MISSISSIPPI STATE BOARD OF CONTRACTORS
GRANT ADMINISTRATION POLICY

I. INTRODUCTION

The Mississippi State Board of Contractors ("MSBOC" or "Board") is authorized pursuant to Miss. Code Ann. § 31-3-14 to carry out activities that promote and strengthen the construction industry in Mississippi, including workforce development, education, training, apprenticeship, recruitment, and related initiatives that support the construction trades.

To further these statutory purposes, the Board may establish and administer grant programs designed to support eligible entities that provide workforce development, training, education, and industry advancement programs benefiting Mississippi's construction industry.

This Grant Administration Policy establishes the procedures, standards, controls, and requirements governing the solicitation, evaluation, award, administration, monitoring, and closeout of grants administered by MSBOC and sets forth, the terms and conditions that bind each recipient of grant funds.

II. PURPOSE

The purposes of this policy are to:

1. Ensure grant funds are awarded fairly, competitively, and transparently;
2. Promote accountability and stewardship of public resources;
3. Support workforce development and educational initiatives aligned with MSBOC's statutory mission;
4. Establish uniform grant administration procedures;
5. Ensure measurable outcomes from funded activities; and
6. Provide oversight mechanisms to prevent fraud, waste, and abuse.

III. DEFINITIONS

For purposes of this policy:

Applicant

An eligible organization submitting a grant application.

Board

The Mississippi State Board of Contractors.

Executive Director

The Executive Director of MSBOC or designee.

Grant

A financial assistance award provided by MSBOC to support an approved construction education or craft training project or program.

Award Letter

The written notice issued by MSBOC following Board approval of an award that states the award; specific terms described in Section X and that is issued subject to this Policy.

Award Date

The date of the award stated in the Award Letter.

Policy

This Grant Administration Policy, as amended from time to time.

Recipient

An entity that receives or accepts grant funds from MSBOC.

Workforce Development Program

A program, activity, or initiative that supports construction education or construction craft training, as authorized by Miss. Code Ann. § 31-3-14, and designed to prepare, train, educate, credential, or upskill individuals for employment and advancement within the construction industry.

Allowable Cost

A cost approved by MSBOC and necessary to accomplish grant objectives as authorized by Miss. Code Ann. §31-3-14.

Unallowable Cost

A cost prohibited by this policy, the Award Letter, or funding program requirements as specified in Miss. Code Ann. §31-3-14.

IV. ELIGIBILITY REQUIREMENTS

Eligible applicants may include:

- Mississippi community and junior colleges;
- Mississippi state institutions of higher learning;
- Mississippi Construction Education Foundation;
- Public high schools that participate in the Mississippi Construction Education Foundation's school-to-work program;
- Certain construction educational trusts.

Applicants must:

1. Acknowledge that they have reviewed this Policy and agree, if awarded, to comply with all grant requirements and to be bound by this Policy as provided in Section X.

V. GRANT PROGRAM PRIORITIES

The Board shall prioritize projects that:

1. Expand construction workforce participation;
2. Increase apprenticeship opportunities;
3. Address skilled labor shortages;
4. Promote contractor education and training;
5. Improve safety training and certification;
6. Increase industry credential attainment;
7. Recruit youth and underrepresented populations into construction careers;
8. Support rural workforce development initiatives; and
9. Advance innovative training methods and technologies.

VI. APPLICATION PROCESS

MSBOC shall publish a Notice of Funding Opportunity (NOFO) containing:

- Program objectives;
- Eligibility requirements;
- Funding availability;
- Submission deadlines;
- Required forms;
- Evaluation criteria; and
- Reporting requirements.

The NOFO and the application form shall state that all grants are subject to this Policy, shall identify where the current Policy may be obtained, and shall include the following

acknowledgment: "By submitting this application, the applicant acknowledges that is has reviewed the MSBOC Grant Administration Policy and agrees that, if awarded grant funds, it will be bound by the Policy as incorporated into the award."

Applicants shall submit:

1. Completed application form;
2. Project narrative;
3. Project timeline;
4. Detailed budget;
5. Budget justification;
6. Organizational information;
7. Performance measures;
8. Evidence of capacity; and
9. Certifications required by MSBOC, including the applicant's acknowledgment of this Policy.

Applications received after the deadline may be rejected.

VII. APPLICATION EVALUATION AND AWARD PROCESS

MSBOC staff shall conduct an initial review to determine:

- Completeness;
- Eligibility;
- Compliance with submission requirements.

