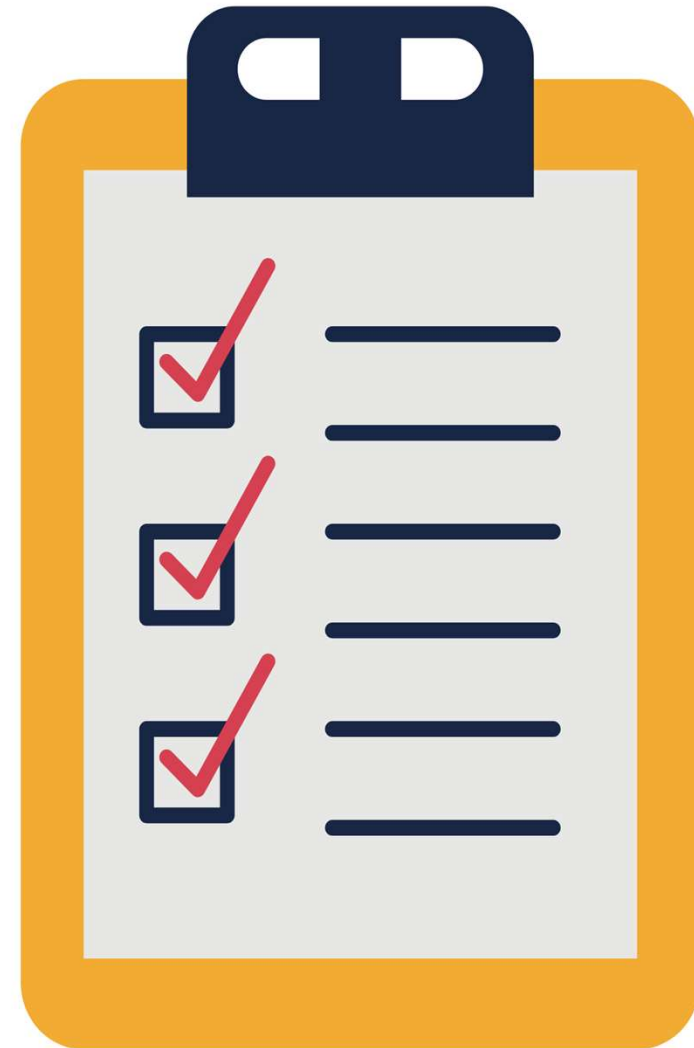# ARP-HCY II CONSORTIUM GRANT APPLICATION WALK-THROUGH

October 20, 2022

Agenda

- **Part I:** Grant Application Walk-Through
  - Required Consortium Documentation
  - Grant Application Requirements
  - Budget Lines & Narratives

- **Part II:** Managing Responsibilities
  - Fiscal Agent Responsibilities
  - Recommended Internal Systems

- **Updates & Timelines**

What documents are required to complete the consortium grant application?

Consortium Grant Application Required Documentation

The consortium lead/fiscal agent must establish the following with *each* of the participating LEA consortium members…

- **Certification and Assurances Agreement**

- **Memorandum of Understanding (MOU) that <u>explicitly</u> details fiscal agreements**
  - Pooling of funds
  - Maintenance of individual LEA allocations
  - Combination

The completed Certification and Assurances Agreement and the MOU must be <u>uploaded into the Related Documents in GME</u> upon the initial submission of the ARP Homeless II Consortium grant application.

Certification & Assurances Requirement

The consortium lead/fiscal agent must have each participating LEA member sign the Certification & Assurances Agreement

- Ensures that each participating LEA member is aware and agrees to the use of funds to aligned to the purpose of the grant and corresponding requirements

ALL INFORMATION SUBMITTED TO ADE IS PUBLIC INFORMATION. Organizations uploading documents to GME must ensure that the information contained in the document does not include sensitive data such as stude violation. Submission of such documents will result in delay of approval or other action in GME until the document is removed.

Required Documents		
Type	Document Template	Document/Link
ARP II Consortium MOU [Upload at least 1 document(s)]	ARP-HCYII Consortium MOU	
ARP II Participating Consortium Member-Certification & Assurances [Upload at least 1 document(s)]	ARP II Participating Consortium Member - Certification Assurances	

MOU Requirement

The consortium lead/fiscal agent must establish Memorandum of Understanding (MOU) that **<u>explicitly</u>** details fiscal agreements with *each* of the participating LEA consortium members.

