

Title III Financial Guidance for Consortia

A grant recipient must form a consortium if their allocated entitlement is less than \$10,000. A consortium may be formed across School Administrative Units (SAUs).

Grant recipients forming the consortium must all be part of a consultation on the methods of how best to use the pool of funding. The documentation confirming the consultation has occurred is the signed consortium application page. This document must also identify the agreed upon Fiscal Agent for the project.

Only one application and Form 1 is filed with the NHDOE for a consortium. The Form 1 must identify each member of the consortium's funding. This may be done in grouping or identified in the detailed information column along with the description of the expense.

Responsibilities

Members of the consortium are responsible for:

- ▲ providing the Fiscal Agent with copies of vendor invoices
- ▲ providing the Fiscal Agent with payroll timesheets/other documentation
- ▲ providing all documentation to the Fiscal Agent on a monthly basis

The Project Manager of the consortium is responsible for:

- ▲ consulting with all members of the consortium on how funding will be used
- ▲ providing written notice to each member when the project has been approved by the NHDOE – this communication will include the Form 2 project number and the total authorized funding
- ▲ completing and filing with the NHDOE the original application and Form 1 and all subsequent change documentation
- ▲ additional responsibilities are described in Chapter 2 and 3 of the Federal Funds Handbook

The Fiscal Agent of the consortium is responsible for:

- ▲ communicating the project status to members of the consortium on a quarterly basis
- ▲ completing and filing with the NHDOE the Quarterly Reports (Form 4) and Obligations and Disbursements Reports (Form 3) – see Chapter 8 of the Federal Funds Handbook
- ▲ maintaining the project files and federal funds ledger described in Chapter 2 of the Federal Funds Handbook – see Chapters 9 and 10 in the Federal Funds Handbook

Financial Requirements

The Federal Funds Handbook procedures are to be followed for the entire life of the project. The funding should be handled as a reimbursement to the members of the consortium.

Procurement may be done by members of the consortium or the Project Manager – this process should be agreed upon through the consortium. See Chapter 16 of the Federal Funds Handbook.

Payroll transactions must be processed through each member of the consortium – the Fiscal Agent is not responsible for processing payroll for employees of the consortium members. This will keep all collective bargaining and employee benefits appropriately recorded. See Chapter 12 of the Federal Funds Handbook for the required documentation.

Project Files are to be maintained by the Fiscal Agent. Any documentation (work papers) created by members of the consortium must be provided to the Fiscal Agent.