771
(DO NOT OPEN)

Ship Applications to:
(FedEx, UPS, etc.)

Lorraine Wince
Office of Procurement
Mississippi Department of Education
MCOPS Grant
359 North West Street
Jackson, MS 39201
(DO NOT OPEN)

Risk of Delivery

The applicant is responsible for ensuring that the competitive applications are delivered by the deadline and assumes all risks of delivery.

Applications and modifications received in the room after the time designated in the RFA will be considered **late** and will not be considered for award.

At the time of receipt of the applications, the applications will be date stamped and recorded in Suite 307 of Central High School Building.

Incomplete applications will not be evaluated and will not be returned for revisions. No faxed or emailed copies will be accepted.

The application must be signed by an authorized official to bind the offeror to the application provisions.

Acceptance of Applications

The MDE reserves the right, in its sole discretion, to waive minor irregularities in applications. A minor irregularity is a variation of the RFA that does not affect the application, or give one party an advantage or benefit over other parties, or adversely impacts the interest of the MDE.

Rejection of Applications

Applications that do not conform to the requirements of this RFA shall be rejected by the Mississippi Department of Education. Applications shall be rejected for reasons that include, but are not limited to, the following:

1. The application contains unauthorized amendments to the requirements outlined in the RFA.
2. The application is conditional.
3. The application is incomplete or contains irregularities, which makes the application indefinite or ambiguous.
4. The application cover page is not signed by the law enforcement representative & superintendent.
5. The assurances & certifications are not signed by the law enforcement representative and superintendent.
6. The application contains false or misleading statements or references.
7. The district/school has previously been cited with major and/or significant deficiencies by the MDE in one or more programs.

Disposition of Applications

All applications become the property of the state of Mississippi.

Conditions of Solicitation

The MDE reserves the right to accept, reject, or negotiate regarding submitted applications based on the evaluation criteria contained RFA. The final decision to award a grant rests 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 applications incurred by the applicant; and
2. The selection of an applicant is contingent upon favorable evaluation of the application, approval of the application by the review panel selected by MDE, and the Chief of Accountability.
3. The selection of an applicant is contingent upon successful negotiation of any changes to the application as required by MDE.
4. The MDE also reserves the right to accept any application submitted for grant award, without negotiation. Therefore, applicants are advised to propose their most favorable terms initially. Applicants will be required to assume full responsibility for meeting all specified requirements stated in the RFA.

IV. APPLICATION FORMAT AND INSTRUCTIONS

Applications must be submitted utilizing the required format described on page 9 of this RFA. The RFA document may be downloaded from the Mississippi Department of Education's web page at www.mdek12.org under the Public Notices section, or may be e-mailed upon request. All applications that are submitted must include the following components in the order listed below:

Part A - Grant Application Cover Page (page 11)

The application cover page must be signed by the Superintendent of the district and the Law Enforcement Representative.

Part B – Evaluation Criteria (page 12)

Part C – Budget Summary (page 13)

This budget amount will be \$20,000 (\$10,000 grant and \$10,000 matching). Please justify all projected expenses to be used to initiate or enhance the School Resource Officer program for the 2017-2018 school year. The \$10,000 in matching funds can be used on equipment for the SRO(s) and/or safety equipment for the school upon which they are assigned. The summary shall be consistent with your Budget Narrative.

Part D – Budget Narrative (page14)

Budget Narrative- All applicants must provide an itemized budget breakdown for the salaries, fringe benefits, and projected matching funds.

Part E – Standard Terms & Conditions (pages 15-17)

The Standard Terms & Conditions must be signed by the Superintendent of the district as well as the Law Enforcement Representative.

Part F – Assurances (pages 18-19)

The Assurances must be signed by the Superintendent of the district, and the Law Enforcement Representative.

Attachment 1- Memorandum of Understanding (pages 20-21)

The Memorandum of Understanding must be signed by the Superintendent and the Law Enforcement Representative.

Attachment 2- MCOPS Individual Campus Threat Assessment (page 22)

The MCOPS Individual Campus Threat Assessment must be completed for each school campus and included in the MCOPS application.

Attachment 3- School Resource Officers Training Hours Log (page 23)

The School Resource Officer Training Hours Log must be completed for each officer position to show compliance with the required 40 hours of continuing education hours.

