

Creation of Consortia for the ARP Homeless Formula Grants

The US DOE awarded NH with the ARP Homeless II grant, 75% of which is to be distributed to LEAs as a formula grant. The formula is as follows:

1. 50% based on the proportional share of the LEA's allocation under Title IA
2. 50% based on the LEA's proportional share of the number of homeless children and youth identified by each LEA relative to all LEAs in the state, using the greater of the number of homeless children and youth in either the 18-19 or 19-20 school year in each LEA.

The US DOE established that an LEA must have an allocation of at least \$5,000 to be eligible for an ARP Homeless subgrant on its own. If the LEA's subgrant would be less than \$5,000, they must join with a consortium of LEAs in which the sum of its member's allocation meets the \$5,000 threshold.

What is a consortium?

A consortium is a collective group of LEAs who are eligible to receive ARP Homeless Funds but are below the threshold for an individual application. One LEA must agree to serve as the Lead LEA/Fiscal Agent of the consortium.

What are the benefits of a consortium?

LEAs are able to access the ARP Homeless Funds to provide services for students experiencing homelessness within their district. This support can include:

1. Programs that can support the identification of and outreach to students experiencing homelessness
2. Activities that reduce the barriers students who are experiencing homelessness face when trying to access their education – this can include providing school supplies, clothing, paperwork help, or access to mental health support, for example.
3. Transportation services
4. Academic tutoring and support

Who may join a consortium?

Any LEA may choose to join a consortium, regardless of the allocation amount or the number of homeless students. However, an LEA with an allocation below the required \$5,000 threshold MUST join a consortium in order to receive funds. The combined ARP Homeless original allocations of all members must meet or exceed \$5,000. Carryover amounts are not included when determining the required threshold.

How is a Consortium Formed?

1. An LEA interested in forming a consortium should contact other LEAs to determine interest. The combined ARP Homeless II allocations of all participating LEAs must meet or exceed \$5,000. LEAs are encouraged to contact the State ARP Homeless Consultant for help identifying other LEAs interested in forming a consortium.
2. To acknowledge its consortium participation, each LEA member must complete and sign the ARP Homeless Cooperative Agreement. This agreement is available at the end of this document. (Appendix A)

3. LEAs/Charters entering a consortium must establish a Memorandum of Understanding (MOU). A sample MOU is available below (Appendix B).
4. The Lead LEA/Fiscal Agent must notify NHDOE of its participating members via the ARP Homeless Grant.
5. A copy of the Cooperative agreement and MOU must be attached to the grant in the Grants Management System.

What are the options for managing ARP Homeless Consortium grants?

OPTION #1:

- Each participating LEA member will create a unique plan for spending the full amount of its individual ARP Homeless budget.
- The Lead LEA/Fiscal Agent will keep all separate budget plans on file and disseminate the appropriate funds to each member. The grant application will separately identify each LEA member's budget.

OPTION #2:

- Participating LEAs will collaborate to design one plan which combines the allocations of all members AND benefits all members of the consortium.
- This option must be clearly outlined in the MOU created by the Lead LEA/Fiscal Agent and agreed upon by all members. The grant application will also identify how funds have been combined for a common purpose which benefits all consortium members. Example: The allocations of all members will be combined and used to pay for transportation of students within all districts, professional development for the benefit of all staff, or supplies to be distributed between all districts.

The **Lead LEA/Fiscal Agent** assumes the responsibility of completing and submitting the ARP Homeless application, reimbursement requests, and completion report on behalf of the consortium.

Responsibilities:

- Collect the required signed **CONSORTIA - Participating LEA Member Certification and Assurances** documents from each participating LEA member
- Submit a *Memorandum of Understanding (MOU)*, or alternate agreement, that outlines how the consortium will meet all ARP Homeless grant requirements. This *MOU*, or alternative arrangement, must be signed by superintendents of all districts/charter representatives agreeing to be members of the consortium.
- Abide by and communicate all grant dues dates and deadlines.
- Obtain any and all information from LEA members necessary for submission of the original application, application revisions, reimbursement requests, and completion reports.
- Ensure all sections of the funding application have been completed and uploaded into NHDOE GMS, including the Sections C-E for all LEAs in the consortium.
- The Lead LEA/Fiscal Agent is the point of contact with NHDOE for all communication regarding the ARP Homeless application.
- Seek technical assistance as needed from NHDOE.
- Communicate to LEA members all changes regarding the funding application and grant.
- Verify that each LEA member's budget aligns with their allocation.
- Ensure the professional development and family engagement requirements have been included in each LEA member's budget.
- Ensure members have not exceeded the allowable costs for direct administrative expenses.

LEA members must comply with all ARP Homeless grant requirements.

Responsibilities:

- Read and acknowledge the required *ARP Homeless Program Assurances* included in the **CONSORTIA - Participating LEA Member Certification and Assurances** document
- LEA members must complete the required Sections C-E of the Title III Application and submit to Lead LEA/Fiscal Agent following established timeline.
- Ensure all requested items are supplemental and align with allowable costs.
- LEA members must create effective narratives, performance measures and outcomes
- Ensure budget requests do not exceed the total of the current year allocation.
- Ensure direct administrative expenses of the grant do not exceed the allowable allocation amount.
- Notify the Lead LEA/Fiscal Agent of any fiscal and/or programmatic changes needed to an approved budget in the GMS system—allow for 14 days processing

Appendix B: Sample Memorandum of Understanding (MOU)

LMO Consortium

Memorandum of Understanding

FY: 20____ - 20_____

This Memorandum of Understanding represents the agreed-upon program, services, and products to be provided to _____ students in the ABD School District, the DEF School District, the GHI School District and the XYZ School District during the 20__ - 20__ project year. The XYZ School District will act as the lead local education agency (LEA) and member. The consortium shall be named the LMO Consortium.

The XYZ School District will be responsible for acting as the fiscal agent for the consortium and will file the required expenditure reports and maintain fiscal records. The Consortium will plan to expend all ARP Homeless Funds by the end date of the grant – Sept 2024.

The LMO Consortium will coordinate quarterly meetings for the purpose of assessing the needs and effectiveness of the Consortium. All members agree to follow up with the agreed upon activities as outlined during consultation.

Lastly, the LMO Consortium will be responsible for completing and submitting expenditure reports and any other requests of information from NHDOE. Signature of the LEA representative represents the consortium has met and conferred and the members of the LEAs are in agreement to all stated.

Signatures of Authorized Representatives:

Consortium Lead LEA Representative (Superintendent or designee):

Print Name: _____ Signature: _____ Date: _____

Consortium Member LEA Representative (Superintendent or designee):

Print Name: _____ Signature: _____ Date: _____

Consortium Member LEA Representative (Superintendent or designee):

Print Name: _____ Signature: _____ Date: _____

Consortium Member LEA Representative (Superintendent or designee):

Print Name: _____ Signature: _____ Date: _____

