

Lead LEA/Fiscal Agent Funding Forms and **Memorandum of Understanding** **Consortia Funding for FY24**

The superintendents or designees of the local educational agencies (LEAs) listed on this document agree to form and participate in an Education for Homeless Children and Youth (EHCY) Grant Consortium of LEAs for the purpose of providing supplemental programs and services to children and youth experiencing homelessness. By affixing signatures to these forms, the superintendents or designees certify the following: (1) the LEAs will abide by all the statutory requirements of the EHCY Program, and (2) the LEAs will adhere to the legal assurances contained in the EHCY Grant Program Assurances.

Lead LEA/Fiscal Agent of Consortium

Lead Fiscal Agent: _____ LEA CTDS: _____

Name of Administrator/Contact for the Lead LEA/Fiscal Agent:		
Title:		
Mailing Address:		
City:	State:	ZIP:
Telephone:	Fax:	
E-mail:		

☐

I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.

Printed Name of Superintendent or Designee

Signature of Superintendent or Designee

Date

List of Participating LEAs

The following LEAs are applying to participate in this consortium. Each participating member must complete the required **Participating LEA Member – Certification and Assurances** documents.

Name of LEA	LEA CTDS	March 1 st Preliminary Allocation	Adjusted/Final Allocation (post July 1 st)
Lead LEA/Fiscal Agent:			
Member 1.			
Member 2.			
Member 3.			
Member 4.			
Member 5.			
Member 6.			
Member 7.			
Member 8.			
Member 9.			
Member 10.			
NOTE: <i>A properly constituted consortium must either have a total of 50 enrolled students experiencing homelessness or a homelessness rate of no less than 2.9% for the consortium.</i> <i>All LEA consortium members must be located within the same service Area or zip code to meet the minimum threshold requirements of the EHCY grant application.</i>		Total grant:	

Note: Only EHCY allocation amounts should be listed in the table above. Add an additional sheet if needed.

Sample Memorandum of Understanding

(Period of Availability through September 30, 2024)

This Memorandum of Understanding represents the agreed-upon program, services, and materials to be provided to students experiencing homelessness in during the 2023-2024 project year. The will act as the Lead LEA (local educational agency) / Fiscal Agent of the consortium. A consortium of LEAs or Charters receiving an EHCY subgrant award must meet the same requirements as LEAs or Charters receiving subgrants individually.

The Consortium will plan to expend the entirety of its EHCY subgrant funds during the 2023-2024 project period. As the fiscal agent, , will be responsible for submitting the EHCY funding application and any necessary application revisions on behalf of the consortium members.

The fiscal agent will:

1. co-create a plan for how funds will be used or distributed, including any services to be provided to consortium members that meet the needs of students experiencing homelessness enrolled in all consortium member LEAs,
2. develop and collect Memorandums of Understanding (MOUs) and assurances signed by all consortium member LEAs that reflect the needs of students and plan for the use of funds,
3. complete the EHCY grant application and budget in Grants Management Enterprise (GME),
4. manage the budget, submit claims, and ensure expenditures requested for reimbursement align with the approved grant,
5. ensure that consortium members fulfill their fiscal and programmatic responsibilities as subgrantees of the EHCY Grant Program,
6. maintain separate financial records for its members,
7. communicate to all members any information from the Arizona Department of Education (ADE) relevant to the fiscal application and programmatic requirements of the funds,
8. submit timely and regular requests for reimbursement and disburse the funds throughout the project period,
9. submit the EHCY grant completion report, which includes final expenditures and the required documentation,
10. coordinate regular meetings and professional learning, as needed, for the purpose of assessing and meeting the needs of the Consortium, and
11. comply with any other requests for information from the Arizona Department of Education (ADE).

Each member shall submit a budget to the fiscal agent which does not exceed its current year allocation plus carryover, if applicable, UNLESS it is clearly noted in this Memorandum of Understanding that all members are pooling funds to create and implement a Homeless Education Program to benefit all members of the consortium.

The fiscal agent assures this Memorandum of Understanding has been provided to each consortium participant, so all members understand the roles and responsibilities of the lead agent and are informed of the terms and conditions of the established consortium.

Name of Lead LEA/Fiscal Agent Representative

Title of Lead LEA/Fiscal Agent Representative

Signature of Lead LEA/Fiscal Agent Representative

*The Lead LEA/Fiscal Agent is responsible for uploading completed documents to the **Related Required Documents** section of the EHCY funding application. For assistance, please contact:*

ADE Homeless Education Program Team
Homeless@azed.gov