

Michigan Department of Education Office of Educational Supports Setting Up a 3rd Party Consortium

To Search for Consortium Grant Members:

In the green side menu, Click Consortium/Grant Member Information.

- Enter name of entity (School District)
- Click Search
- Click “+” for the entity you wish to invite, (the entity must be the School District)

TIRA-2022-25000-00011

Add/Edit Grant Members

To add a Grant Member:

- Select if member to be added is a Consortium or district Building.
- Search for member by entering either Entity Name (partial is acceptable) or Agreement Number.
- Select appropriate Entity from search results by clicking the “+” button.
- Select the appropriate Funding Source and click **Save**.

To Delete a Grant Member:

- Confirm all budget items have been deleted for the Grant Member to be removed.
- Click the **Delete** button next to the Grant Member to be deleted.
- Confirm deletion by clicking **Delete**.

Type: Consortium

Entity Name (Partial) or Agreement Number: dundee

Clear Search

Results

Add	Entity	Agreement Number	Building Code
+	Dundee Community Schools - 58050	58050	00000
+	Dundee Elementary School - 580500967	580500967	00967
+	Dundee Community High School - 580500968	580500968	00968
+	Dundee Middle School - 580507067	580507067	07067
+	Dundee Adult Education - 580507977	580507977	07977

A new screen will pop up. Click **Save**.

Add Consortium

TIRA-2022-25000-00011 : Dundee Community Schools - 58050

Title I Regional Assistance

Save

Repeat until all entities have been invited. The Title I Regional Assistance Grant application is set to auto-accept by the Consortium Member/School District. No invitations to accept the application will be sent to school districts added to the application as Consortium Members. School districts with level 3 NexSys security level will have view only access to their own district's budget in the application.

- Until budget items have been entered, the fiscal agent can remove any consortium member by clicking on the red garbage can.

▼ Consortiums								
Delete	Entity	Agreement Number	Building Code	Funding Source	Budget Information	Response By	Response	Response Date
	Dundee Community Schools - 58050	58050	00000	Title I Regional Assistance	\$0	Kyle Henson	Funding and Services	10/27/2021
	Flint, School District of the City of - 25010	25010	00000	Title I Regional Assistance	\$0	Kyle Henson	Funding and Services	10/27/2021
	Perry Public Schools - 78080	78080	00000	Title I Regional Assistance	\$0	Kyle Henson	Funding and Services	10/27/2021

To Enter Consortium Member Budgets:

In the green side menu, scroll down to Budget Pages. Click on Regional Provider/Grant Member Budget Summary pop out.

- Enter budget items by clicking on the Regional Provider/Grant Member Budget Item link under the consortium member.

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Budget Pages

- Budget Summary
- Budget Detail
- Budget Items
- Flagged Budget Items
- Regional Provider/Grant Member Budget Summary**
- Regional Provider/Grant Member Flagged Budget Items

Regional Provider/Grant Member Budget Summary

- Dundee Community Schools - 58050- [Regional Provider/Grant Member Budget Item](#)
- Flint, School District of the City of - 25010- [Regional Provider/Grant Member Budget Item](#)
- Perry Public Schools - 78080- [Regional Provider/Grant Member Budget Item](#)