



New Hampshire

Department of Education

**New Hampshire Department of Education
Stronger Connections Grant Program for
SAFE Schools
Equitable Services Guidance**

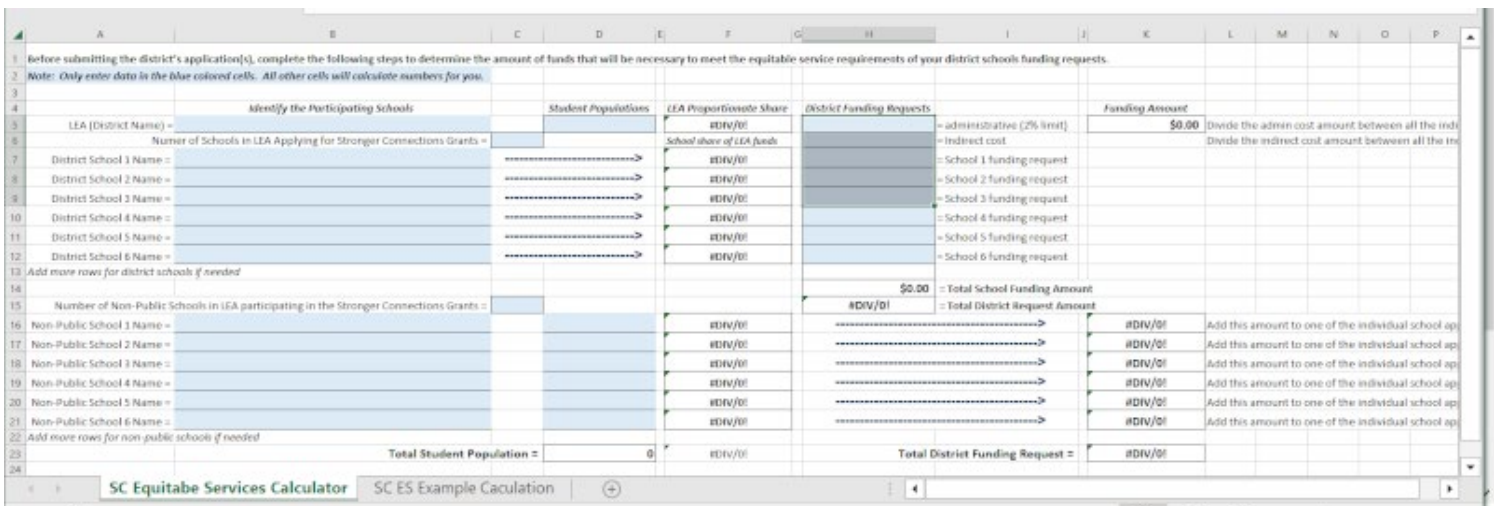
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Equitable Services to non-profit, non-public schools is a requirement of the Stronger Connections grant under the Title IV-A Program. The Stronger Connections grant program is for high-need LEAs. As part of the application process, equitable services to non-public schools in the LEA's geographic area choosing to participate is required. Each LEA that is applying for a Stronger Connections grant, and must consult with all private schools they consult with regarding Title IV, Part A. The New Hampshire Department of Education has limited the scope of allowable activities for this grant, which may impact non-public school participation, but does not eliminate the requirement for consultation.

NHED recommends that one person be designated at the district to oversee consultations and act on behalf of the LEA applying for the Stronger Connections grant. Consultations must begin when the district makes the decision to apply for the grant. Otherwise, the district will not be fully informed of the amount necessary to meet the specific scope of allowable activities in the grant.

The school district will need to coordinate the school applications with the participating non-public schools in order to appropriately budget for the correct amount of equitable services the district must provide to the non-public schools.

A Stronger Connections Equitable Services calculator has been developed for districts to use for this purpose.



The below process outlines how the equitable services for a school district should be calculated and reported for the Stronger Connections grant applications.