Grant Benchmarks, Reports, Payment Schedule and Reporting Requirements

- Each grantee must agree to meet the requirements of this grant opportunity.
- Grantees must attend a grant orientation.
- Grantee must submit a requisition of proposed expenses related to the MCOPS grant to the MDE Grant Director for approval.
- A one-time payment to districts will be disbursed electronically from MDE through the Request for Funds Form. Grantees are encouraged to contact their school district Business Manager for further guidance.
- Grantee must agree to deploy the SRO in accordance with the provisions of the Memorandum of Understanding (MOU) that must be submitted with the application (Attachment 1). K-12 Campus Police Departments do not require the MOU.

Part A
Cover Page
Mississippi Community Oriented Policing
Services in Schools Grant Application

School District: _____

Address: _____ City: _____

Zip Code _____ Phone Number: _____ Fax Number: _____

Grant Coordinator: _____

Email Address of Grant Coordinator: _____

Phone Number(s) of Grant Coordinator: _____

Number of Officers to be funded _____

Name of Superintendent: _____

Phone Number: _____ Fax Number: _____

Email Address of Superintendent _____

Name of Business Manager: _____

Email Address of Business Manager: _____

Name of Law Enforcement Representative: _____

Email Address of Law Enforcement Representative: _____

The applicant certifies that to the best of his/her knowledge, the information in this application is correct and that the filing of this application is duly authorized by the governing body of this institution.

Law Enforcement Representative Signature

Date

AND

Superintendent Signature

Date

Part B

Evaluation Criteria

I. DESCRIPTION OF NEED (30 Points)

Attached a typed document (minimum of 200 words) to describe your school's need for the MCOPSS grant. The description of need should include:

- Results of previous school safety assessment demonstrating the need of an SRO.
- Statistical data from the youth court exercising jurisdiction, internal school disciplinary data, or Mississippi Student Information System (MSIS) data.
- Current limitations (response time, serving multiple schools, shortage or officers, etc.)

2. THREAT ASSESSMENT WORKSHEET (30 (Points)

Complete the questionnaire attached to this document (ATTACHMENT 2). These questions will be used to provide data for each campus included in the grant. A separate questionnaire should be complete for each campus.

3. PLAN OF ACTION (40 Points)

Based on your school's need for the MCOPSS grant, please attach a typed proposed **Plan of Action** to describe how the grantee will utilize their SRO to provide a safe and orderly education environment. The plan of action should include:

- The main objective of your plan.
- The proposed activities to accomplish your objectives within your plan.
- A job description for your SRO to ensure the officer will be working in and around primary and secondary schools.
- Supporting documentation in the following areas:
 - i. Problem identification and justification
 - ii. Community policing strategies to be used by the officers
 - iii. Quality and level of commitment to the effort, and the link to community policing

Part C

Budget Summary

Budget Summary

This budget amount will be \$20,000 (\$10,000 grant and \$10,000 matching). Please justify all projected expenses to be used to initiate or enhance the School Resource Officer program for the 2017-2018 school year. The \$10,000 in matching funds can be used on equipment for the SRO(s) and/or safety equipment for the school upon which they are assigned. The summary shall be consistent with your Budget Narrative.

Part D

Budget Narrative

Budget Narrative

- All applicants must provide an itemized budget breakdown that shows the projected yearly salary and fringe benefit costs for each officer.
- All applicants must provide a list and associated anticipated costs of the SRO equipment and/or safety equipment for the schools upon which the officer(s) is/are assigned to meet a minimum of the 50% match in funds.

For Example:

Salary	Fringe
\$32,000	\$9,000
Total	\$41,000

Safety Item	Cost
Body Armor	\$800
Metal detectors	\$10,000
Weapons (be specific)	\$750
Surveillance Equipment	\$5,000
Total	\$16,550

Part E

Standard Terms and Conditions

Appropriate terms and conditions should be selected from the list below to be included in grants entered into by the Mississippi Department of Education. Other Special Conditions may be included depending on the type of services and the grantee. Please note that some federal grants may require alternate or additional conditions.

Access to Records

The Grantee agrees that the MDE, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit and examine any pertinent books, documents, papers, and records of Grantee related to Grantee's charges and performance under this agreement. Such records shall be kept by Grantee for a period of five (5) years after final payment under this agreement, unless the MDE authorized their earlier disposition. Grantee agrees to refund to the MDE any overpayments disclosed by any such audit. However, if any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 5-year period, the records shall be retained until completion of the action and resolution of all issues, which arise from it.

Assignment

Grantee shall not assign or sub-grant 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.