- **Option 1: Pooling of Funds**
  - Combine the allocations of all members AND benefits all members of the consortium
    - The grant application will also identify how funds have been combined for a common purpose to benefit all consortium members

- **Option 2: Individual LEA Allocations**
  - Each participating member creates a unique plan for spending the full amount of its individual allocation
    - The Fiscal Agent keeps separate budget plans on file and disseminates the appropriate funds to each member
      - The grant application will separately identify each LEA member's budget

- **Option 3: Combination of Options 1 and 2**
  - Conducted by collaborating with some members and disseminating funds separately for other LEA members
    - Budget items, which are a collaborative request, must be clearly detailed as such in the grant application

MOU Requirement

A sample, editable MOU document is in the Required Documents in GME

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Required Documents		
Type	**Document Template**	**Document/Link**
ARP II Consortium MOU [Upload at least 1 document(s)]	ARP-HCYII Consortium MOU	
ARP II Participating Consortium Member-Certification & Assurances [Upload at least 1 document(s)]	ARP II Participating Consortium Member - Certification Assurances	

MOU Requirement

The default language in the sample, editable MOU is for the fiscal agreement for all consortium members to pool funds to benefit the consortium

Pursuant to the ARP Homeless II-Entitlement requirements, all members are to pool their funds to create and implement a program to support the unique needs of students experiencing homelessness in each of the LEAs comprising the consortium.

Change the language, as needed, to accurately reflect the fiscal arrangement between the fiscal agent and consortium members
- **Pooling of funds**
- **Individual LEA allocations**
- **Combination**

What needs to be completed before submitting the consortium grant application?

Grant Application Requirements

- **FFATA & GSA Verification**

- **Assurances**

- **Participating Member Organization Details**

- **Organization Contacts**

Application Status: Not Started

Change Status To: Draft Started

View ADE History Log
View Change Log

Description (View Sections Only View All Pages)

All

History Log
History Log
Create Comment

Allocations
Allocations

Funding Disclaimer
Funding Disclaimer

FFATA & GSA Verification
FFATA & GSA Verification

Assurances
Assurances

Consortium - Participating Member Organization Details
Consortium - Participating Member Organization Details

Program Information / Instruction
Program Information / Instruction

Organization Contacts - Required
Organization Contacts - Required

ARP - Homeless II Consortium
Budget
Budget Overview
Budget Overview Plus/Minus
Capital Outlay
Program Narrative Questions
Related Documents

Substantially Approved Dates
Substantially Approved Dates

ARP - Homeless II Consortium Checklist
ARP - Homeless II Consortium Checklist

All

Grant Application Requirements

- **Program Narrative Questions**

- **Budget the consortium's full allocation**
  - Program Narrative Questions
  - Established MOU
  - Assurances
  - Allowable expenditures

- **Related Documents**
  - Signed MOU
  - Signed Certification & Assurances
  - Board-approved job descriptions funded by grant
  - Director Approved Vehicle Justification Form
    - *Optional – based on data*

Application Status: Not Started

Change Status To: Draft Started

View ADE History Log
View Change Log

Description (View Sections Only   View All Pages)

	All
−	**History Log**
	History Log
	Create Comment
−	**Allocations**
	Allocations
−	**Funding Disclaimer**
	Funding Disclaimer
−	**FFATA & GSA Verification**
	FFATA & GSA Verification
−	**Assurances**
	Assurances
−	**Consortium - Participating Member Organization Details**
	Consortium - Participating Member Organization Details
−	**Program Information / Instruction**
	Program Information / Instruction
−	**Organization Contacts - Required**
	Organization Contacts - Required
−	**ARP - Homeless II Consortium**
	Budget
	Budget Overview
	Budget Overview Plus/Minus
	Capital Outlay
	Program Narrative Questions
	Related Documents
−	**Substantially Approved Dates**
	Substantially Approved Dates
−	**ARP - Homeless II Consortium Checklist**
	ARP - Homeless II Consortium Checklist
	All

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What needs to be included in the budget lines?

Budget Lines: Pooling of Funds

- **Combine the allocations of all members AND benefits all members of the consortium**
  - <mark>The grant application will also identify how funds have been combined for a common purpose to benefit all consortium members</mark>

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1	$22,752.32	$22,752.32

Narrative Description
$20,752.32 - Edkey - 1 highly qualified EL Support Coach who will mentor and train our highly qualified SEI instructors for the Edkey LEAs. .4 FTE
The Edkey EL Coach will implement coaching practices and instructional strategies specifically to teachers who have ELL students in their classrooms. These strategies will be focused on instructional best practices in English Language Development. The Coach will also do some Allocation, Grade Proficiency Level, Language Component, ELP Standards/Performance Indicators, Language Objectives, Academic Vocabulary, Materials, Lesson Sequence, Assessments, and Review. In addition, the Coach will meet with the teacher before school, during planning time or after school to discuss and share ideas of how to get student to English Proficiency by the end of the school year.