Providing Equitable Services for the Stronger Connections Grant Process

1. Designate one person from the district to act as the district – non-profit and non-public school liaison.
2. Locate all non-profit non-public schools that have addresses within the district’s boundary serving the same grade spans.
3. Districts with no non-public schools in their boundary must still complete the form and check Option 1 on the Stronger Connections Equitable Services Affirmation (SC-ESA), indicating that they have no non-public schools, and sign to be complete.
4. Send each non-profit non-public school the SC-ESA form.
 - a. Provide a reasonable deadline for a response.
 - b. Districts are required to make the attempt at least three times before assuming no response.
 - c. Use the same form for each attempt – cross off the date and add a new date for each attempt.
 - d. It is highly recommended that districts send a certified letter as their final attempt.
 - e. Optional recommendation – Even though it is stated, add a cover letter making it clear that funds may only be used for access control systems, emergency alerting systems, and/or surveillance systems, and their installations, as specified by NHED in the RFA.
 - f. Ask the non-public schools to provide their total enrollment based on the end of year enrollment for the 2022-2023 school year.
5. Collect all forms and check for completion.
6. If after three attempts, a non-public school did not respond, attach evidence of the district’s attempts to that private school’s SC-ESA.
 - a. Evidence may include phone log, email, and/or certified letter receipt.
7. Save all SC-ESA s and applicable evidence to be uploaded in the grant immediately following approval of the school’s application.
8. If one or more non-public schools checked that they elect to participate in consultation, please use the equitable services calculator, or the hand calculation guidance below to calculate necessary equitable services contributions.
9. Since each school will submit a separate application, the indirect costs and any administrative fees (limit 2%) charged by the district should be divided according to each individual school budget.
10. The proportionate share the district will owe for each individual participating non-public school should be added to only one of the individual school applications.

Example: Using the Stronger Connections Equitable Services Calculator

Fill in the district name, the district student population, and number and names of all district schools that are applying for the Stronger Connections Grant.

Note: Only enter data in the blue colored cells. All other cells will calculate numbers for you.

	A	B	C	D	E	F
4		<i>Identify the Participating Schools</i>		<i>Student Populations</i>		<i>LEA Proportion</i>
5	LEA (District Name) =	Awesome School District ← HERE		3500		← HERE
6		Numer of Schools in LEA Applying for Stronger Connections Grants =	3 ← HERE			School share of
7	District School 1 Name =	Awesome Middle School ← HERE		----->		
8	District School 2 Name =	Awesome Elementary School ← HERE		----->		
9	District School 3 Name =	Awesome High School ← HERE		----->		
10	District School 4 Name =	← HERE IF NEEDED		----->		
11	District School 5 Name =	← HERE IF NEEDED		----->		
12	District School 6 Name =	← HERE IF NEEDED		----->		
13	<i>Add more rows for district schools if needed</i>					
14						

Fill in the names of the participating non-public schools and the student populations of each school.

14				
15	Number of Non-Public Schools in LEA participating in the Stronger Connections Grants =	2	← HERE	
16	Non-Public School 1 Name =	Riverside Non-Public School	← HERE	185 ← HERE
17	Non-Public School 2 Name =	Lakeside Non-Public School	← HERE	68 ← HERE
18	Non-Public School 3 Name =		← HERE IF NEEDED	
19	Non-Public School 4 Name =		← HERE IF NEEDED	
20	Non-Public School 5 Name =		← HERE IF NEEDED	
21	Non-Public School 6 Name =		← HERE IF NEEDED	
22	Add more rows for non-public schools if needed			
23				
24		Total Student Population =		3753

Once the student populations have been entered, the proportionate share for each school is automatically calculated and presented. These proportions will be used to calculate the equitable share owed to each school and provide you with the appropriate funding levels you should request for your district in order to meet your equitable services contributions.

4	ing Schools	Student Populations	LEA Proportionate Share	District Funding Req
5		3500	93.26%	← AUTO CALCULATE 3,70
6	nger Connections Grants =	3	School share of LEA funds	\$8,50
7		----->	32.82%	\$85,00
8		----->	29.73%	\$77,00
9		----->	37.45%	\$97,00
10		----->	0.00%	
11		----->	0.00%	
12		----->	0.00%	
13				
14				\$259,00
15	nger Connections Grants =	2		\$291,92
16		185	4.93%	← AUTO CALCULATE ---
17		68	1.81%	← AUTO CALCULATE ---
18			0.00%	-----

Next, add any administrative costs and indirect costs you would like to claim for your district. Note, for Title IV-A, administrative costs are limited to 2% of the budget. Then, add the total amounts requested for each of the district schools submitting applications. The budget should be based on the cost of activities for that school only.