Availability of Funds

It is expressly understood and agreed that the obligation of MDE to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or 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 or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to MDE, MDE shall have the right upon ten (10) working days written notice to the Grantee, to reduce the amount of funds payable to the Grantee or to terminate this agreement without damage, penalty, cost or expenses to MDE of any kind whatsoever. The effective date of reduction or termination shall be as specified in the notice of reduction or termination.

Changes

This agreement shall not be modified, altered or changed except by mutual agreement by an authorized representative(s) of each party to this agreement, and must be confirmed in writing through MDE grant modification procedures.

Copyrights

The Grantee: (i) agrees that the MDE shall determine the disposition of the title to and the rights under any copyright by Grantee or employees on copyrightable material first produced or composed under this agreement; and, (ii) hereby grants to the MDE a royalty free, nonexclusive, irrevocable license to reproduce, translate, publish, use and dispose of, to authorize others to do so, all copyrighted or copyrightable work not first produced or composed by Grantee in the performance of this agreement, but which is incorporated in the material furnished under the agreement, provided that such license shall be only to the extent Grantee now has, or prior to the completion or full final settlements of agreement may acquire, the right to grant such license without becoming liable to pay compensation to others solely because of such grant.

Grantee further agrees that all material produced and/or delivered under this grant will not, to the best of the Grantee's knowledge, infringe upon the copyright or any other proprietary rights of any third party. Should any aspect of the materials become, or in the Grantee's opinion be likely to become, the subject of any infringement claim or suite, the Grantee shall procure the rights to such material or replace or modify the material to make it non-infringing.

Equal Opportunity Employer

The Grantee shall be an equal opportunity employer and shall perform to applicable requirements; accordingly, Grantee shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law.

Independent Grantee

The Grantee shall perform all services as an independent Grantee and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by Grantee with respect to third parties shall be binding on the MDE.

Laws

This agreement, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Mississippi.

Legal Authority

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

Mississippi Ethics

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

Personnel

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

Termination

The Mississippi Department of Education, 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 Mississippi Department of Education 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 Mississippi Department of Education, in whole or in part, may terminate this grant for cause by written notification. Furthermore, the Mississippi Department of Education and the grantee may terminate this grant, in whole or in part, upon mutual agreement.

Either the Mississippi Department of Education or the grantee may terminate this agreement at any time by giving 30 days written notice to the other party of such termination and specifying the effective date thereof. The grantee shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the grantee covered by the agreement, less payments of compensation previously made.

I have read and agree to comply with the standard terms and conditions and I certify that the contents of this application, if funded, will be followed in the implementation of the school district’s SRO Program described herein.

School District: _____ School Name: _____

Address: _____ City: _____ Zip Code: _____

Law Enforcement Representative Signature DATE

AND

Superintendent Signature DATE

PART F
Mississippi Department of Education (MDE) Assurances and
Certifications

- a. The applicant shall be an equal opportunity employee and shall perform to all other applicable requirements; accordingly, the applicant shall neither discriminate nor permit discrimination in its operation or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap, or sex in any manner prohibited by law. Further, the applicant 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;
- b. The applicant 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 applicant related to applicant's charges and performance under this agreement. Applicant shall keep such records for a period of five years after final payment under this agreement, unless the MDE authorizes their earlier disposition. Applicant 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
- c. The applicant assures that it possesses legal authority to apply for and to receive funds under this agreement;
- d. The grantee certifies they have not been barred from contracting or otherwise doing business with the State or Federal Governments;
- e. 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;
- f. The applicant shall perform all services as an independent applicant and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by the applicant with respect to third parties shall be binding on the MDE;
- g. 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 application for nonperformance of the application at any time during the term of the program. The applicant 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 applicant 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 applicant 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;
- h. 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; and

i. Applicant 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.

j. The local education agency/grantee adheres to the applicable provisions of the Education Department General Administrative Regulations (EDGAR): 34 CFR Subtitle A, Parts 1-99.

k. The local education agency/grantee adheres to the applicable regulations of the Office for Civil Rights, U.S. Department of Education: 34 CFR Subtitle B, Parts 100-199. 12 l. The local education agency/grantee adheres to the Office of Management and Budget (OMB) Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments).

m. The local education agency/grantee assures that salary and wage charges will be supported by proper time reporting documentation that meets the requirements of OMB Circular A-87.

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

School District: _____ School Name: _____

Address: _____ City: _____ Zip Code: _____

Law Enforcement Representative Signature

DATE

AND

Superintendent Signature

DATE

Attachment 1

Memorandum of Understanding

This memorandum of understanding (MOU) is entered into between _____ School District hereafter referred to as “the district” and Sheriff’s/Police Department, hereafter referred to as “the department”, for the purpose of implementing a School Resource Officer program within the district.