Budget Lines: Individual LEA Allocations

- **Each participating member creates a unique plan for spending the full amount of its individual allocation**
  - The Fiscal Agent keeps separate budget plans on file and disseminates the appropriate funds to each member
    - **The grant application will separately identify each LEA member's budget**

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental,or Unit Cost	Line Item Total
6100 - Salaries	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1	$9,191.41	$9,191.41
Narrative Description					

Intelli-School, Inc.: IntelliSchool will hire a counselor/homeless liaison. $5,344.16 is for the salary for one transition/academic and career counselor (roughly .1 FTE) to work individually and in small groups on academic (college and career post secondary)/social/emotional/behavioral support for all students, as identified on the Comprehensive Needs Assessment, Root Cause Analysis, Fishbones, and Integrated Action Plan.

SC Jensen Corporation, Inc.: IntelliSchool will hire a counselor/homeless liaison. $3,847.25 is for the salary for one transition/academic and career counselor (roughly .08 FTE) to work individually and in small groups on academic (college and career post secondary)/social/emotional/behavioral support for all students, as identified on the Comprehensive Needs Assessment, Root Cause Analysis, Fishbones, and Integrated Action Plan.
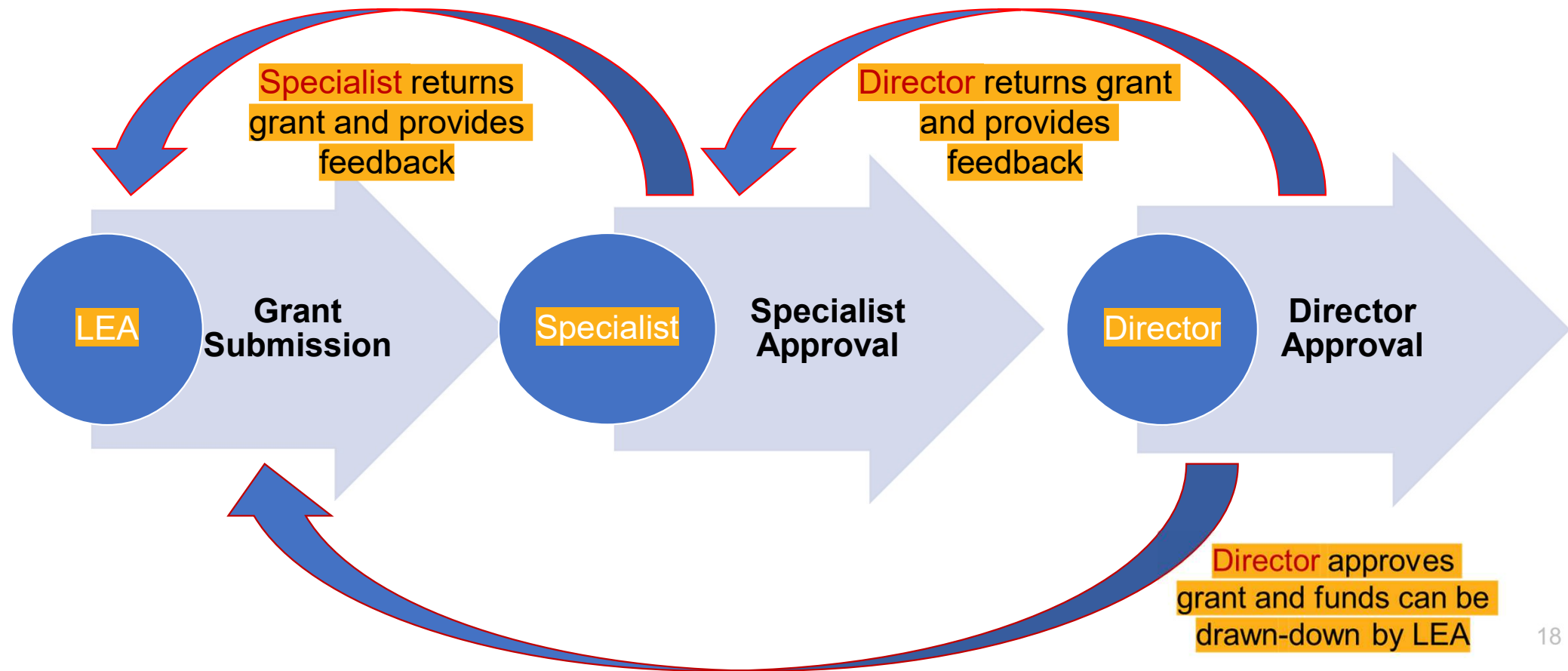
$5,344.16 + $3,847.25 = $9,191.41

What are the general responsibilities for the fiscal agent?