4	ing Schools		Student Populations	LEA Proportionate Share	District Funding Requests
5			3500	93.26%	\$5,700.00
6	nger Connections Grants =	3		School share of LEA funds	\$8,500.00
7				32.82%	\$85,000.00
8				29.73%	\$77,000.00
9				37.45%	\$97,000.00
10				0.00%	
11				0.00%	
12				0.00%	
13					
14					\$259,000.00 = Total School Funding Amount
15	nger Connections Grants =	2			\$291,922.00 = Total District Request Amount

Once the district requested amounts have been entered, the calculator will calculate the total request for the district, along with the equitable portions that will be owed to each participating non-public school. The equitable shares will be added to the total district budgeted amounts to provide you with a total budget that should be submitted by the district applications that will include equitable services portions for those participating non-public schools.

G	H	I	J	K	L	M	N	O	P	Q	R
12		= School 6 funding request									
13											
14	\$259,000.00	=	AUTO CALCULATE	g Amount							
15	\$291,922.00	=	AUTO CALCULATE	st Amount							
16				\$13,690.00	AUTO CALCULATE						
17				\$5,032.00	AUTO CALCULATE						
18				\$0.00							
19				\$0.00							
20				\$0.00							
21				\$0.00							
22											
23		Total District Funding Request =		\$291,922.00							


The total amount that should represent the application requests of all district school added together, that will include equitable services for participating non-public schools as well as the district administrative and indirect costs is also auto calculated and presented on the calculator.

G	H	I	J	K	L	M	N	O	P	Q	R
14	\$259,000.00	=	Total School Funding Amount								
15	\$291,922.00	=	Total District Request Amount								
16				\$13,690.00							
17				\$5,032.00							
18				\$0.00							
19				\$0.00							
20				\$0.00							
21				\$0.00							
22											
23		Total District Funding Request =		\$291,922.00	AUTO CALCULATE						
24											

Example: Using the Stronger Connections Equitable Services Chart to Calculate for Hand Calculation

Find the district's total student population and enter it in Row 1 of the chart.

Get the student population data from participating non-public schools and enter those in Rows 2a – 2d. If more than 4 non-public schools are participating, you will have to add more rows and include those in the calculation.

 Example Chart Completed Below

Row	Step	Directions	Results
1	District Total Enrollment	Sum of district's end of 2022-2023 school year enrollment regardless of number of schools within the district that are applying.	3500
2a	Participating Non-public School 1 Total Enrollment	Based on the end of 2022-2023 school year enrollment of only the non-public schools that elected to participate.	185
2b	Participating Non-public School 2 Total Enrollment	Based on the end of 2022-2023 school year enrollment of only the non-public schools that elected to participate.	68
2c	Participating Non-public School 3 Total Enrollment	Based on the end of 2022-2023 school year enrollment of only the non-public schools that elected to participate.	<i>Row not needed</i>
2d	Participating Non-public School 4 Total Enrollment	Based on the end of 2022-2023 school year enrollment of only the non-public schools that elected to participate.	<i>Row not needed</i>
		<i>If necessary, add more rows to cover all participating non-public schools in your LEA catchment area.</i>	<i>No additional rows necessary</i>
3	Sum of District and participating	Row 1 + Row 2a + Row 2b + Row 2c + Row 2d (<u>add</u> all participating non-public school enrollments)	3753

Total the number of students in the district and participating non-public schools and put the total number of students in Row 3.

Divide the district student population (Row 1) by the total number of students in Row 3 to get the districts proportionate share.

Divide each of the non-public school's number of students (from each Row 2) by the total number of students in Row 3 to get each non-public school's proportionate share.

3	Sum of District and participating non-public school enrollments	Row 1 + Row 2a + Row 2b + Row 2c + Row 2d (<i>add all participating non-public school enrollments</i>) $3500 + 185 + 68 = 3753$	3753
4	District Proportionate Share	Row 1 ÷ Row 3 $3500 \div 3753 = 0.9326$ (93.26%)	93.26%
5a	Participating Non-public School 1 Proportionate Share	Row 2a ÷ Row 3 $185 \div 3753 = 0.0493$ (4.93%)	4.93%
5b	Participating Non-public School 2 Proportionate Share	Row 2b ÷ Row 3 $68 \div 3753 = 0.0181$ (1.81%)	1.81%
5c	Participating Non-public School 3 Proportionate Share	Row 2c ÷ Row 3	<i>Row not needed</i>
5d	Participating Non-public School 4	Row 2d ÷ Row 3	<i>Row not needed</i>