Eligible applications shall proceed to evaluation by the Review Committee.

Following evaluation:

1. Applications shall be scored using criteria established by the Board;
2. Funding recommendations shall be prepared;
3. Recommendations shall be submitted to the Executive Director and Board;
4. The Board shall approve, modify, or reject recommendations; and
5. Following Board approval, awards shall be announced and an Award Letter shall be issued to each recipient as provided in Section X.

Scores shall serve as recommendations only. The Board may request clarification, additional documentation, or budget revisions before making an award.

The Board retains sole authority to approve, deny, or partially fund any application.

VIII. EVALUATION AND SCORING

Applications shall be evaluated using objective criteria.

Standard Evaluation Criteria

Category	Points
Demonstrated Need	15
Alignment with Statutory Purpose	15
Workforce Impact/Industry Need	15
Prior Grant Performance	5
Organizational Capacity	10
Program Design	10
Industry Partnerships	10
Budget Reasonableness	10
Sustainability	5
Geographic Reach	5
TOTAL	100

IX. REVIEW COMMITTEE

The Chairman of the Board shall appoint a Review Committee from among the board members.

Committee members shall disclose conflicts of interest and recuse themselves from reviewing affected applications.

Committee recommendations are advisory and subject to Board approval.

X. GRANT AWARDS AND ACCEPTANCE OF TERMS

No separate grant agreement is required. This Policy, together with the Award Letter issued for each grant, constitutes the terms and conditions of the grant.

Following Board approval, MSBOC shall issue an Award Letter to each recipient stating the following award-specific terms:

- Scope of work;
- Performance measures;
- Budget;

- Payment terms;
- Award date and the obligation and expenditure deadlines;
- Reporting due dates, if different from Section XIII; and
- Any special conditions approved by the Board.

No funds shall be distributed until the Board has approved the award and MSBOC has issued the Award Letter.

Acceptance of Grant Funds By accepting grant funds awarded by the Mississippi State Board of Contractors, the recipient acknowledges and agrees to comply with all applicable requirements, terms, conditions, and procedures contained in this Policy, as amended from time to time. This Policy is incorporated into and a made a part of the grant award. Acceptance and expenditure of grant funds constitutes the recipient's agreement to be bound by the requirements of this Policy.

Award Letter Acknowledgement Each Award Letter shall include the following statement: "B accepting these grant funds, the recipient acknowledges that it has reviewed and agrees to comply with the MSBOC Grant Administration Policy."

XI. ALLOWABLE AND UNALLOWABLE COSTS

Allowable Costs include:

- Construction education and craft training curricula;
- Construction education and craft training program development;
- Faculty development;
- Equipment;
- Student scholarships;
- Student assistantships;
- Continuing education programs related to construction education and craft training.

Unallowable Costs

- Lobbying;
- Political activities;
- Entertainment;
- Alcoholic beverages;
- Fines or penalties;
- Contributions or donations;
- Expenses outside the approved scope;
- Personal expenses; and
- Costs incurred before grant approval unless specifically authorized.

XII. PAYMENT PROCEDURES

Grant funds awarded pursuant to Miss. Code Ann. § 31-3-14 shall be used solely for construction education and construction craft training purposes, including curriculum and program development, faculty development, equipment, student scholarships, student assistantships, and continuing education programs related to construction education and craft training.

Grant recipients shall maintain grant funds in a manner that prevents commingling with normal operating funds and shall maintain adequate financial records documenting all expenditures.

Grant recipients shall obligate all awarded funds within twelve (12) months of the award date and expend all awarded funds within twenty four (24) months of the award date unless an extension is approved in writing by the Board.

Any grant funds not obligated or expended within the required period, and for which no extension has been granted, may be subject to de-obligation and recapture by the Board for redistribution to eligible programs.

XIII. PERFORMANCE MONITORING

Recipients shall submit performance reports annually on or before October 1st each year.

Reports shall include:

- Activities completed;
- Progress toward goals;
- Expenditures;
- Workforce outcomes; and
- Challenges encountered.

MSBOC shall evaluate recipient performance against approved objectives and provide feedback to the recipient.

XIV. SITE VISITS AND MONITORING

MSBOC may conduct announced or unannounced site visits.

Monitoring activities may include:

- Facility inspections;
- Participant verification;

- Financial reviews;
- Documentation reviews;
- Interviews with project personnel.

Recipients shall cooperate fully with monitoring activities.

XV. AUDIT REQUIREMENTS

Recipients shall maintain adequate financial records and internal controls.