Fiscal Agent Responsibilities

- Ensure that consortium members fulfill their fiscal and programmatic responsibilities as subgrantees

- Maintain separate financial records for its members

- Communicate to all members any information from ADE relevant to the fiscal and programmatic requirements of the funds

- Ensure expenditures requested for reimbursement from consortium members align with the approved grant

- Submit timely and regular requests for reimbursement and disperse the funds throughout the project period

- Submit the grant application completion report, which includes final expenditures and required documentation

- Coordinate regular meetings, as needed, for the purpose of assessing the needs of the consortium

- Comply with any other requests for information from ADE

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What are some recommendations to support with these responsibilities?

Approval Process

LEA — **Grant Submission**

Specialist returns grant and provides feedback

Specialist — **Specialist Approval**

Director returns grant and provides feedback

Director — **Director Approval**

Director approves grant and funds can be drawn-down by LEA

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Recommended Internal Systems

- **Schedule recurring meetings** with the consortium members to determine the ongoing and dynamic needs to be addressed by the grant funds
  - Consider who is at the table, and who should be at the table
    - Federal Grants Directors/Coordinators
    - McKinney-Vento Liaisons

- **Schedule recurring time**, after meeting with consortium members, **to revise and submit the grant application** with allowable expenditure requests
  - ADE HEP ARP-HCY Funding Page
    - FY22 ARP-HCY I & II Allowable Uses of Funds
    - USFR for Arizona School Districts
    - EHCY & FY22 ARP-HCY Grants Budget Cheat Sheet

- **Schedule recurring reimbursement request reminders** for expenditures that have already received ADE Director Approval
  - Fiscal agent to submit to ADE
  - Consortium members to submit to the fiscal agent

- **Devise a system to collect and maintain documentation for all reimbursement requests** for ADE Director Approved expenditures **for each consortium member**

Recommended Internal Systems

- **Devise a system to collect and maintain documentation for all reimbursement requests** for ADE Director Approved expenditures **for each consortium member**

- **Develop a structured system comprised of deadlines for consortium members** to address grant application feedback and edits
  - For example, when the fiscal agent submits the grant application in GME for review, and it's returned with feedback,
    - the fiscal agent is responsible for disseminating grant review feedback to each consortium member, and
    - the consortium members are expected to respond to the feedback shared by the fiscal agent in a timely manner to ensure the efficiency in having the grant application processed and Director Approved
      - *Please note, that failure in doing so delays the process of the application approval and access to dollars*

Recommended Internal Systems

- **Regardless of the fiscal agreement** (i.e. pooling of funds, maintaining individual LEA allocations, or a combination)**:**
  - Each consortium member **cannot** expend more than their individual allocation
  - Devise a tracker to record the total expenditures that have been Director Approved for which each consortium member has contributed/allocated

Entity ID	CTDS	LEA Name	FY22 ARP-HCY II Prelimininary Allocation Amount	FY22 ARP-HCY II Reallocation Amount	IDC Rate 0.00%; Max Allowed	IDC Budgeted	6100/2100	6200/2100	6600/2100	Total Amount Allocated
1111	11111111	LEA Consortium Member I	$4,165.32	$5,109.78			$3,059.02	$606.30	$500.00	$4,165.32
2222	22222222	LEA Fiscal Agent	$5,628.97	$6,903.37			$4,280.56	$848.41	$500.00	$5,628.97
		Total Allocations	$9,794.29	$12,013.15			$7,339.58	$1,454.71	$1,000.00	$9,794.29
MOU:	Submitted	Pooling of Funds								
Assurances:	Submitted									

Updates & Timelines

FY22 ARP-HCY II Consortium Grant Timeline

- **Grant Application**
  - **Closes on November 14, 2022**
    - Reallocation of waived and forfeited funds to subgrantees consistent with ARP-HCY II funding formula
    - Grant application must be in LEA Authorized Representative Approved status to not have funds forfeited

- **Project Availability**
  - March 13, 2020 – September 30, 2024

- **Completion Reports**
  - Available on October 1, 2024
  - Will provide final payout of the approved grant application

Reimbursement Request (RR)

- LEAs should endeavor to submit monthly RRs to ensure that all funds are drawn-down by September 30, 2024

- RRs can only be submitted for the following:
  - Budgeted items and services that have received prior Director Approval
  - Expenditures which have already been incurred

- All RRs are processed via GME
  - Fiscal Quarterly Report

Thank You

Homeless Education Program Team
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