Row 6 calculates the minimum funding required for the district activities. Put any administrative costs the district is claiming in Row 6a. For Stronger Connections, under Title IV-A, administrative costs are limited to 2% of your funding. Then put any indirect costs the district will claim in Row 6b. Indirect costs should be based on your district negotiated rate. Then, add the individual funding requests for each participating district school and put the total in Row 6c. Add Row 6a, Row 6b, and Row 6c to get the total amount of funds the district needs to complete its activities, and put that in Row 6d.

		<i>catchment area.</i>	<i>necessary</i>
6a	District's Administrative Cost	Limited to 2% of the funding request.	\$5700.00
6b	District's Indirect Cost	Based on the district negotiated indirect percentage.	\$8500.00
6c	Total District school level projects	Sum of all individual school level budget requests $\\$85,000 + \\$77,000 + \\$97,000 = \\$259,000.00$	\$259,000.00
6d	Minimum Funding for District Program	Row 6a + Row 6b + Row 6c $\\$5700.00 + \\$8500.00 + \\$259000.00 = \\$273,200.00$	\$273,200.00
7	District Grant	Row 6a + Row 6b + (Row 6c ÷ Row 4)	\$291,918.20

Row 7 calculates how much the budget request for the entire district should be. To get this amount, divide the district's total budget request in Row 6c by the district's proportionate share in Row 4. Add to this the administrative costs in Row 6a and the indirect costs from Row 6b. Both admin and indirect are not considered in the equitable services portion. The amount in Row 7 is the amount the district should request to be able to complete its activities and provide for equitable services. This represents the total of all your individual school applications.

	Program	\$273,200.00	
7	District Grant Request Amount	Row 6a + Row 6b + (Row 6c ÷ Row 4) $\\$5700.00 + \\$8500.00 + \\$277,718.20 = \\$291,918.20$	\$291,918.20
8	District's Equitable	Row 6c	\$259,000.00

The district's proportionate share is in Row 6C. Then divide Row 8 by the district's proportionate share in Row 4. This will get the total the district has to spend on the activities of its participating schools and the participating non-publics. Then calculate each non-public schools' proportionate share by multiplying this total (Row 6c divided by Row 4) amount by the non-public school's proportionate share found in the corresponding Row 5a through 5d (or more if necessary). Each individual school amount should be added in the corresponding Row 9a through 9d.

8	District's Equitable Share	Row 6c	\$259,000.00
9a	Participating Non-public School 1 Equitable Share	(Row 6c ÷ Row 4) x Row 5a \$277,718.20 X 0.0493 = \$13,691.51	\$13,691.51
9b	Participating Non-public School 2 Equitable Share	(Row 6c ÷ Row 4) x Row 5b \$277,718.20 X 0.0181 = \$5026.70	\$5026.70
9c	Participating Non-public School 3 Equitable Share	(Row 6c ÷ Row 4) x Row 5c	<i>Row not needed</i>
9d	Participating Non-public School 4 Equitable Share	(Row 6c ÷ Row 4) x Row 5d	<i>Row not needed</i>
		<i>If necessary, add more rows to cover all participating non-public schools in your LEA catchment area.</i>	<i>No additional rows necessary</i>
10	Total District Funding Request	Row 6d + Row 9a + Row 9b \$273,200.00 + \$13,691.51 + \$5026.70 = \$291,918.21	\$291,918.21

Calculate the total amount that the district should request for all applying schools to cover both district activities and equitable services, along with the admin and indirect costs by adding Row 6d, Row 9a, Row 9b, Row 9c, Row 9d, and any other added rows together. This number should match the amount in Row 7.

10	Total District Funding Request	Row 6d + Row 9a + Row 9b \$273,200.00 + \$13,691.51 + \$5026.70 = \$291,918.21	\$291,918.21
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Notes:

1. The amounts generated by the spreadsheet calculator will differ from the hand calculations slightly due to the number of decimal places used in the calculations. The spreadsheet will use many more decimal places than a person might use with a calculator.
2. Row 7 and Row 10 may also be slightly different due to rounding in your calculations.