MSBOC may require:

- Independent audits;
- Financial reviews;
- Special examinations.

Recipients shall provide access to records upon request.

XVI. FRAUD, WASTE, AND ABUSE PREVENTION

Recipients shall:

- Maintain effective internal controls;
- Prevent misuse of funds;
- Report suspected fraud or misconduct;
- Cooperate with investigations.

MSBOC may investigate allegations of fraud, waste, abuse, misrepresentation, or misuse of grant funds.

XVII. RECORD RETENTION

Recipients shall maintain grant records for a minimum of five (5) years after closeout unless a longer period is required by law or the award letter.

Records shall be available for inspection upon request.

XVIII. GRANT MODIFICATION

Grant modifications require Board approval. Approved modifications shall be documented in writing and become part of the award.

Modifications may include:

- Budget revisions;
- Scope changes;
- Timeline extensions;
- Performance target adjustments.

Unauthorized changes may result in repayment obligations.

XIX. CONFLICT OF INTEREST

Applicants, recipients, Board members, committee members, and employees shall avoid actual or perceived conflicts of interest. No Board member, employee, evaluator, or reviewer shall participate in the review, scoring, recommendation, or approval of a grant application if such individual has a financial interest, employment relationship, governing-board position, family relationship, or other conflict of interest involving the applicant.

Any actual, potential, or perceived conflict of interest shall be disclosed in writing as soon as it becomes known.

Individuals with conflicts shall recuse themselves from all discussions, evaluations, recommendations, decisions, and voting related to the affected application.

XX. PUBLIC TRANSPARENCY

MSBOC shall maintain transparency through:

- Publication of funding opportunities;
- Public reporting of grant awards;
- Annual summaries of grant activities;
- Compliance with applicable public records laws.

XXII. CLOSEOUT PROCEDURES

Grant closeout shall require:

1. Final performance report;
2. Final financial report;
3. Resolution of outstanding issues;
4. Return of unused funds; and
5. Completion of required documentation.

Closeout does not eliminate audit or repayment obligations.

XXIII. OUTCOME-BASED FUNDING

Where appropriate, MSBOC may incorporate outcome-based funding methodologies.

Funding decisions and future awards may consider:

- Achievement of performance targets;
- Program completion rates;
- Credential attainment;
- Employment outcomes;
- Apprenticeship placement rates.

XXIV. WORKFORCE METRICS

Recipients shall track applicable workforce metrics, including:

- Number of participants enrolled;
- Number completing training;
- Industry credentials earned;
- Apprenticeships created;
- Employment placements;
- Retention rates;
- Employer partnerships;
- Wages earned following completion.

XXV. ANNUAL BOARD REVIEW

At least annually, staff shall present a report to the Board summarizing:

- Funds awarded;
- Recipient performance;
- Workforce outcomes;
- Monitoring activities;
- Audit findings;
- Funds recovered;
- Program recommendations.

The Board may revise priorities and procedures based upon annual results.

XXVI. RECOVERY AUTHORITY

Pursuant to its authority under Miss. Code Ann. § 31-3-14 to ensure that Construction Education Fund monies are properly expended, grant recipients, by accepting grant funds, are bound by the repayment provisions of this Section. The Board may require repayment of grant funds determined to have been expended for unallowable purposes, unsupported expenditures, expenditures outside the approved scope of work, expenditures obtained through misrepresentation, or expenditures otherwise inconsistent with this Policy or the Award Letter.

APPENDIX A

RECOMMENDED APPLICATION SCORING SHEET

Applicant Name: _____

Project Title: _____

Evaluation Category	Maximum Points	Score
Demonstrated Need	15	
Alignment with Statutory Purpose	15	
Workforce Impact/Industry Need	15	
Prior Grant Performance	5	
Organizational Capacity	10	
Program Design	10	
Industry Partnerships	10	
Budget Reasonableness	10	
Sustainability	5	
Geographic Reach	5	
TOTAL	100	

Funding Recommendation:

□ Fund as Requested

□ Fund with Modifications

□ Do Not Fund

Reviewer Comments:

Reviewer Signature: _____

Date: _____

OPTIONAL FUNDING PRIORITIES

The Board may establish additional annual priorities, including:

1. Programs serving rural or underserved areas of Mississippi;
2. Youth apprenticeship programs;
3. Contractor workforce retention programs;
4. Construction technology and innovation training;
5. Safety certification programs;
6. Projects supporting industry-recognized credentials;
7. Programs with documented employer commitments for internships, apprenticeships, or hiring.