General Duties

The department will furnish a commissioned law enforcement officer who is eligible for certification as a School Resource Officer and capable of fulfilling the duties as set forth in the Mississippi School Safety Manual. These duties include but are not limited to; acting as the district administrator for safe schools planning, crisis response planning, and school safety assessment, as well as implementation of character education programs, mentoring activities, and enforcement activities. The officer will meet the qualifications outlined in the MDE School Safety Manual and be certified as an SRO within 1 year of appointment.

Desired Outcome

The purpose of the grant is to promote and provide a safe and orderly environment for student learning and foster an attitude of respect and compliance with the law among the student body as a whole. The goal is to reduce the rate of student non-compliance with school policies and procedures and student violations of the law. The program will foster civic obedience, participation, and develop good citizenship. The grantee and community responders will conduct one table-top exercise within the grant period.

Receipt and Disbursement of Grant Funds

The school district shall be responsible for the maintenance and disbursement of funding pursuant to this grant.

Programmatic Reporting

The district shall provide information regarding programmatic implementation to the Mississippi Department of Education School Safety Division.

Financial Reporting

The grantee shall provide all financial reporting regarding this grant.

Information Sharing

The district shall make available required information to the department in accordance with the provisions of 37-15-3 for mentoring and education purposes only; and department will make available required information to the district in accordance with 43-21-255, Mississippi Code of 1972, Annotated. The department acknowledges that information obtained cannot be used in violation of the Federal Education Rights Privacy Act (FERPA).

Supervision

The SRO shall remain under the command/supervision of the department chief/sheriff. The SRO shall work collaboratively with the district superintendent or their central office designee on a daily basis. The SRO shall not be supervised by a principal. The SRO shall maintain generally accepted standards of police practice at all times. The SRO shall be afforded the same courtesy and professional standing as other MDE certified staff. The district shall provide the officer with access to adequate office space for law enforcement sensitive activities, a phone, and a computer with internet access as well as instructional tools and equipment.

Authority

Both the district and department agree to maintain authority levels consistent with the appropriate codes of the Mississippi Code of 1972, Annotated concerning authority and responsibility to report all crimes committed on school property. The SRO shall maintain jurisdiction over all crimes committed on education property subject to consultation with the district superintendent. The district shall maintain the authority to press criminal charges consistent with state law. The district shall maintain the authority to carry out discipline in accordance with 37-11-69 for administrative violations of school policy and procedure exclusive of any criminal charges filed. All crimes committed on campus shall be reported in accordance with the provisions of Section 37-9-29 Mississippi Code of 1972, Annotated.

Evaluation

During the grant period, the district shall have a comprehensive school safety assessment conducted by a certified school resource officer in accordance with generally accepted standards of school safety to evaluate the program effectiveness and efficiency and shall ensure update of the crisis response plan annually.

Retention

It is the intent of the district and department to ensure and project funding for the continuation of this program upon the expiration of the grant and the partners agree to split the continuation of the program on a 50-50 basis upon grant expiration.

Termination

This agreement may be terminated by either party upon 90 days advance notice upon expiration of the continuation period.

<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
Law Enforcement Representative Signature	Date

<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
Superintendent Signature	Date

Attachment 2

MCOPS Individual Campus Threat Assessment

PLEASE TYPE OR PRINT

<p>Please use this form for EACH school campus included in the MCOPS grant application. There will only be one District application, but there may be several individual campus information worksheets.</p>	<p>School District:</p>
	<p>School Name:</p>

How many School Resource Officers (SRO's) are on this campus?			
How many School Safety Officers (SSO's) are on this campus?			
Are the SRO's and SSO's shared between other campuses?	Yes	No	
	How many campuses are shared?		
If the answer to question #5 is YES, what is the average response time between campuses?			
What grade levels are served at this campus?			
How many students and staff members are present on this campus?	Students:	Staff:	Total:
What is the estimated response time for local law enforcement to this campus if additional law enforcement resources are needed?			
How many incidents requiring an arrest have occurred on this campus in the past 12 months?			
How many out of school suspensions have occurred of this campus in the past 12 months?			

PRINT one document for EACH campus and include with the MCOPS application.

Attachment 3

School Resource Officers Training Hours Log

Officer's Name: _____

Training Title	Instructor	Location of Training	Course Hours	Certificate (Yes or No)

Print multiple copies if needed