



ARIZONA DEPARTMENT OF EDUCATION

Stronger Connections Equitable Service Guidance

Equitable Services is a requirement of the Stronger Connections grant. School districts must consult with all private schools they consult with regarding Title IV, Part A. The Arizona Department of Education has limited the scope of allowable activities which may impact private school participation but does not eliminate the consultation requirement.

ADE recommends that one person be designated at the district to oversee consultations and act on behalf of all schools applying for the Stronger Connections grant. In doing so, each school does not need to separately consult with private schools. **Consultations must begin when the district makes the decision to apply for the grant.** Otherwise, the district will not be fully informed on the amount necessary to meet the specific scope of allowable activities in the grant.

Steps to ensure the district is meeting the equitable service requirement

1. Designate one person from the district to act as the district – non-profit private school liaison
2. Locate all non-profit private schools (NPO) that have addresses within the district's boundary serving the same grade spans
3. Districts with no private schools in their boundary must check all three boxes on the Stronger Connections Affirmation of Consultation (SC-AOC) and sign to be complete
4. Send each NPO the SC-AOC
 - 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 the salary and benefits of a school safety officer and required training specified by ADE. Ask NPOs to provide their total enrollment based on the day the district used for FY24 funding (2022-2023 school year/FY24 ESEA Consolidated School Eligibility Page).
5. Collect all forms and check for completion
6. If after three attempts, a private school did not respond, attach evidence of the district's attempts to that private school's SC-AOC
 - a. Evidence may include phone log, email, and/or certified letter receipt
7. Save all SC-AOCs and applicable evidence to be uploaded in the grant immediately following approval of the school's application
8. If one or more NPO(s) checked that they elect to participate in consultation, please continue to the next page



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Participating NPO(s)

Before submitting the district's application(s), complete the following steps to determine the amount of funds that will be necessary to meet the equitable service requirement and the district's ability to fully fund the SSO and training as specified by ADE.

Complete the Chart Below

1	District Total Enrollment	Sum of district's enrollment 40 th /100 th day (2022-2023 SY/FY24 ESEA Consolidated School Eligibility Page) regardless of number of sites applying	
2	NPO Total Enrollment	Based on their 40 th /100 th /same day (2022-2023 SY) only NPOs that elected to participate	
3	Sum of District and NPO	Row 1 + Row 2	
4	District Proportionate Share	Row 1 ÷ Row 3	
5	NPO Proportionate Share	Row 2 ÷ Row 3	
6	Minimum Funding for District Program	District's Administrative Cost + Indirect Cost + Sum of all site level budgets	
7	District Grant Request Amount	Row 6 ÷ Row 4	
8	District's Share	Row 7 x Row 4	
9	NPO's Share	Row 7 x Row 5	
10	Each site's portion of the total equitable service amount	Districts with more than one site application Row 9 ÷ Number of site applications	

Example

District Total Enrollment 10,219 students

NPO Total Enrollment 215 students

Sum of District and NPO Enrollment 10,434 students

District Proportionate Share $\frac{10219}{10434} = 0.9794$

NPO Proportionate Share $\frac{215}{10434} = 0.0206$

Minimum Funding for District Program \$106,400.00

District Grant Request Amount $\frac{106,400}{0.9794} = \$108,637.94$

Proportionate Share Calculation (District) $\$108,637.94 \times 0.9794 = \$106,400.00$

Proportionate Share Calculation (NPO) $\$108,637.94 \times 0.0206 = \$2,237.94$



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Revision 0 (Original Submission) District Level Budget Narrative

Districts may allocate the total NPO share as one activity for the original grant submission. It is likely that funds will be utilized for training, therefore a placeholder in 6300 would be appropriate.

Example

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 - Purchased Professional Services	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other) ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$2,237.94
Narrative Description					
Private School Proportionate Amount = \$2,237.94					
Total amount for all participating private schools Activities to be determined upon grant approval.					

Revision 1 (Revision Upon Approval)

Once approved, districts must continue consultations with participating NPOs. Through consultation, Districts will determine each NPO's use of funds. In a revision, the district will detail costs and code activities per grant guidance. Consultations must continue throughout the entire funding period.

1. Determine each participating private school's amount by completing the chart below

1	District Approved Allocation	Sum of the total approved for the district (sum of all approved site allocations)	
2	District's Total Enrollment	Sum of district's enrollment 40 th /100 th day (2022-2023 SY/FY24 ESEA Consolidated School Eligibility Page) regardless of number of sites applying <i>Row 1 in chart above</i>	
3	NPO Total Enrollment	Based on their 40 th /100 th /same day (2022-2023 SY) only NPOs that elected to participate <i>Row 2 in chart above</i>	
4	Total District and NPO Students	Sum of the total district students and private school students <i>Row 2 + Row 3</i>	
5	Per Pupil Amount	District approved allocation ÷ Total District and NPO Students <i>Row 1 ÷ Row 4</i>	
6	Individual NPO Amount	Total enrollment of individual NPO1 x PPA Total enrollment of NPO2 x PPA Total enrollment of NPO3 x PPA...	
7	District Site Contribution to each NPO	Sum of all individual NPO Amount ÷ Number of approved district sites For districts with more than one approved site	



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Revision 1 Continued

- 2. **Revision 1 Budget Narrative** – Each site will equally share the total private school portion. After allocating the full amount for each private school in one site’s budget narrative, copy and paste each activity in all sites.

Example

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 - Purchased Professional Services	2100.2200.2600.2700 - Support Services (Students, Instr., Operation, Transport.)				745.98
Narrative Description					
<p>Each site is dividing the total private school amount equally. Total Private School Amount = \$2,237.94 ÷ 3 approved LEA sites = \$745.98/site Private School 1 = \$1,041.00 Private School 2 = \$1,140.59 Private School 3 = \$56.35</p> <p>Private School 1 ADE Training – Oct 2023 in Phoenix, AZ x 2 administrators x \$450.00 = \$900.00 School Safety Virtual Training – Feb 2024 x 1 administrator x \$250.00 = \$250.00 (\$141.00 paid by SC Grant; \$109.00 paid by Private School 1)</p> <p>Private School 2 ADE Training – Oct 2023 in Phoenix, AZ x 2 administrators x \$450.00 = \$900.00 School Safety Virtual Training – Feb 2024 x 1 administrator x \$250.00 = \$250.00 (\$240.59 paid by SC Grant; \$9.41 paid by Private School 2)</p> <p>Private School 3 School Safety Virtual Training – Feb 2024 x 1 administrator x \$250.00 = \$250.00 (\$56.35 paid by SC Grant; \$193.65 paid by Private School 3)</p>					

- 3. **Upload all Stronger Connections Affirmation of Consultations in the first approved site’s Related Documents** – Include all SC-AOCs and evidence of three good faith attempts if applicable.

Questions? Please contact StrongerConnections@azed.gov
 Equitable Service Support, please contact privateschoolsomub@azed.gov